

Aratohu Akoranga |

Course Guide

[Insert Course Code and Title]

(Level #, ## credits)

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# Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Effective date | Created/reviewed by | Reason for review/comment |
| 1 | October 2022 | Te Pūkenga Programme Unification Team | First issue |
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# He Kupu Whakatau | Welcome

*Nau mai, haere mai rā ki Te Pūkenga! Whiria ngā taura mātauranga hei kete whakairo, hei whakamaunga kanohi nō ngā iwi.*

Welcome to Te Pūkenga! Welcome to Te Pūkenga. As ākonga (a learner / learners) in [insert course code and title here], you are part of a network of support that stretches right across Aotearoa. Te Pūkenga is here to help you succeed – kaiako (tutors), advisors and other staff will support you within a learning environment where you are treated as an individual. We encourage you to connect with others in your programme so that you can enjoy working with them and build up your own network of academic friends for the future.

# He Aumihi nā tō Kaiako | Meet your kaiako

Kia ora! Ko [insert kaiako full name] toku ingoa, and I am happy to be welcoming you to this course!

[INSERT KAIAKO PHOTO]

[Kaiako to insert a brief bio and some words of inspiration for the course here.]

Enjoy your time studying with Te Pūkenga, and I encourage you to make the most of every opportunity that comes your way.

# He Kupu Whakataki | Introduction

This Course Guide contains essential information about [insert course code and title here]. You will need to refer to this Guide regularly. Discuss any parts of it that seem unclear with your kaiako or [insert relevant role here, e.g., Course Coordinator/Leader, or delete].

This Course Guide contains information on this course. You will have a Course Guide like this for each course you enrol in. For general programme information, refer to your Programme Guide.

As ākonga, you will also need information that is not specific to this course or your programme, like how to access the library and learning support, and what pastoral care is available. For this information, use the links below.

Insert unit name hyperlinked to source of student-facing policies and procedures (e.g., for special assessment consideration, extension beyond course end date, appeal of grade)

Insert unit name hyperlinked to source of library and learning support services

Insert unit name hyperlinked to source of disability support services

Insert unit name hyperlinked to source of Māori support/achievement unit

Insert unit name hyperlinked to source of Pasifika support/achievement unit

# Taipitopito Hōtaka | Course Details

|  |  |
| --- | --- |
| **Course code and title** | [Insert course code and title here.] |
| **Credits** | ## | **Learning hours** | ### |
| **Pre-requisites** | List course codes or delete if n/a. | **Co-requisites** | List course codes or delete if n/a |
| **Unit standards** | List the unit standards and indicate if compulsory or optional. Delete row if n/a.  |
| **Course aim** | [Insert course aim using the exact wording from the course descriptor.] |
| **Learning outcomes** | After you successfully complete this course, you will be able to… |
| 1. [Insert LO using the exact wording from the course descriptor.]
 |
| 1. [Insert LO using the exact wording from the course descriptor.]
 |
| 1. [Insert LO using the exact wording from the course descriptor.]
 |
| 1. [Insert LO using the exact wording from the course descriptor.]
 |
| **Link to online course site** | [Insert link if this info isn’t already on an online course site; otherwise, delete row.] |

# Te Hiranga Tangata | Important Contacts

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Contact details** | **Availability** |
| **Kaiako** | [Insert name] | [Insert contact details] | [Indicate hours of availability]  |
| You may expect a response from your kaiako within 48 hours. If you do not receive a response, please contact the coordinator or administrator below. |
| **Course coordinator** | [Insert name] | [Insert contact details] | [Indicate hours of availability]  |
| **Administrative contact** | [Insert name] | [Insert contact details] | [Indicate hours of availability]  |

# Wātaka | Timetable

|  |  |
| --- | --- |
| **Session type** | [Insert day, time and venue info.] |
| **Session type** | [Insert day, time and venue info.] |
| **Session type** | [Insert day, time and venue info.] |
| **Attendance requirements** | Use this row if there are attendance requirements that must be fulfilled in order to pass the course (e.g., a logbook showing 80% attendance practical sessions); otherwise, delete row. |
| **Indicative learning hours** | **Kaiako-directed** | [insert hours] | **Work-integrated** | [insert hours] | **Self-directed** | [insert hours] |
| **Kaiako-directed hours** | You are expected to attend all kaiako-directed sessions on the timetable. You are more likely to succeed in the course if you attend regularly. Kaiako-directed sessions will include activities like [insert list of typical activities here]. |
| **Work-integrated hours** | During the hours set aside for work-integrated learning, you will be doing many different activities, such as [insert list of typical activities here]. |
| **Self-directed hours** | You are expected to spend approximately [insert hours] per week doing self-directed study for this course. This self-directed study supports and reflects your engagement with the course content. It is essential to your success in the course. You might use self-directed hours in this course to [insert list of typical activities here]. |

# Ngā Rauemi e Hiahiatia ana| Resources Required

|  |  |
| --- | --- |
| **Required texts/readings** | [Insert list of required readings.] |
| **Recommended texts/readings** | [Insert list of recommended readings, or delete row if n/a.] |
| **Other course requirements** | [Insert list or delete this row.] |

# Mahere Huarahi Hōtaka| Course Roadmap

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Session type** | **Topic/s** | **Learning Outcome/s** | **Activities and approximate hours** | **Key learning resources** | **Assessment due** |
| 1 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 2 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 3 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 4 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 5 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 6 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 7 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 8 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 9 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 10 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 11 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 12 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 13 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 14 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |
| 15 | [Date] | [insert type] | [insert topic/s] | [number] | [insert activities, hrs] | [insert resources] | [Time, date] |

# Aratohu Aromatawai| Assessment Guide

|  |
| --- |
| **Assessments in the Assessment Portfolio for this course** |
| **Assessment** | **Learning outcome/s targeted** | **Weighting** | **Submission date & time** |
| Assessment title | [insert number/s] | ##% | [time, date] |
| Assessment title | [insert number/s] | ##% | [time, date] |
| Assessment title | [insert number/s] | ##% | [time, date] |
| **Assessment submission details** |
| [Insert information as needed here about how ākonga are to submit assessments (e.g., by dropbox) and any specific regulations (e.g., a resit of a Barbering practical requires a client which ākonga will need to arrange).] |
| **Criteria to pass this course** |
| Ākonga must provide sufficient evidence against all learning outcomes to pass this course.[Insert any specific course pass requirements here.] |
| **Assessment regulations** |
| See your Programme Guide for assessment regulations. [Insert any course-specific assessment regulations here.] |

On the following pages / the pages linked below, you will find the *Assessment Instructions* and *Marking Rubric* for each assessment listed above.

|  |
| --- |
| **Assessment Instructions** |
| **Course code and title** | [Insert course code and title] |
| **Assessment title** | [Insert assessment title] |
| **Due date** | [Insert date] | **Weighting** | [Insert weighting] |
| **Submission details** | [Insert details of how ākonga should submit their completed assessment] |
| **Learning outcomes** | 1. [Insert LO using the exact wording from the course descriptor.]
2. [Insert LO using the exact wording from the course descriptor or delete.]
3. [Insert LO using the exact wording from the course descriptor or delete.]
 |
| **Background** | [Insert some background information for the assessment, e.g., * purpose of the assessment
* how it fits in with other assessments in the course
* how it will help ākonga show they have achieved the LOs]
 |
| **Task 1** | [Name the task] |
| [Give step by step instructions on the task] |
| **Task 2** | [Name the task] |
| [Give step by step instructions on the task] |
| **Task 3** | [Name the task] |
| [Give step by step instructions on the task] |

|  |
| --- |
| **Marking Rubric** |
| Course code and title | [Insert course code and title] | Assessment | [Insert assessment title] |
| Ākonga name |  | Ākonga ID number |  |
| **Performance Criteria** | **Level of Achievement** |  |
| **Achieved with excellence****(≥80%; A- to A+)** | **Achieved with merit****(65-79%; B- to B+)** | **Achieved** **(50-64%; C- to C+)** | **Not achieved** **(≤50%; E to D)** | **Mark** |
| [Insert criterion 1] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | /# |
| Insert mark range: #-# | Insert mark range: #-# | Insert mark range: #-# | Insert mark range: #-# |
| [Insert criterion 2] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | /# |
| Insert mark range: #-# | Insert mark range: #-# | Insert mark range: #-# | Insert mark range: #-# |
| [Insert criterion 3] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | /# |
| Insert mark range: #-# | Insert mark range: #-# | Insert mark range: #-# | Insert mark range: #-# |
| **Total** | **/100** |
| **Comments** |  |

|  |
| --- |
| **Marking Rubric** |
| Course code and title | [Insert course code and title] | Assessment | [Insert assessment title] |
| Ākonga name |  | Ākonga ID number |  |
| **Performance Criteria** | **Level of Competency** |
| **Achieved with Excellence** | **Achieved with Merit** | **Achieved** | **Not Achieved** |
| [Insert criterion 1] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] |
| [Insert criterion 2] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] |
| [Insert criterion 3] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] |
| **Comments** |  |
| **Overall grade** |  |

|  |
| --- |
| **Marking Rubric** |
| Course code and title | [Insert course code and title] | Assessment | [Insert assessment title] |
| Ākonga name |  | Ākonga ID number |  |
| **Performance Criteria** | **Level of competency** |
| **Achieved** | **Not Achieved** |
| [Insert criterion 1] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] |
| [Insert criterion 2] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] |
| [Insert criterion 3] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] |
| [Insert criterion 4] | [Insert indication of what ākonga must do to achieve this level] | [Insert indication of what ākonga must do to achieve this level] |
| **Comments** |  |
| **Overall grade** |  |

