

Aratohu Hōtaka |

Programme Guide

[Insert Programme Title]

(Level #, ## credits)

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# Version History

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| --- | --- | --- | --- |
| 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! By enrolling on the [insert programme title here] programme, you have become part of our Te Pūkenga network supporting ākonga (learners like you), right across Aotearoa.

Te Pūkenga is creating a unified network of polytechnics and industry training organisations to give you the benefit of the strengths of the whole network in your local region. The aim is to connect learning in [insert your region/s here] more closely with learning in other parts of Aotearoa to give you more choices in what, where, and how you can learn. Our ākonga are at the centre of everything we do. You are now part of a system that aims to

* be culturally responsive,
* honour Te Tiriti o Waitangi,
* be consistent across the country, and
* let you learn at your own pace, in your own place.

Te Pūkenga is here to help you fit learning around your life. Kaiako (tutors), advisors and other staff will support you within a learning environment where you are treated as an individual. We encourage you to get to know others in your programme so that you can enjoy working with them and build up your own network of academic friends for the future.

We are pleased that you have decided to enrol in this programme with Te Pūkenga and wish you every success on your journey with us!

# He Kupu Whakataki | Introduction

This Programme Guide contains essential information about the [insert programme title here] programme. You will need to refer to this Guide regularly. Discuss any part of it that seems unclear with your kaiako or [insert relevant role here, e.g., Programme Coordinator/Leader].

This Programme Guide contains general information on the programme. When you need information about a specific course, like timetable and assessment details, refer to the Course Guide for that course.

As ākonga, you will also need information that is not specific to your programme or courses, 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

# Horopaki ā-Hōtaka | Programme Background

The aim of this programme is to [insert a brief description of the programme based on the first paragraph of section 3 in the Programme Approval and Accreditation Document, using less formal ākonga-facing words].

As a graduate of this programme, you will be able to

* [insert GPO from Programme Approval and Accreditation Document]
* [insert GPO from Programme Approval and Accreditation Document]
* [insert GPO from Programme Approval and Accreditation Document]
* …

# Ngā Herenga Matua ō te Hōtaka | Programme Essentials

Use this section to set out things that apply to all students in the programme, such as

* Regulatory body registration
* First Aid requirements before work placement
* Police vetting before community project

If none, delete this section, including the heading.

Working Group: Highlight (part of) the section GREY if some information will be site-specific.

# Waeture ā-Hōtaka | Programme Regulations

Programme regulations outline the requirements for

* entry into the programme,
* progress through the programme,
* and completion of the programme

They will help you to understand these requirements. Read the Programme Regulations in conjunction with the relevant policies and procedures.

## Whakatapoko | Admission

|  |  |
| --- | --- |
| **General admission** | [Insert from Appendix 2 of the Programme Approval and Accreditation document.] |
| **Special admission** | [Insert from Appendix 2 of the Programme Approval and Accreditation document.] |
| **Discretionary admission** | [Insert from Appendix 2 of the Programme Approval and Accreditation document.] |
| **Additional requirements** | [Insert from Appendix 2of the Programme Approval and Accreditation document.] |
| **English language requirements** | [Insert from Appendix 2of the Programme Approval and Accreditation document.] |

## 

## Tūtukitanga Whakamihi | Credit Recognition

You can have credits recognised for previous work through cross credit, credit transfer and recognition of prior learning. The provisions and procedures for doing this are set out in relevant policies and procedures. [Insert anything additional from Appendix 2 of the Programme Approval and Accreditation document, otherwise delete this sentence.]

## 

## Tohu o te Hōtaka | Award of Qualification

|  |  |
| --- | --- |
| **Credit requirements** | [Insert from Appendix 2 of the Programme Approval and Accreditation document.]  To be awarded the [insert Qualification Title (Level X) (Strand if any)], ākonga must achieve a minimum of XXX credits in the pattern set out in Table 1 below from the courses set out in Table 2 below. |
| **Programme completion** | [Insert from Appendix 2 of the Programme Approval and Accreditation document.] |

## Waeture Aromatawai | Assessment Regulations

|  |  |
| --- | --- |
| **Grading** | [Insert from Appendix 2 of the Programme Approval and Accreditation document.] |
| **Additional assessment opportunities** | Ākonga who fail an assessment can re-sit/resubmit it.   * Indicate the number of opportunities per assessment/course. * Indicate any related requirements.   Ākonga who fail a course can be reassessed.   * Indicate the number of opportunities per course/programme. * Indicate the nature of the reassessment opportunity. * Indicate any related requirements. |
| **Assessment submission** | Individual course outlines tell you the dates and processes for submitting assessments.  If you are unable to submit an assessment by the due time and date   * indicate who ākonga should contact, how and by when; * indicate arrangements for late submission (if any); and * indicate penalty for late submission without prior arrangement (if any). |
| **Special assessment circumstances** | If conditions beyond your control   * prevent you from completing an assessment, or * negatively affect your performance in an assessment,   you may be eligible for special consideration. Details are outlined in relevant policies and procedures. |

## Waeture Whāiti o Ngā Rōpū Whakatau Paerewa | Programme-specific Regulations

[Insert any regulations related to a Regulatory body here, e.g., Nursing Council or Teaching Council. If none, delete this section.]

# Aromatawai i roto i tēnei Hōtaka | Assessment in this Programme

Assessment is a structured process of gathering evidence and making judgements on ākonga performance in relation to predetermined criteria. It is integral to learning and teaching. The assessment process is designed to

* assess your capabilities in a fair, valid, and reliable manner;
* stimulate and enhance learning;
* provide you with feedback regarding your own learning and for developmental purposes;
* evaluate your achievement and the demonstration of specified learning outcomes; and
* evaluate the achievement of the programme aims and objectives.

Assessment in this programme will evaluate your knowledge and skills. Each assessment will focus on one or more course learning outcome/s. Your performance in the assessment will reflect the extent to which you have achieved the targeted learning outcome/s.

We keep copies of all assessment material you submit for as long as you are in the programme because NZQA requires us to do so. Te Pūkenga may also use your assessment material may be used for moderation purposes. Moderation makes sure that all assessment is valid, reliable, fair, manageable and authentic. During moderation, different assessors look at the same submitted assessment material to ensure that they are applying standards consistently and making valid judgements.

## Te Tirohanga Whānui i ngā Aromatawai | Assessment Overview

The assessment overview below will give you an idea of the types of assessment you can expect in this programme. This will help you plan ahead so you have time set aside to work on assessments and submit them by the due date and time. Course Guides give details about each assessment in a course.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title 1** | Assessment title 1 | Assessment title 2 | Assessment title 3 |
| Weighting: | Weighting: | Weighting: |
| **Course Title 2** | Assessment title 1 | Assessment title 2 | Assessment title 3 |
| Weighting: | Weighting: | Weighting: |
| **Course Title 3** | Assessment title 1 | Assessment title 2 | Assessment title 3 |
| Weighting: | Weighting: | Weighting: |
| **Course Title 4** | Assessment title 1 | Assessment title 2 | Assessment title 3 |
| Weighting: | Weighting: | Weighting: |

# Ngā Rauemi e Hiahiatia ana | Resources Required

Use this section to indicate any programme-wide resources required, like a uniform for Beauty Therapy students or a heart rate monitor for Exercise Science students.

Delete the section (and its heading) if not needed.

Working Group: Highlight (part of) the section GREY if some information will be site-specific.

