

For NZ Citizens and
Permanent Residents

NZ Certificate in Health and Wellbeing [Level 3] Support Work

Do you want to develop the skills to enable you to enable others? In this certificate you'll be caring for and supporting children, adolescents and the elderly when they need it most. You will learn the skills to work in a hospital, or a residential or community setting.

When you've completed this certificate you'll have the knowledge and confidence to care for a range of people in the community. EIT's teaching staff live and breathe compassion and kindness and will introduce you to ideas and theories within supportive learning environments.

Campus EIT Hawke's Bay and EIT Tairāwhiti

Starts February and July

Length Three days per week for 17 weeks
Monday-only option for students from the health industry or appropriate workplaces will be offered subject to student numbers.

Contact Sue Jackson | Phone: 06 830 1521 | Email: sjackson@eit.ac.nz

EASTERN INSTITUTE OF TECHNOLOGY

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Feel good about your career choice

The NZ Certificate in Health and Wellbeing (Support Work) [Level 3] is a programme which offers stimulating studies and provides a pathway to a career in many aspects of health care and community support in roles such as care associate, rest home and/or residential community support staff.

This programme is designed to:

- ▶ Enable you to pursue a professional career as support staff.
- ▶ Prepare community support workers who are safe, competent and accountable in assisting people of any age in a health and disability setting.

YOUR FUTURE CAREER AND STUDY OPPORTUNITIES

NZ Certificate in Health and Wellbeing (Support Work) [Level 3] introduces you to the health sector and provides an opportunity to work across a number of community providers and organisations. You can progress into other EIT programmes including the NZ Certificate in Study and Career Preparation [Level 4] (Nursing/Health or Social Work Pathway) or a Certificate or Diploma in Mental Health.

Graduate students have been successful in gaining employment in a variety of settings including:

- ▶ Resthomes
- ▶ Disability providers
- ▶ Schools
- ▶ Vocational settings

WHAT YOU NEED TO KNOW

NZ Certificate in Health and Wellbeing (Support Work)

Level	3	Credits	71
Length	Three days per week for 17 weeks. Monday only option for students from the health industry or appropriate workplaces will be offered subject to numbers.	Fee*	TBC

* This is a guide only based on the previous year. All costs quoted include GST and student services levy. Fees apply to New Zealand citizens and New Zealand permanent residents only.

INDUSTRY-BASED TRAINING

Practical work experience in community based organisations form an integral part of EIT. Students often regard their placement as a key part of their learning experience.

2022 KEY DATES

INTAKE ONE		INTAKE TWO	
Programme starts	Monday, 14 February (Monday only group)	Programme starts	Monday, 18 July (Monday only group)
	Tuesday, 15 February (Three day group)		Tuesday, 19 July (Three day group)
Programme ends	Monday, 20 June (Monday only group)	Programme ends	Monday, 21 November (Monday only group)
	Thursday, 23 June (Three day group)		Thursday, 24 November (Three day group)

EIT SEMESTER HOLIDAYS

15 April - 29 April	27 June - 15 July	3 October - 14 October
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TIMETABLE

Your study time will be made up of contact time (class times, tutorials, industry-based learning) and non-contact time (your own individual study time, online learning).

Contact Time

On-campus classes are scheduled between 9.00am - 2.30pm.

You should plan to spend 10 learning hours per credit. Learning hours include both classroom and out-of-class hours.

ENTRY CRITERIA

Academic Criteria

This is an open entry programme which means no formal qualifications are required. You must be aged 16 or over and you are required to have a reasonable reading level in order to cope with the programme and to carry out written instruction.

Information Session

An information session is compulsory for those who do not meet the entry criteria and it is recommended for those who do meet the entry criteria. It will allow parties to exchange information about what the programme provides for students and requirements of students. Included will be discussion of possible career paths for the student, motivation and physical and emotional requirements, and applicant's abilities, background, experiences and interests. Attendance of whānau members and/or other support people is encouraged.

Alternative Entry Assessment

The alternative entry assessment will measure applicants' literacy and numeracy ability to ensure that it is of a level to cope with the demands of the programme.

Professional Criteria

Applicants who are not currently working within industry are required to:

- ▶ Sign a declaration and a request for personal information held by the Police. This does not apply to the Monday only group.

If the declaration identifies any issue that may impact on the student's ability to complete the programme, the student can discuss these with the programme coordinator at an information session. EIT reserves the right to decline entry to the programme should an applicant's Police record be such that they would be considered unsuitable for the type of work undertaken whilst on this programme or by graduates of this programme. The guidelines on which this decision will be based are the relevant professional association or industry requirements.

ENGLISH LANGUAGE ENTRY REQUIREMENT

Applicants for whom English is not their first language must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including successful study of a programme in which English was the language of instruction, completion of a New Zealand Certificate in English Language (Level 3), approved scores on IELTS tests (5.0 Academic with no band score lower than 5.0), completion of accepted international equivalents, or completion of an EIT assessment.

ENTRY WITH CREDIT

First Aid

If you already have a valid First Aid Certificate (First Aid Certificates are valid for two (2) years from issue date), which includes the NZQA units 6401 and 6402, you will need to provide a witnessed copy of the certificate with your application. First Aid units must be supplied at the time of applying or enrolling.

NZQA Units

If you already have NZQA units that are listed in this qualification and they are registered on the NZQA Framework, the units will be credited to you. Units must be the same number. Verification must be provided in the form of a copy of your Record of Learning from NZQA before the credits are granted.

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- ▶ CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- ▶ RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

You must apply prior to enrolment. CC and RPL cannot be awarded for a course if you are already enrolled in that course. For further information and enquiries about CC and RPL please contact the Programme Coordinator on 06 830 1521.

LITERACY AND NUMERACY SKILLS

A Literacy and Numeracy assessment is part of the preparation for all Levels 1 to 3 programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the support that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you can't fail. You will merely get information on your Literacy and Numeracy skills. The result does not have an impact on any of your assessment marks in your course work.

FACILITIES

Facilities include classrooms, workplaces and other community groups.

ASSESSMENTS

Assessments include practical demonstration of skills, written workbooks and workplace experience.

THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

When you study at EIT you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number. They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

HOW TO ENROL

There is an easy 3-step process to follow when enrolling at EIT.

STEP 1

Check out the programmes online to see the programmes available for you to study. A copy of the course information for each programme is available online.

STEP 2

You can now use your RealMe verified identity to apply for study at EIT. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your

study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

STEP 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-Free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to [FeesFree.govt.nz](https://feesfree.govt.nz) and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

STUDENT SERVICES LEVY

The Student Services Levy is a compulsory non-tuition fee that is charged to students enrolled at EIT. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT from the levy are ring-fenced, meaning they can only be spent on student services.

STUDENT LOANS AND ALLOWANCES

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at studylink.govt.nz.



EIT is now part of Te Pūkenga

Te Pūkenga will bring together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on campus and online learning. The services we offer will not only remain, they will be strengthened by being part of the extensive Te Pūkenga network around the country. From 2023 your enrolment will transfer to Te Pūkenga and you will become part of the extensive Te Pūkenga network around the country.



EXPERIENCED LECTURERS

You can be confident in the quality of our teaching and your learning experience at EIT.

EIT is one of the top ITPs in New Zealand for research excellence due to the quality of our community centred research, and associated publications and level of government and external grant income. This means that your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

EIT lecturers are highly qualified health practitioners and educators. We value our partnership with students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

NAME	QUALIFICATION	NAME	QUALIFICATION
Les Blair Programme Coordinator	RN, Dip/CertAdEd, NatCertALNE	Verena Lyons Lecturer	EN, CertAdEd, Quality NZ Advisor and Workplace Assessor
Cherie Te Rore Lecturer	MEdAd, PGDipRehab, DipTchg		

COURSE DESCRIPTIONS

NB: Courses are offered subject to sufficient numbers applying.

COURSE NO.	BRIEF DESCRIPTION	NO. OF CREDITS	NZQA LEVEL	VERSION
The Person and the Profession (Total Credits 15)				
27459	Observe, describe and respond to changes in a person in a health or wellbeing setting.	4	3	4
23387	Demonstrate the ageing process and its effects on a person's lifestyle and wellbeing.	7	3	4
16871	Demonstrate knowledge of causes and common effects of physical disability.	4	3	4
The Person and Safe Practice (Total Credits 15)				
28542	Demonstrate knowledge of, and apply professional and ethical behaviour in a health or wellbeing setting.	5	3	3
1810	Provide information about resources and support services in a health and wellbeing setting.	2	3	8
27458	Describe the development of a personal plan and support a person to achieve goals in a health or wellbeing setting.	3	3	4
23388	Provide support to a person whose behaviour presents challenges in a health or wellbeing setting.	4	3	4
FA Course	First Aid Course – 6401 v6 and 6402 v8	1	1	
The Practice, the Place and the People (Total Credits 16)				
28521	Describe responses to vulnerability and abuse in a health and wellbeing setting.	5	3	3
28543	Describe culturally safe Māori operating principles and values, and their application in a health or wellbeing setting.	5	3	2
23391	Respond to loss and grief in a health or wellbeing setting.	3	3	5
26971	Describe factors that contribute to mental health wellbeing and mental health problems.	3	3	1
The Place, Policies and Procedures (Total Credits 15)				
28536	Apply health, safety and security practices in a health or wellbeing setting.	5	3	2
23389	Describe risk management planning in a health or wellbeing setting.	3	3	4
23385	Describe benefits of and demonstrate behaviours that support advocacy and self-advocacy in a health and wellbeing setting.	4	3	4
23382	Support a person to participate as a member of the community in a health or wellbeing setting.	3	3	4
The Place and the People (Total Credits 10)				
23386	Support a person to meet their personal care needs in a health or wellbeing setting.	5	3	5
27833	Support people to use assistive equipment and move in a health or wellbeing setting.	5	3	3

NZ CERTIFICATE IN HEALTH AND WELLBEING (SUPPORT WORK) [LEVEL 3]

DOCUMENTATION / FORMS

Please Note

The following documents need to be completed and returned with your application/enrolment.

Without these documents we are unable to proceed with your application.

- Brief Personal Statement / Option Selection Form (including brief CV/Work History)
- Unit Selection Form
- Police Vetting Service Request Form
- Please provide two of the following forms as evidence of your ID (not required if enrolling into the Monday only group):
 - Passport (NZ or Overseas) OR
 - NZ Full Birth Certificate AND
 - NZ Driver Licence OR
 - Community Services Card OR
 - 18+ Card



NZ CERTIFICATE IN HEALTH AND WELLBEING (SUPPORT WORK) [LEVEL 3]

PERSONAL STATEMENT/OPTION SELECTION FORM

Handwritten please - Please also include a brief CV/ Work History

Applicant's name:

- Semester 1:** Monday only – if currently working in the health sector (17 weeks)
Monday 14 February to Monday 20 June
- Semester 1:** Tuesday/Wednesday/Thursday (Three days per week) (17 weeks)
Tuesday 15 February to Thursday 23 June
- Semester 2:** Monday only – if currently working in the health sector (17 weeks)
Monday 18 July to Monday 21 November
- Semester 2:** Tuesday/Wednesday/Thursday (Three days per week) (17 weeks)
Tuesday 19 July to Thursday 24 November

1. What do you believe are your personal strengths?

.....
.....
.....

2. How would you describe your attributes as a friend, a family member, or as a member of your community?

.....
.....
.....

3. Why are you interested in studying for this NZ Certificate?

.....
.....
.....

4. As part of this programme you may have practical experiences with agencies or organisations who may require you to obtain a Police vet of your personal information for any criminal convictions, criminal history and details of fines and enforcements.

(This does NOT apply to the Monday only group)

Have you ever had a criminal conviction within the last five years?

- Yes
- No

Please provide evidence with your enrolment of any Cross Credits that you are entitled to. If not provided with your enrolment, you will not receive recognition of this.

Applicant's signature: Date:

NZ CERTIFICATE IN HEALTH AND WELLBEING (SUPPORT WORK) [LEVEL 3]

UNIT SELECTION FORM

Please detach and return this completed form with your enrolment form.

Applicant's name:

Please tick which campus you are intending to study the programme on:

<input type="checkbox"/>	Hawke's Bay Campus	<input type="checkbox"/>	Tairāwhiti/Gisborne Campus	<input type="checkbox"/>	Hawke's Bay Campus (Monday only)
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I wish to enrol as follows: (please TICK your selection)

ALL CLASSES ARE FROM 9.00AM TO 2.30PM.

NOTE: Please DO NOT TICK unit standards you have already completed. Please supply evidence of this when you enrol.
(PLEASE REFER TO SECTION ON CROSS CREDIT).

The Person and the Profession			Tick
27459	Level 3 credit 4	Observe, describe and respond to changes in a person in a health or wellbeing setting.	<input type="checkbox"/>
23387	Level 3 credit 7	Demonstrate the ageing process and its effects on a person's lifestyle and wellbeing.	<input type="checkbox"/>
16871	Level 3 credit 4	Demonstrate knowledge of causes and common effects of physical disability.	<input type="checkbox"/>

The Person and Safe Practice			Tick
28542	Level 3 credit 5	Demonstrate knowledge of, and apply professional and ethical behaviour in a health or wellbeing setting.	<input type="checkbox"/>
1810	Level 3 credit 2	Provide information about resources and support services in a health and wellbeing setting.	<input type="checkbox"/>
27458	Level 3 credit 3	Describe the development of a personal plan and support a person to achieve their goals in a health and wellbeing setting.	<input type="checkbox"/>
23388	Level 3 credit 4	Provide support to a person whose behaviour presents challenges in a health or wellbeing setting.	<input type="checkbox"/>
FA course	Level 1 credit 1	First Aid Course (please provide evidence of your first aid before any cross credits can be done)	<input type="checkbox"/>

The Practice, the Place and the People			Tick
28521	Level 3 credit 5	Describe responses to vulnerability and abuse in a health and wellbeing setting.	<input type="checkbox"/>
28543	Level 3 credit 5	Describe culturally safe Māori operating principles and values, and their application in a health or wellbeing setting.	<input type="checkbox"/>
23391	Level 3 credit 3	Respond to loss and grief in a health or wellbeing setting.	<input type="checkbox"/>
26971	Level 3 credit 3	Describe factors that contribute to mental health wellbeing and mental health problems.	<input type="checkbox"/>

The Place, Policies and Procedures			Tick
28536	Level 3 credit 5	Apply health, safety and security practices in a health or wellbeing setting.	<input type="checkbox"/>
23389	Level 3 credit 3	Describe risk management planning in a health or wellbeing setting.	<input type="checkbox"/>
23385	Level 3 credit 4	Describe benefits of and demonstrate behaviours that support advocacy or self-advocacy in a health or wellbeing setting.	<input type="checkbox"/>
23382	Level 3 credit 3	Support a person to participate as a member of the community in a health or wellbeing setting.	<input type="checkbox"/>

The Place and the People			Tick
23386	Level 3 credit 5	Support a person to meet their personal care needs in a health or wellbeing setting.	<input type="checkbox"/>
27833	Level 3 credit 5	Support people to use assistive equipment and move in a health or wellbeing setting.	<input type="checkbox"/>

Section 1: Approved Agency to complete (For more information please see the [Guide to Completing the Consent Form](#) - <http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms-and-guides>)

Name of Approved Agency submitting vetting request:

Eastern Institute of Technology - E70351

Name of Applicant to be vetted:

Description of Applicant's role:

Student of the NZ Certificate in Health and Wellbeing (Support Work)

Applicant's purpose

- Employee
 Contractor/Consultant
 Volunteer
 Prosecution
 Vocational Training
 Licence/Registration
 Visa/Work Permit
 Other

What group(s) will the applicant have contact with in their role for your agency?

- Children/Youth
 Elderly
 Other Vulnerable Adults
 Other

What is the applicant's primary role for your agency?

- Caregiving (Children)
 Caregiving (Vulnerable adults)
 Healthcare
 Education
 Other

Will the role take place in the applicant's home?

- Yes
 No

Will the applicant be a volunteer or paid for their role?

- Paid
 Volunteer

Is this request mandatory under the Children's Act 2014 (CA)?

- Yes: Core childrens worker
 Yes: Non-core childrens worker
 No (mandatory under other legislation/optional/standard Police Vet)

If this is a mandatory Children's Act request, please specify the check reason below:

- New Children's Worker
 Existing Children's Worker
 CA Renewal

Evidence of Identity (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- A primary ID has been sighted (Mandatory)
 A secondary ID has been sighted (Mandatory)
 One form of ID is photographic (Mandatory)
 Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: _____ Date: _____

Signature: _____ Electronic Signature

Name of Approved Agency submitting vetting request:

Eastern Institute of Technology - E70351

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other)

*Date of birth:
(dd/mm/yyyy)

Place of birth:
(Town/City/State)

*Country of birth

NZ Driver Licence
number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names

Permanent Residential Address

*Number/Street:

Suburb:

Post Code:

*City/Town/
Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active investigations, charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Children's Act 2014 applies to this request (safety checks of core children's workers).
 - c. The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose newly-obtained relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: _____

Date: _____

Signature: _____

Electronic
Signature