If you're interested in working in the social services or education sectors, in roles such as teaching, social work, nursing and many other positions, the NZ Certificate in Study and Career Preparation [Level 3] is the ideal stepping-stone. The skills and knowledge you’ll acquire will put you in great stead for entry-level employment or to carry on to further study at Level 4.

<table>
<thead>
<tr>
<th>Campus</th>
<th>EIT Hawke's Bay and EIT Tairāwhiti</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starts</td>
<td>February (EIT Hawke's Bay and EIT Tairāwhiti)</td>
</tr>
<tr>
<td>Length</td>
<td>19 weeks full-time or equivalent part-time</td>
</tr>
<tr>
<td>Contact</td>
<td>Maree Leatherby  Phone: 06 830 1108. Email: <a href="mailto:mleatherby@eit.ac.nz">mleatherby@eit.ac.nz</a></td>
</tr>
</tbody>
</table>
Improve your skills and knowledge for study or work

Throughout the programme you’ll be supported as you enhance communication, literacy and numeracy skills. You’ll learn the skills and knowledge necessary to set you on a path for work or future study with the NZ Certificate in Study and Career Preparation [Level 4].

Please feel free to contact us by phone, email or private message us on Facebook for a chat about your study options. You can also visit our Taradale campus at any time to view EIT’s facilities.

Please note: part-time students will be strongly advised to complete the core courses before they enrol in any of the elective courses.

YOUR FUTURE CAREER AND STUDY OPPORTUNITIES

You will learn skills and knowledge to set you on your pathway for work or future study with the NZ Certificate in Study and Career Preparation [Level 4].

WHAT YOU NEED TO KNOW

NZ Certificate in Study and Career Preparation

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>60</td>
</tr>
</tbody>
</table>

Length: 19 weeks full-time or equivalent part-time
Fee: $3,000 approximately

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.

PROGRAMME DATES

<table>
<thead>
<tr>
<th>INTAKE ONE - HAWKE’S BAY AND TAIRĀWHITI</th>
<th>INTAKE TWO - HAWKE’S BAY ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme starts</td>
<td>Monday, 17 February</td>
</tr>
<tr>
<td>Programme ends</td>
<td>Friday, 26 June</td>
</tr>
</tbody>
</table>

EIT TERM HOLIDAYS

| 13 April - 27 April | 28 September - 9 October |

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 usually scheduled between 8:00 am and 5:00 pm Monday to Friday.
For a current timetable, please refer to eit.ac.nz/students/timetable.

Non-Contact Time
You should plan to spend approximately 10 hours of study per course per week including scheduled classroom time.

ENTRY CRITERIA

- Achievement of NCEA (Level 1) or an equivalent qualification OR
- Evidence of a level of literacy sufficient to
  1. be able to study at this level AND
  2. Interpret and apply health and safety requirements

Literacy and numeracy skills are embedded in the programme.
Computer literacy is highly recommended in order to be able to cope with the digital components of the courses.

ENGLISH LANGUAGE ENTRY REQUIREMENT

All applicants must have a level of English sufficient to be able to study at this level. Those applicants whose first language is not English should have an International English Language Testing System (IELTS) overall General of Academic score of at least 5.0 with no less than 5.0 in any band or equivalent.

ENTRY WITH CREDIT

Standard EIT regulations apply. Thirty credits is the maximum that can be transferred into this programme.

LITERACY AND NUMERACY SKILLS

A Literacy and Numeracy assessment is part of the preparation for all Level 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...
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.

PROGRAMME INFORMATION

There are two compulsory courses and two elective courses in the programme. To complete the qualification you are required to complete all four courses. All courses are at Level 3 and are worth 15 credits each. Throughout the programme you will be supported in improving their literacy and numeracy skills.

WORLD-CLASS 'A' RATED TEACHING STAFF

The Tertiary Education Commission rates EIT as one of New Zealand’s top institutes of technology and polytechnics for research. Our highly-qualified academics are leaders in their subjects, delivering the most up-to-date and relevant information to certificate, diploma, degree and postgraduate students. Attuned to ever-changing technologies, our tutors bring extensive work experience to teaching EIT’s certificate and other industry-tailored programmes.

COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>BRIEF DESCRIPTION</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCP3.01</td>
<td>Career and Study Skills</td>
<td>15</td>
<td>3</td>
<td>HB 1&amp;2</td>
</tr>
<tr>
<td></td>
<td>To enable students to develop focused skills for career and study pathways.</td>
<td></td>
<td></td>
<td>TC 1</td>
</tr>
<tr>
<td>SCP3.02</td>
<td>Communication Skills</td>
<td>15</td>
<td>3</td>
<td>HB 1&amp;2</td>
</tr>
<tr>
<td></td>
<td>To enable students to communicate clearly using a range of appropriate media.</td>
<td></td>
<td></td>
<td>TC 1</td>
</tr>
<tr>
<td>SCP3.03</td>
<td>Introduction to Aotearoa New Zealand Society</td>
<td>15</td>
<td>3</td>
<td>HB 1&amp;2</td>
</tr>
<tr>
<td></td>
<td>To introduce students to health, education and social systems in Aotearoa New Zealand</td>
<td></td>
<td></td>
<td>TC 1</td>
</tr>
<tr>
<td>SCP3.04</td>
<td>Introduction to Social Issues in Aotearoa New Zealand</td>
<td>15</td>
<td>3</td>
<td>HB 1&amp;2</td>
</tr>
<tr>
<td></td>
<td>To build students’ knowledge of the education and social service sector.</td>
<td></td>
<td></td>
<td>TC 1</td>
</tr>
</tbody>
</table>
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.

EIT has a long list of scholarships for which you can apply. So if you would like to get financial help with your study, take a look at our website to see what’s available. You can also take a look online at the givME database available at EIT. It lists every scholarship and grant available in New Zealand.

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 studylink.govt.nz or phone 0800 88 99 00. A Student Allowance is a weekly payment to help you with living expenses. It doesn’t have to be paid back. A Student Loan is made up of three parts – compulsory fees, course-related costs and living costs. You have to pay these back.

ENROLMENT INFORMATION

HOW TO ENROL

STEP 1
Complete the enrolment form that is included with this info pack or apply online www.eit.ac.nz

You can apply to StudyLink now if you need help to pay your fees, course related costs or living costs. You can do this even if you haven’t been accepted on to your programme yet.

Visit www.studylink.govt.nz to apply.

STEP 2
If you apply online you will be sent a form to check, sign and return to EIT along with any required supporting documents.

If you are applying by paper enrolment form, you will need to complete this and send back to EIT with any required supporting documents.

STEP 3
You will receive an acceptance letter with programme information including your start date.

You may also receive course selection forms. You need to complete these quickly and return them to us so we can finalise your enrolment. If you do not send these back to us we are not able to give StudyLink the information they need to finalise your student finance.

STEP 4
You will receive an invoice with payment details.

You must arrange for full payment of your enrolment fees before the start of your programme.

Contact us if you have any questions.

Scholarships and Grants

Student Services Levy

Student Loans and Allowances

THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

© Eastern Institute of Technology

DISCLAIMER: All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT reserves the right to amend/withdraw programmes or courses. The EIT Council will set fees annually by November and are subject to change. For the latest information, or for full programme entry requirements visit eit.ac.nz or phone 0800 22 55 348.
### NZ CERTIFICATE IN STUDY AND CAREER PREPARATION [LEVEL 3]

**SELECTION FORM**

Name: ________________________________

FULL-TIME STUDENTS: Please select both compulsory courses and both elective courses from the Pathway you would like to enrol into (you should have FOUR courses ticked).

PART-TIME STUDENTS: Please select and complete both compulsory courses SCP3.01 and SCP3.02 FIRST, before you enrol in the other courses.

<table>
<thead>
<tr>
<th>Course no</th>
<th>Course Title</th>
<th>Semester 1 (February)</th>
<th>Semester 2 (July)</th>
</tr>
</thead>
</table>
| SCP3.01   | Career and Study Skills  
To enable students to develop focused skills for career and study pathways. | ☐ | ☐ |
| SCP3.02   | Communication Skills  
To enable students to communicate clearly using a range of appropriate media | ☐ | ☐ |
| SCP3.03   | Introduction to Aotearoa New Zealand  Society  
To introduce students to health, education and social systems in Aotearoa New Zealand. | ☐ | ☐ |
| SCP3.04   | Introduction to Social Issues in Aotearoa New Zealand  
To build students' knowledge of the education and social service sector | ☐ | ☐ |

☐ I want to enrol at the Hawke’s Bay Campus

☐ I want to enrol at the Tairāwhiti Campus

Reminder:

Sem 1: this programme is offered in Hawke’s Bay and Tairāwhiti

Sem 2: this programme is offered in Hawke’s Bay only

PLEASE DETACH THIS SELECTION FORM AND RETURN WITH YOUR ENROLMENT FORM, THANK YOU.