

2024

# NZ Certificate in Exercise

## Level 4

If you're looking for an entry level qualification leading to a future in exercise training, then this certificate is for you. This programme provides the skills and knowledge to design and deliver exercise programmes within a framework of health and wellness. The focus is on individual and group exercise programmes that help improve fitness and lifestyles.

Graduates are recognised as personal trainers by the Register of Exercise Professionals.

Location	Hawke's Bay and Tairāwhiti
Start	February and July*
Length	17 weeks full-time
Contact	Sue Jackson Phone: 06 830 1521 Email: <a href="mailto:sjackson@eit.ac.nz">sjackson@eit.ac.nz</a>

\* February intake available in Tairāwhiti only and July intake available in Hawke's Bay only.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



Te Pūkenga

# Enhance your skills in exercise training

The NZ Certificate in Exercise (Level 4) is a practically-based 17 week programme, which provides the knowledge and skills required for employment in the health and fitness industry, and also serves as a staircase into further study in sport, recreation and exercise science.

The programme provides the knowledge and skills to design, deliver and adapt individual and group exercise programmes, and help improve the lifestyle of those who are at risk of common health conditions.

Graduates of this programme are recognised as Personal Trainers by the Register of Exercise Professionals (REPS).

## Subject areas

- What is exercise, the benefits and risks
- Anatomy and physiology
- Workplace skills: communication, customer care, time management, organisation
- Health and safety and ethical practice
- First aid
- Exercise technique and instruction
- Pre-screening and fitness testing
- Programme writing and programme adaptations
- Exercise prescription including common at risk groups
- Nutrition
- Marketing and business techniques

For more information read below, or make an appointment to view our facilities or discuss your study options with our staff.

## Career and study opportunities

As a graduate you could be employed or self-employed in roles such as:

- Exercise consultant
- Community exercise instructor
- Team training instructor
- Personal trainer

Others have continued their study pathway in the fields of Sport and Exercise, Social Sciences and Business.

For trained exercise professionals the employment opportunities are varied and exciting.

Further your study with the following programmes:

- NZ Certificate in Exercise (Level 5)
- NZ Diploma in Sport, Recreation and Exercise (Level 5)
- Bachelor of Sport and Exercise Science

## Partnerships


We value our partnership with Sport Hawke's Bay, Pettigrew Green Arena, EIT Institute of Sport and Health (EIT ISH) at the Mitre 10 Sports Park, YMCA Tairāwhiti and Sport Gisborne Tairāwhiti and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.



## NZ Certificate in Exercise Level 4, 60 credits

 Hawke's Bay and Tairāwhiti

 Full-time:  
17 weeks

 Fee:  
Visit [fees.eit.ac.nz](https://fees.eit.ac.nz) to see the fees for this programme

### 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 9.00am-4.00pm, Monday to Wednesday in Hawke's Bay and 9.00am-3.00pm, Monday to Thursday in Tairāwhiti.

### Non-contact time

You should plan to spend 16 hours on individual study per week.

Access to a computer and the internet is required to complete this programme.

### Additional costs

- \$100 approximately for purchase of polo shirt and sweatshirt

### Entry requirements

#### Academic requirements

- NZ Certificate in Sport, Recreation and Exercise (Multi-sector) (Level 3); or
- Meet NCEA Level 1 Literacy and Numeracy requirements; or
- Provide evidence of achievement at an equivalent level.

#### Health and professional criteria

All applicants are required to sign:

- A Police Vetting Service Request and Consent form; and
- A declaration that they are in good health (having no medical, physical or psychological conditions that would preclude working with vulnerable clients).

This request is consistent with industry expectations and the type of work undertaken whilst on the programme or as a graduate of the programme.

If the declaration identifies any issue that may impact on the applicant's ability to complete the programme, the applicant can discuss these with the Programme Coordinator at an information session. EIT | Te Pūkenga reserves the right to decline entry to the programme should an applicant's Police record or health difficulties

## 2024 Key dates

**Intake one** Starts: Monday, 19 February  
*Tairāwhiti only* Ends: Thursday, 27 June

**Intake two** Starts: Monday, 22 July  
*Hawke's Bay only* Ends: Friday, 29 November

**Semester breaks** Intake one:  
15-26 April  
Intake two:  
30 September-11 October

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.

### Information session

An information session is recommended as it is an opportunity for us to clarify what is involved in the programme and to get to know you, as a potential learner, to make sure the programme is right for you.

### English language entry requirements

All applicants must demonstrate an acceptable level of English language fluency prior to acceptance in the programme. Ways in which English language fluency may be demonstrated include the following:

- Successful study of a programme in which English was the language of instruction (subject to NZQA conditions)
- Completion of a New Zealand Certificate in English Language (Level 3 with any endorsement)
- IELTS Academic score of 5.5, with no band score lower than 5.0, achieved in a single test within the two years preceding enrolment
- Accepted international equivalents to the above IELTS scores
- Completion of an EIT | Te Pūkenga assessment

### Entry with credit

If you wish to receive credit recognition from previous studies or experiences, you can do so by applying 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.

CC and RPL cannot be awarded for a course if you are enrolled in that course. **Please contact the Programme Coordinator to discuss this option BEFORE you enrol.**

Please note recognising prior learning may reduce your study load in this programme and impact on your ability to receive funding.

For further information and enquiries about CC and RPL please contact the Programme Administrator, Sue Jackson, on 06 830 1521 or email [sjackson@eit.ac.nz](mailto:sjackson@eit.ac.nz).

## Facilities

### Hawke's Bay campus (HB)

Classes are held at the EIT Institute of Sport and Health at the Mitre 10 Sports Park, and Pettigrew Green Arena.

Learners have classes at the facility including use of the Gym, EIT | Te Pūkenga Sport Science Laboratory and occasional use of other indoor and outdoor spaces as needed.

Included in enrolment for this programme in Hawke's Bay is a limited membership to the Pettigrew Green Arena Gym. Further details will be provided on acceptance into the programme.

### Tairāwhiti campus (TC)

Classes are held at the EIT | Te Pūkenga Tairāwhiti Campus and practical sessions are held at the YMCA Gym on the corner Childers and Roebuck Roads.

Included in the enrolment for this programme in Tairāwhiti is limited access to the YMCA Gym. Further details will be provided on acceptance into the programme.

## Assessments

Assessments are a combination of practical, portfolio and written assessments. The emphasis in all assessments is the demonstration of practical knowledge relevant to the industry.

## EIT is now part of Te Pūkenga

Te Pūkenga brings 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 not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

## The experience you need & the support to succeed

When you study at EIT | Te Pūkenga 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.

## Experienced lecturers

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident 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.

Staff have industry experience and are passionate about the practical application of teaching techniques to help others to pursue their goals in the field of sport and exercise.

Name	Qualification
Ormond Heather <i>Lecturer</i>	MHSc (Distinction), PGDipSpSc, BRec&Sp

## Course descriptions

Course no.	Brief description	NZQA level	No. of credits
CE4.01*	<b>Exercise Training (includes First Aid units 6400, 6401, 6402)</b> To develop fitness industry professionals with the skills and knowledge required for a range of employment and/or self-employment roles such as exercise consultants, community exercise instructors and group fitness instructors.	4	60

\* This course is currently under review therefore the course number and title may change for 2024.

# How to enrol

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

## Step 1

Check out [eit.ac.nz](http://eit.ac.nz) to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

## Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. 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](http://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](http://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](http://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 | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga 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](http://studylink.govt.nz).



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## NZ Certificate in Exercise (Level 4)

### Documentation/Forms

# Please Note

These forms are to be returned with your completed enrolment form.

Without these we are unable to process your application.

Please complete and return the following:

- Enrolment Form
- Brief Personal Statement
- Referee Form
- Health Declaration Form
- NZ Police Vetting Service Request and Consent Form
- Please provide two of the following as evidence of your identity:
  - Passport (NZ or Overseas)
  - NZ Full Birth Certificate
  - NZ Driver Licence
  - Community Services Card
  - 18+ Card







# NZ Certificate in Exercise (Level 4)

## Brief Personal Statement

(Handwritten please)

Applicant name: .....

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

- Hawke's Bay
- Tairāwhiti

1. What do you believe are your personal strengths?

.....

.....

.....

2. Why are you interested in studying the NZ Certificate in Exercise?

.....

.....

.....

3. Have you ever had a criminal conviction?

- Yes
- No

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. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

4. Do you have a First Aid Certificate that includes NZQA Unit Standards 6400, 6401 and 6402?

- Yes (a copy of this will need to be provided at time of application)
- No

If you have any other First Aid Unit Standards, please list them here:

.....

Note that a First Aid Certificate is valid for two years from date the of issue. If you do not hold a **current** First Aid Certificate you will have an opportunity to gain this as part of the programme.

Applicant name: .....

Date: .....





# NZ Certificate in Exercise (Level 4) Referee Form

### To the Applicant:

Please fill in your referee's name and address below and give this form plus a stamped addressed envelope to your referee as soon as possible. (It is recommended that you contact your referee beforehand to obtain their permission.) **Be sure you fill in your name below.**

Applicant name: .....

You are required to ask one referee to complete this confidential reference form. Family members and people residing at your address are **NOT** considered appropriate referees.

1. Please supply the referee with a stamped envelope addressed to the Programme Administrator, NZ Certificate in Exercise (Level 4), School of Health and Sport Science, EIT | Te Pūkenga, Private Bag 1201, Hawke's Bay Mail Centre, Napier, 4142.

- a. If you are still attending school (or have recently left) it is ideal to have as your referee the **Principal of that school.**
- b. If you are (or have been) employed, please endeavour to have as your referee a **recent employer.**

### To the Referee:

This is a **CONFIDENTIAL** Reference Form.

The information given will be held in the strictest confidence and will assist in the selection process.

Please complete this page and return as soon as possible to:

The Programme Administrator, NZ Certificate in Exercise (Level 4)  
School of Health and Sport Science  
EIT | Te Pūkenga  
Private Bag 1201  
Hawke's Bay Mail Centre  
Napier 4142

or email to [sjackson@eit.ac.nz](mailto:sjackson@eit.ac.nz)

You may be contacted with regard to the suitability of the Applicant. Thank you for your assistance.

I give permission to be contacted:

Referee signature: .....

Date: .....

Referee name: .....

Referee phone: Day ..... Night .....

Referee address: .....





## NZ Certificate in Exercise (Level 4) Health Declaration Form

Applicant name: .....

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

Hawke's Bay       Tairāwhiti

Should you have any questions about the level of health required to complete this programme please contact the Programme Coordinator prior to completing this declaration.

I declare that I have no medical, physical or psychological conditions that would significantly impact on my ability to participate in the practical and theory components of this programme. Should my health status change dramatically during my study I confirm I will make the Programme Coordinator aware of this change:

Applicant signature: .....

Date: .....



## Section 1: Agency to complete

For more information please see the [Guide to PVS Request & Consent Form](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides)  
(<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides>)

### 1.1 Name of agency submitting vetting request

EIT/Te Pukenga

### 1.2 Name of the person being vetted

### 1.3 Description of the role of the person being vetted

*This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.*

Student - Recreation and Sport

### 1.4 Which groups will the person being vetted be working with (select all that apply):

Children/ Young People

Vulnerable Adults

### 1.5 Does the role involve caring for people in the home of the person being vetted?

*This is about whether the person being vetted is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).*

Yes

No

### 1.6 Is the person being vetted:

A paid worker

A volunteer

Undertaking vocational or educational training

### 1.7 Is the person being vetted a Children's Worker according to the Children's Act 2014, section 23(1)?

*If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.*

*If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.*

Yes

No (skip to question 1.9)

### 1.8 Is the role of the person being vetted a core or non-core worker role according to the Children's Act 2014, section 23(1)?

Core worker

Non-core worker

### 1.9 Has the person being vetted previously been Police vetted by your agency?

Yes

No (skip to question 1.11)

1.10 Is the person being vetted still working in the role for which your agency last obtained a Police vet?

*If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer no.*

Yes

No – the person being vetted is applying for a new role or position

1.11 What is the job title of the person being vetted?

Student

1.12 Evidence of identity (to be completed by agency representative or identity referee)

[See consent form guide for details on how to complete this section](#)

A primary ID has been sighted (mandatory)

A secondary ID has been sighted (mandatory)

One form if ID is photographic (mandatory)

Evidence of name change has been sighted (if applicable)

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

An assertion of a RealMe identity has been received (see [consent form 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 as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:	Sue Jackson	Date:	
Signature:		Electronic signature	<input type="checkbox"/>



## Section 2: Person being vetted to complete and return to agency

*\* Denotes a mandatory field*

### 2.1 Personal Information

*Note the name you are most commonly known by is your primary name*

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

### 2.2 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. Please include ALL names (first, middle and last) for each alias/previous name.*

Family name	First name	Middle names

### 2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

## Section 3: Person being vetted to complete and return to agency

### 3.1 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:
  - a. Conviction histories and infringement/demerit reports.
  - b. Active investigations, charges and warrants to arrest.
  - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
  - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
  - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
  - f. Information subject to name suppression where that information is necessary for 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 for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
  - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps 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 report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

#### Authorisation of person being vetted:

- ✓ 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 relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>