

2024



NZ Certificate in Information Technology Essentials

Digital Skills Pathway

Level 4

Fancy a career in New Zealand's best-paid industry?

IT qualifications are in high demand not just locally but worldwide. A computing career can take you wherever you want to go. This certificate is ideal if you are a school-leaver without University Entrance or just want to get started in IT with the aim of progressing further in study and your career.

Location	Hawke's Bay and Tairāwhiti
Start	February and July*
Length	Six months full-time**
Contact	Mary Coyle Phone: 06 830 1479 Email: mcoyle@eit.ac.nz

* February intake available in both locations. July intake available in Hawke's Bay only. Both intakes subject to numbers.

** Part-time study available.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



Te Pūkenga

Setting the foundation for a career in computing

This programme is made up of four courses:

- IT Foundations
- Web Design Foundations
- Programming Foundations
- Database Project

You're welcome to make an appointment to discuss your study options with our staff either in person or by phone and you can also arrange a visit to view our facilities.

Career and study opportunities

This qualification can lead to positions in general businesses requiring a broad knowledge of hardware, software and IT.

Your possible employment opportunities include roles as a helpdesk operator or a trainee computer technician. However, the main purpose of the programme is to provide you with a platform for more advanced study in IT.

Your study pathway could progress onto the Bachelor of Computing Systems.

Timetable

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

Contact time

On-campus classes are usually scheduled between 8.00am-5.00pm, Monday to Friday.

Non-contact time

You should plan to spend approximately one (1) hour of individual study time for each classroom hour.

Entry requirements

Applicants must meet one of the following criteria:

- 40 credits NCEA Level 1, includes 10 Literacy credits and 10 Numeracy credits; or
- NZ Certificate in Computing (Intermediate User) (Level 3); or
- Evidence of relevant knowledge and experience, including appropriate Literacy and Numeracy and Digital Technologies assessment standards equivalent to NCEA Level 2.

In the latter situation the applicant is required to participate in an enrolment interview with the purpose of verifying the evidence.

Provisional entry

- Applicants who do not meet the criteria above, but present evidence of ability to succeed (e.g. life experience, work experience, other study); or
- Those who narrowly fail to meet the entry criteria above will require an interview with the Programme Coordinator.

Entry to subsequent study is conditional on success in the full NZ Certificate in Information Technology Essentials (Level 4).



NZ Certificate in Information Technology Essentials

Level 4, 60 credits



Hawke's Bay and Tairāwhiti



Full-time: 6 months
Part-time: equivalent



Fee:
Visit fees.eit.ac.nz to see the fees for this programme

English language entry requirements

Applicants whose first language is not English 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 schooling in New Zealand, completion of the relevant New Zealand Certificate in English Language, approved scores on IELTS tests or completion of accepted international equivalents. Specific scores for IELTS and New Zealand Certificates in English Language are as follows:

- IELTS 5.5 General or Academic (no band score lower than 5).
- NZCEL Level 3 with an endorsement of either General, Workplace or Academic.

For acceptable alternatives refer to the NZQA Table for Internationally recognised English Proficiency Outcomes for International Students.

Entry with credit

You may already have some knowledge or skills that can be recognised as part of your intended study. If you think you may qualify, you may wish to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL). However, the intent of this programme for new learners is to provide a broad foundation in IT knowledge which can ensure success for further advanced study. Therefore, the majority of NZ Certificate in IT Essentials (Level 4) learners would study all courses within the programme.

- CC is based on the equivalency of courses or qualifications. You may 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 industry experience.

You must apply prior to enrolment. CC and RPL cannot be awarded for a course you are already enrolled in. An original transcript or notice of results from the institution at which you previously studied (or verified copies) will be required for all applications.

For further information and enquiries about CC and RPL please contact the Programme Administrator, Mary Coyle on 06 830 1479.



2024 Key dates

Intake one	Starts: Monday, 19 February
Hawke's Bay and Tairāwhiti	Ends: Thursday, 27 June

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

Semester breaks	15-26 April
	1-19 July
	30 September-11 October

Standard EIT | Te Pūkenga regulations apply. 45 credits is the maximum credit that can be transferred into this programme.

Assessments

All assessments in the NZ Certificate in Information Technology Essentials (Level 4) courses are marked internally. Assessments include assignments, tests and practical demonstrations. Assessment is continuous throughout the term.

Facilities

In the EIT | Te Pūkenga state-of-the-art Information Technology Complex there are networked computer laboratories with student stations, data presentation equipment in each lab, specific labs for software development, hardware, multimedia and a space for computer study.

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.

Our lecturers are highly trained professionals with particular areas of expertise in information systems. Staff also maintain contact with other professionals through organisations such as the Institute of Information Technology Professionals.

Name	Qualification
Rachael Rehu <i>Programme Coordinator</i>	BCS, DipBC
Dr Noor Alani <i>Hawke's Bay Lecturer</i>	PhD
Ian Purdon <i>Hawke's Bay Lecturer</i>	BCS, DipBC, DipAdT&L
Graham Ward <i>Hawke's Bay Lecturer</i>	PGDipIT (in progress)
Ian Allan <i>Tairāwhiti Lecturer</i>	BCS
Ken York <i>Tairāwhiti Lecturer</i>	ME, BSc

Course descriptions

To complete the NZ Certificate in Information Technology Essentials (Level 4), you must pass all four courses.

Course no.	Brief description	NZQA level	No. of credits
HTCS4601	IT Foundations Purpose: Learners will apply knowledge of IT to support organisation IT resources. Content: Describe different IT essentials needed as a foundation for the IT profession. Apply knowledge of IT essentials to support organisation IT resources. Communicate effectively to maintain relationship in an organisation with IT resources.	4	15
HTCS4602	Web Design Foundations Purpose: Learners will design and develop an interactive website. Content: Describe business analysis, user experience and interface design concepts needed for web design. Apply web design concepts to develop and test an interactive website. Apply legal and ethical principles and practices to design and development an interactive website.	4	15
HTCS4604	Programming Foundations Purpose: Learners will write code to create simple software applications. Content: Apply foundational mathematical and logical concepts that underpin computational thinking. Apply software development concepts and programming fundamentals to write code to create simple applications.	4	15
HTCS4605	Database Project Purpose: Learners will apply project management and technical skills to develop a database project. Content: Apply project planning tools and methodologies and project management to meet organisational database requirements. Apply IS skills in database design and development to manage and support organisational database requirements. Communicate professionally to design, develop and manage a database project.	4	15

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 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 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.

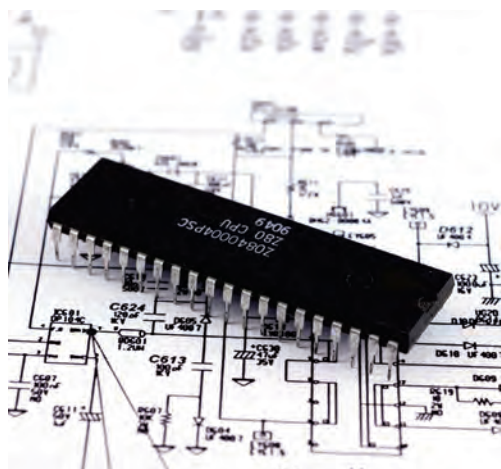
Student services levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | 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.



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