

2024

NZ Certificate in Study and Career Preparation

Level 3

This programme is ideal for people wanting to gain a basic understanding, the skills and the confidence to pursue further education in a supportive environment.

The NZ Certificate in Study and Career Preparation (Level 3) is the perfect stepping stone for study at Level 4.

Location	Hawke's Bay and Tairāwhiti
Start	February and July*
Length	19 weeks full-time**
Contact	Maree Diamond Phone: 06 830 1108 Email: mdiamond@eit.ac.nz

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

** Part-time study available.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



TePūkenga

Improve your skills and knowledge for study or work

This programme is for people intending to pursue focused development in the skills, capabilities, knowledge and attributes needed to succeed at Level 4 or above, within the context of the social services and education sector.

You'll learn study and communication skills along with how the social services, education and health sectors work in Aotearoa New Zealand.

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 at any time to view our campus and facilities.

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

Career and study opportunities

You will learn skills and knowledge to set you on your pathway for work or future study.

Progress your study with the NZ Certificate in Study and Career Preparation (Level 4), the NZ Certificate in Health and Wellbeing (Social and Community Services strand) (Level 4) or any of our other Level 4 programmes within the social services and education sector. From there, study at degree level has been a pathway for many of our successful learners.

Timetable

Your study time will be made up of contact time (when you attend classes) and non-contact time (your own individual study time, online learning).

Contact time

On-campus classes are usually scheduled between 10.00am-3.00pm, 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.



NZ Certificate in Study and Career Preparation Level 3, 60 credits

 Hawke's Bay and Tairāwhiti

 Full-time: 19 weeks
Part-time: equivalent

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

Entry requirements

- Achievement of NCEA (Level 1) or an equivalent qualification; or
- Evidence of a level of literacy sufficient to:
 - i. be able to study at this level, and
 - ii. 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 requirements

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 or Academic score of at least 5.0 with no less than 5.0 in any band or equivalent.

Entry with credit

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

Transition arrangements

Applicants who have partially completed the Certificate in Introduction to Social Services programme between 2014-2016 and who wish to have credit from this programme recognised in the NZ Certificate in Study and Career Preparation (Level 3) should use the Recognition of Prior Learning procedure.

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

2024 Key dates

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

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

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

about this assessment is that you CANNOT fail. You will merely get information on your Literacy and Numeracy skills. The result will NOT have an impact on any of your assessment marks in your course work.

Assessments

Skills learned in the Study and Career Preparation course will be applied across all courses. You will be required to complete and hand in some formal written assessments, and some assessments will be based on on-going skills demonstrated in class. It is therefore important that you attend regularly.

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.

Name	Qualification
Deb Stewart	MAdEd (Global), BAgSc (Honours), DipTchg, DipIntegrativePsy (Hakomi)
Jillian Johnstone	MEd (Adult Ed), DipTTchg
Kelly Durston	BEd (Primary), DipSc, DipPerfArts (Drama), CertAdEd
Tania Hagen MStj	PGCertGuidCouns, BTchg (ECE), NZCertAd&TEd

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 your literacy and numeracy skills.

Course descriptions

Course no.	Brief description	NZQA level	No. of credits	Semester offered
SCP3.01	Career and Study Skills To enable learners to develop focused skills for career and study pathways.	3	15	1 & 2
SCP3.02	Communication Skills To enable learners to communicate clearly using a range of appropriate media.	3	15	1 & 2
SCP3.03	Introduction to Aotearoa New Zealand Society To introduce learners to health, education and social systems in Aotearoa New Zealand.	3	15	1 & 2
SCP3.04	Introduction to Social Issues in Aotearoa New Zealand To build learners' knowledge of the education and social service sector.	3	15	1 & 2



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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NZ Certificate in Study and Career Preparation (Level 3)

Course Selection Form

Applicant name:

1. Which campus do you wish to enrol at?

- Hawke's Bay Tairāwhiti

2. Which Semester do you want to enrol in?

- Semester One (February start)
This programme is offered in both Hawke's Bay and Tairāwhiti.
- Semester One (July start)
This programme is offered in Hawke's Bay only.

3. What is your preferred study option?

- Full-time
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
Please select and complete both compulsory courses SCP3.01 and SCP3.02 FIRST, before you enrol in the other courses.

4. Course selection - please tick the appropriate boxes.

Course no	Course title	Sem 1 February	Sem 1 July
Compulsory courses			
SCP3.01	Career and Study Skills To enable students to develop focused skills for career and study pathways.	<input type="checkbox"/>	<input type="checkbox"/>
SCP3.02	Building Communication Competence To enable learners to communicate clearly using a range of appropriate media.	<input type="checkbox"/>	<input type="checkbox"/>
Elective courses			
SCP3.03	Introduction to Aotearoa New Zealand Society To introduce learners to health, education and social systems in Aotearoa New Zealand.	<input type="checkbox"/>	<input type="checkbox"/>
SCP3.04	Introduction to Social Issues in Aotearoa New Zealand To build learners' knowledge of the education and social service sector	<input type="checkbox"/>	<input type="checkbox"/>

Please complete this selection form and return with your enrolment form, thank you.