



# agenda

Academic Board Standing Committee  
Electronic Meeting 3-5 October 2018

---

## **1. Programme Approval**

- 1.1 New Zealand Diploma in Interior Design (Residential) (Level 5, 120 credits) and New Zealand Diploma in Interior Design (Commercial) (Level 6, 120 credits)**
- 1.2 New Zealand Certificate in Plumbing and Drainlaying (Level 4, 335 credits)**
- 1.3 New Zealand Certificate in Animal Welfare Investigations (Level 5, 120 credits)**

---

## **2. Applications for Consent to Assess Unit Standards**



# memo

---

To	Academic Board	Date	03/10/2018
From	Academic Approvals Committee	Phone No.	ext. 7149
Subject	<b>Programme Approval – NZ Diplomas in Interior Design</b>		

---

## **Recommendation:**

That Academic Board approves the following programmes, effective from Semester 1 2019, for submission to NZQA:

- **New Zealand Diploma in Interior Design (Residential) Level 5, 120 credits**
- **New Zealand Diploma in Interior Design (Commercial) Level 6, 120 credits**

## **Rationale**

These new programmes sit in the Construction and Infrastructure network / Architecture pathway.

Unitec has been successfully delivering the Level 6, 240-credit Diploma in Applied Interior Design (DAID) since its introduction in 2008. This programme is due to be closed for new enrolments following the Mandatory Review of Qualifications (MRoQ) process. The new programmes have been developed in place of the current programme, to lead to the two separate, level 5 and level 6 qualifications of 120 credits each. The proposed programmes build on the success of the current programme, while extending its focus within each area of specialisation (that is, residential and commercial design) and responding to feedback provided by stakeholder consultation.

The programme documents have been reviewed by the Academic Approvals Committee (AAC), to ensure they meet Unitec, NZQA and TEC regulatory and compliance requirements. The AAC's recommendations have been addressed as appropriate and it is recommended that Academic Board approve this programme for submission to NZQA.

The Programme Factual Summary Sheets are attached. The full programme document is available at the following link: [NZ Diplomas in Interior Design](#)

## New Zealand Diploma in Interior Design (Residential)



### Unitec Institute of Technology Programme Factual Summary

#### Programme Details

<b>Programme title:</b>	New Zealand Diploma in Interior Design (Residential)
<b>With majors in (if applicable):</b>	Not applicable
<b>Programme abbreviation:</b>	NZDipIntDes (Residential)
<b>Level:</b>	5
<b>Total credits:</b>	120
<b>DAS credits:</b>	None
<b>Unitec credits:</b>	120
<b>Programme number:</b>	3665
<b>Programme owner:</b>	Ara Institute of Canterbury
<b>Qualification:</b>	New Zealand Diploma in Interior Design (Residential)
<b>Qualification award category:</b>	32
<b>NZSCED subject class:</b>	040107 (Architecture and Building > Architecture and Urban Environment > Interior and Environmental Design)
<b>Nature of approval sought:</b>	Approval and accreditation
<b>Proposed start date:</b>	February 2019
<b>New programme or existing programme amended:</b>	New programme
<b>Brief summary of changes made (if appropriate):</b>	Not applicable

#### Qualification Details

<b>Qualification number:</b>	Ref: 3665
<b>Qualification title:</b>	New Zealand Diploma in Interior Design (Residential)
<b>With strands in (if applicable):</b>	Not applicable
<b>Version:</b>	1
<b>Qualification type:</b>	New Zealand Diploma
<b>Level:</b>	5
<b>Credits:</b>	120
<b>Qualification developer:</b>	Ara Institute of Canterbury
<b>Next review:</b>	December 2022
<b>Approval date:</b>	May 2017

#### Outcome Statements

<b>Strategic purpose statement:</b>	<p>This qualification is designed to provide the interior design industry with qualified people who have the knowledge and skills required to analyse and conceptualise design and implement solutions for residential spaces.</p> <p>This qualification is for people wanting a career as a professional residential interior designer and for those already working in the interior design industry to further their knowledge and skills.</p>
-------------------------------------	--

<b>Graduate profile:</b>	<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> <li>• Employ construction theory to inform and ensure interior material specifications comply with relevant regulations.</li> <li>• Apply knowledge of design principles, theory, and history in residential interior design to fulfil a client brief.</li> <li>• Apply technical knowledge of design products and materials to implement residential interior design solutions.</li> <li>• Employ a range of communication strategies and tools to effectively communicate residential interior design solutions.</li> <li>• Investigate and evaluate information to conceptualise, develop, plan, and co-ordinate residential interior design solutions.</li> <li>• Employ appropriate business practices and procedures within residential interior design contexts.</li> <li>• Apply knowledge of mātauranga Māori, including te ao Māori, tikanga, and cultural practices for engagement with Te Aranga principles to inform design solutions for residential spaces.</li> </ul>
<b>Education pathway:</b>	This qualification can lead to further study in the field through the <i>New Zealand Diploma in Interior Design (Commercial)</i> (Level 6) [Ref: 3666] or study in a relevant field at degree-level.
<b>Employment and/or community pathway:</b>	<p>Graduates of this qualification will be able to work in the residential interior design industry in a variety of roles, including:</p> <ul style="list-style-type: none"> <li>• a residential interior designer;</li> <li>• an interior design product specifier;</li> <li>• a colour consultant;</li> <li>• a design stylist; or</li> <li>• a design project co-ordinator.</li> </ul>
<b>Content:</b>	This programme develops students' knowledge of a range of topics relevant to the interior design industry (for example, design history, theory, and processes) and develops key skills (for example, architectural drawing, kitchen and bathroom design, and professional practice, cultural-competence, and business management skills).

### Programme Specifications

<b>Network(s):</b>	Construction and Infrastructure
<b>Practice pathway(s):</b>	Architecture
<b>Delivery mode:</b>	<ul style="list-style-type: none"> <li>• Collaborative face-to-face</li> <li>• Blended</li> <li>• Work-based</li> </ul>
<b>Delivery methods:</b>	<ul style="list-style-type: none"> <li>• Case-studies/scenario-based learning.</li> <li>• Interactive lectures.</li> <li>• Online learning.</li> <li>• Peer-based learning.</li> <li>• Practical work/work-based learning.</li> <li>• Problem-based learning.</li> <li>• Self-directed learning.</li> <li>• Tutorials.</li> </ul>
<b>Delivery sites:</b>	Mt Albert
<b>Assessment methods:</b>	<p>The programme uses formative and summative assessment methods including:</p> <ul style="list-style-type: none"> <li>• Assignments.</li> <li>• Examinations.</li> <li>• Group assessments.</li> <li>• Portfolios.</li> <li>• Projects.</li> <li>• Reports.</li> <li>• Tests.</li> </ul>

Assessment standards included:	Not applicable
Entry requirements for KIS:	To be admitted to the NZDiplntDes (Residential), applicants must meet the general, special, or discretionary admission requirements as set-out in the <i>Programme Regulations</i> . Applicants must all meet the English-language entry requirements and the programme's additional requirements.
Entry requirements:	<p><b>General admission requirements</b></p> <p>To be admitted to this programme, all applicants must:</p> <ul style="list-style-type: none"> <li>a. be at least 16 years old on the date of the programme's start for the semester in which they wish to enrol;</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>b. provide a completed <i>Early Release Exemption Form</i> (available from the Ministry of Education);</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>c. have a minimum of 10 NCEA credits at Level 1 in mathematics, including measurement and number (excluding statistics);</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>d. have a total of at least 48 NCEA credits at Level 2 in their best four subjects;</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>e. have a maximum total of 20 in their best four <i>Sixth Form Certificate</i> subjects or equivalent;</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>f. hold an appropriate qualification at Level 3 or above.</li> </ul>
Entry requirements:	<p><b>English language entry requirements</b></p> <ul style="list-style-type: none"> <li>a. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.</li> <li>b. International applicants for whom English is not their first language must meet the English language admission requirements set-out in Unitec's <i>Admission Requirements Policy</i>.</li> </ul> <p><b>Additional admission requirements</b></p> <ul style="list-style-type: none"> <li>a. Applicants must pass an <i>Ishihara Test for Colour Vision [Pseudoisochromatic Plate Ishihara Compatible Colour Vision (PIPIC)]</i> administered by programme staff.</li> </ul>
Student Profile:	<input checked="" type="checkbox"/> Domestic & International
Student Destination:	Designed to lead directly to the labour market
Eligibility for student loans and allowances:	<p>Access to:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> loans</li> <li><input checked="" type="checkbox"/> allowances</li> </ul>
Nature of funding sought:	Not applicable
Expected student intake:	35
EFTS	1
Programme duration (full-time):	1 year
Programme duration (part-time):	18 months – 6 years
Programme duration (max):	6 years

<b>Total programme weeks (incl. holiday weeks):</b>	40
<b>Total teaching weeks (excl. holiday weeks):</b>	32
<b>Average directed hours per week:</b>	18.5
<b>Average work experience hours per week:</b>	2
<b>Average self-directed hours per week:</b>	17
<b>Total study hours per week:</b>	37.5
<b>Total programme study hours:</b>	1,200

#### Contact details

<b>Contacts:</b>	<p>Mark McNeill  Dean: Innovation and Development  Unitec Institute of Technology  Private Bag 92025 Victoria St West Auckland  (09) 849 4321 Ext 8290  mmcneill@unitec.ac.nz</p> <p>Manpreet Kaur Malhotra  Team Leader – Te Korowai Kahurangi  Unitec Institute of Technology  Private Bag 92025 Victoria St West Auckland  (09) 849 4321 Ext 8771  mmalhotra@unitec.ac.nz</p>
<b>Date:</b>	September 28 <sup>th</sup> , 2018

## New Zealand Diploma in Interior Design (Commercial)



### Unitec Institute of Technology Programme Factual Summary

#### Programme Details

<b>Programme title:</b>	New Zealand Diploma in Interior Design (Commercial)
<b>With majors in (if applicable):</b>	Not applicable
<b>Programme abbreviation:</b>	NZDipIntDes (Commercial)
<b>Level:</b>	6
<b>Total credits:</b>	120
<b>DAS (unit or achievement standards) credits:</b>	None
<b>Unitec credits:</b>	120
<b>Programme number:</b>	3666
<b>Programme owner:</b>	Ara Institute of Canterbury
<b>Qualification:</b>	New Zealand Diploma in Interior Design (Commercial)
<b>Qualification award category:</b>	32
<b>NZSCED subject class:</b>	040107: Architecture and Building > Architecture and Urban Environment > Interior and Environmental Design
<b>Nature of approval sought:</b>	Approval and accreditation
<b>Proposed start date:</b>	February 2019
<b>New programme or existing programme amended:</b>	New programme
<b>Brief summary of changes made (if appropriate):</b>	Not applicable

#### Qualification Details

<b>Qualification number:</b>	3666
<b>Qualification title:</b>	New Zealand Diploma in Interior Design (Commercial)
<b>With strands in (if applicable):</b>	Not applicable
<b>Version:</b>	1
<b>Qualification type:</b>	Diploma
<b>Level:</b>	6
<b>Credits:</b>	120
<b>Qualification developer:</b>	Ara Institute of Canterbury
<b>Next review:</b>	December 2022
<b>Approval date:</b>	May 2017

#### Outcome Statements

<b>Strategic purpose statement:</b>	<p>This qualification is designed to provide the interior design industry with qualified people who have the knowledge and skills required to perform interior design services for commercial interior spaces.</p> <p>This qualification is for those wanting a career as a professional commercial interior designer, and for those already working in the industry to further their career.</p>
-------------------------------------	---

<b>Graduate profile:</b>	<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> <li>• Apply principles of mātauranga Māori and demonstrate cultural-competence skills in commercial interior design practice.</li> <li>• Apply in-depth knowledge of specialist products and materials and construction theory and practice to commercial interior design contexts.</li> <li>• Apply in-depth technical and theoretical knowledge to facilitate commercial interior design projects.</li> <li>• Analyse relevant information to implement sustainable design solutions within commercial interior environments.</li> <li>• Apply business practices and procedures to design commercial interior solutions.</li> <li>• Apply professional communication and cultural competency skills to collaborate, negotiate, and consult with relevant stakeholders to manage the commercial interior design processes and implement interior design solutions.</li> <li>• Apply knowledge of legislative and regulatory requirements in commercial interior design practice.</li> </ul>
<b>Education pathway:</b>	This qualification builds on the <i>New Zealand Diploma in Interior Design (Residential)</i> (Level 5) [Ref: 3665]. On completion, graduates may wish to study in a relevant field at degree-level.
<b>Employment and/or community pathway:</b>	<p>Graduates will be able to work in the commercial interior design industry in a variety of roles, including:</p> <ul style="list-style-type: none"> <li>• a commercial interior designer (including specialisation in retail, hospitality, workplace environments, or public/community environments);</li> <li>• procurement specialist within a large commercial interior design practice;</li> <li>• CAD technician;</li> <li>• architectural sales representative for trade suppliers.</li> </ul>
<b>Content:</b>	Knowledge (e.g. relevant legislation/standards, design components and processes) and skills (e.g. professional practice, cultural-competence, project co-ordination, and design of retail, hospitality, public, workplace, and complex interiors) specific to the interior commercial design sector.

### Programme Specifications

<b>Network(s):</b>	Construction and Infrastructure
<b>Practice pathway(s):</b>	Architecture
<b>Delivery mode:</b>	<ul style="list-style-type: none"> <li>• Collaborative face-to-face</li> <li>• Blended</li> <li>• Work-based</li> </ul>
<b>Delivery methods:</b>	<ul style="list-style-type: none"> <li>• Case-studies/scenario-based learning.</li> <li>• Interactive lectures.</li> <li>• Online learning.</li> <li>• Peer-based learning.</li> <li>• Practical work/work-based learning.</li> <li>• Problem-based learning.</li> <li>• Self-directed learning.</li> <li>• Tutorials.</li> </ul>
<b>Delivery sites:</b>	Mt Albert
<b>Assessment methods:</b>	The programme uses formative and summative assessment methods including:

	<ul style="list-style-type: none"> <li>• Assignments.</li> <li>• Examinations.</li> <li>• Group assessments.</li> <li>• Portfolios.</li> <li>• Projects.</li> </ul>
Assessment standards included: (if any)	Not applicable
Entry requirements for KIS:	To be admitted to the NZDipIntDes (Commercial), applicants must meet the general, special, or discretionary admission requirements as set-out in the <i>Programme Regulations</i> . Applicants must also meet the English-language entry requirements and the programme's additional requirements.
Entry requirements:	<p><b>General admission requirements</b> To be admitted to this programme, all applicants must:</p> <ol style="list-style-type: none"> <li>hold the <i>New Zealand Diploma in Interior Design (Residential)</i> (Level 5, 120 credits) [Ref: 3665].</li> </ol> <p><b>English language entry requirements</b></p> <ol style="list-style-type: none"> <li>Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 in reading; 4 in writing).</li> <li>International applicants for whom English is not their first language must meet the English language admission requirements set-out in Unitec's <i>Admission Requirements Policy</i>.</li> </ol> <p><b>Additional admission requirements</b></p> <ol style="list-style-type: none"> <li>Applicants must pass an <i>Ishihara Test for Colour Vision [Pseudoisochromatic Plate Ishihara Compatible Colour Vision (PIPIC)]</i> administered by programme staff.</li> </ol>
Student Profile:	Domestic & International
Student Destination:	Designed to lead directly to the labour market
Eligibility for student loans and allowances:	Access to: <input checked="" type="checkbox"/> loans <input checked="" type="checkbox"/> allowances
Nature of funding sought:	Not applicable
Expected student intake:	30
EFTS	1
Programme duration (full-time):	1 year
Programme duration (part-time):	18 months – 6 years
Programme duration (max):	6 years
Total programme weeks (incl. holiday weeks):	40
Total teaching weeks (excl. holiday weeks):	32
Average directed hours per week:	15.3
Average work experience hours per week:	4.6
Average self-directed hours per week:	17.7
Total study hours per week:	37.5
Total programme study hours:	1,200

#### Contact details

Contacts:	Mark McNeill Dean: Innovation and Development
-----------	--

	<p>Unitec Institute of Technology  Private Bag 92025 Victoria St West Auckland  (09) 849 4321 Ext 8290  mmcneill@unitec.ac.nz</p> <p>Manpreet Kaur Malhotra  Team Leader – Te Korowai Kahurangi  Unitec Institute of Technology  Private Bag 92025 Victoria St West Auckland  (09) 849 4321 Ext 8771  mmalhotra@unitec.ac.nz</p>
Date:	September 28 <sup>th</sup> , 2018



# memo

---

To	Academic Board	Date	03/10/2018
From	Academic Approvals Committee	Phone No.	ext. 7149
Subject	<b>Programme Approval – NZ Certificate in Plumbing and Drainlaying</b>		

---

## **Recommendation:**

**That Academic Board approves the following programme, effective from Semester 1 2019, for submission to NZQA:**

- **New Zealand Certificate in Plumbing and Drainlaying (Level 4, 335 credits)**

## **Rationale**

This new programme sits in the Construction and Infrastructure network / Building Services pathway

In May 2018, NZQA approved Unitec's programmes leading to the New Zealand Certificate in Plumbing (Level 4) and the New Zealand Certificate in Drainlaying (Level 4). Skills ITO, in their letter of support to NZQA for those programmes, specifically requested that Unitec develop a programme of study which leads to a combined award of both the Plumbing and Drainlaying qualifications. Unitec was required to first gain approval and accreditation for individual programmes leading to the two qualifications before applying for a joint programme. Now that Unitec has gained approval and accreditation for the two separate programmes, this document describes our proposal to honour our commitment to Skills ITO with the establishment of the New Zealand Certificate in Plumbing and Drainlaying (Level 4) programme of study, which will lead to the award of the two qualifications: New Zealand Certificate in Plumbing (Level 4) [Ref. 2663]; and the New Zealand Certificate in Drainlaying (Level 4) [Ref. 2661].

The programme document has been reviewed by the Academic Approvals Committee (AAC), to ensure it meets Unitec, NZQA and TEC regulatory and compliance requirements. The AAC's recommendations have been addressed as appropriate and it is recommended that Academic Board approve this programme for submission to NZQA.

The Programme Factual Summary Sheet is attached. The full programme documentation is available at the following link: [NZ Certificate in Plumbing and Drainlaying](#)

## New Zealand Certificate in Plumbing and Drainlaying (Level 4)

	<p style="text-align: center;"><b>Unitec Institute of Technology</b> Programme Factual Summary</p>
---	--

<b>Title of programme:</b>	New Zealand Certificate in Plumbing and Drainlaying (Level 4)
<b>With majors in (if applicable):</b>	N/A
<b>Programme abbreviation:</b>	NZCPD
<b>Level:</b>	4
<b>Total credits:</b>	335
<b>DAS (unit or achievement standards) credits:</b>	37 credits
<b>Unitec credits:</b>	298
<b>Programme number:</b>	
<b>Programme owner:</b>	Unitec
<b>Qualification:</b>	New Zealand qualification
<b>Qualification award category:</b>	36
<b>NZSCED subject classification:</b>	040327
<b>Nature of approval sought:</b>	Programme approval and accreditation Government funding
<b>Proposed start date:</b>	01 October 2018
<b>New programme or existing programme amended:</b>	New Programme
<b>Brief summary of changes made (if appropriate):</b>	N/A

### Qualification 1 Details

<b>Qualification number:</b>	2663
<b>Qualification title:</b>	New Zealand Certificate in Plumbing (Level 4)
<b>With strands in (if applicable):</b>	NA
<b>Version:</b>	1
<b>Qualification type:</b>	Certificate
<b>Level:</b>	4
<b>Credits:</b>	249
<b>Qualification developer:</b>	The Skills Organisation
<b>Next review:</b>	December 2020
<b>Approval date:</b>	June 2015

### Qualification 2 Details

<b>Qualification number:</b>	2661
<b>Qualification title:</b>	New Zealand Certificate in Drainlaying (Level 4)
<b>With strands in (if applicable):</b>	NA
<b>Version:</b>	1
<b>Qualification type:</b>	Certificate

<b>Level:</b>	4
<b>Credits:</b>	141
<b>Qualification developer:</b>	The Skills Organisation
<b>Next review:</b>	December 2020
<b>Approval date:</b>	June 2015

#### Outcome statements

<b>Strategic statement:</b>	<b>purpose</b>	<p>The purpose of this programme is to provide a course of study for people who are training in the workplace and who can fulfil the requirements of the <i>Plumbers, Gasfitters and Drainlayers Board Trainee Limited Certificate (TLC)</i> to enter the plumbing industry as a plumber and a drainlayer.</p> <p>The programme will provide the skills and knowledge to become a tradesperson as a plumber who is ready to apply for registration as a tradesman plumber and a tradesman drainlayer under the <i>Plumbers, Gasfitters, and Drainlayers Act (2006)</i>.</p> <p>As a registered and licenced plumber, graduates are able to legally carry out all sanitary plumbing work involved in fixing or unfixing pipes, plumbing fixtures or appliances including traps, waste or soil pipes; ventilation pipes; overflow pipes; and pipes that supply water essential for the safe delivery and removal of water. Licensed plumbers are qualified and tradesman but must be supervised by a certifying person who is ultimately responsible for ensuring the work is done competently.</p> <p>As a registered and licensed drainlayer, graduates are able to legally carry out all drainlaying work. A licensed drainlayer can lay, alter, reconstruct, extend, repair, and open up drains and associated traps, and connect drains up to, and away from, waste-water treatment stations.</p> <p>Licensed drainlayers are qualified and licensed but must be supervised by a certifying person who is ultimately responsible for ensuring work is done competently.</p>
-----------------------------	----------------	--

Graduate profile:

Graduates of this qualification will be able to:

**For Plumbing**

- Install, maintain, and repair plumbing systems in accordance with the legal requirements for a tradesman plumber, including the following systems:
  - water supply including backflow;
  - domestic fire sprinkler;
  - sanitary plumbing of appliances and fixtures;
  - foul-water;
  - hot water supply;
  - solar water heating;
  - rain-water handling;
  - ventilation and ducting; and
  - pumps
- Interpret plumbing drawings and specifications.
- Understand and apply the legislative responsibilities of a licensed plumber.
- Make, install and repair flashings and penetrations and repair external envelope claddings that are associated with plumbing systems.
- Install, maintain, and repair solid fuel space heaters.
- Install, maintain, and repair profiled metal roofing and wall cladding.
- Work with consideration of other construction trades and related services on site and practice ethically.
- Apply material science and selection, trade physics, and environmentally-sustainable considerations for plumbing systems.
- Apply safe working procedures and practices; identify and control hazards in a working environment; and isolate and test for safety and explain the limitations on plumbers carrying out electrical work.

**For Drainlaying**

- Install, repair and maintain drainage systems in accordance with the legal requirements for a licensed drainlayer, including the following systems:
  - foul-water;
  - stormwater;
  - trade waste;
  - on-site effluent disposal;
  - on-site wastewater treatment;
  - excavations; and
  - reinstatement
- Interpret drainage drawings and specifications and produce drawings and records of as-built work, and work with understanding of sub-soil, gradient, and excavation considerations.
- Understand and apply the legislative responsibilities of a licensed drainlayer.
- Work with consideration of other construction trades and related services on site and practice ethically.
- Apply material science and selection, trade physics, and environmentally-sustainable considerations to drainage systems.
- Apply safe working procedures and practices; identify and control hazards in a working environment; and isolate and test for safety and explain the limitations on drainlayers carrying out electrical work.

<b>Education Pathway:</b>	<ul style="list-style-type: none"> <li>• This qualification may build on the National Certificate of Educational Achievement (Level 2) [Ref: 0973]. The Vocational Pathway Award in Construction and Infrastructure is also relevant but not required.</li> <li>• This qualification provides an entry into the plumbing industry and is intended for candidates who have an apprenticeship agreement in plumbing. It provides trainees with an opportunity to progress to being a fully credentialed tradesperson.</li> <li>• The second entry pathway is the <i>New Zealand Certificate in Plumbing, Gasfitting and Drainlaying</i> (Level 3) [Ref: 2660] that is intended for candidates who do not have an apprenticeship agreement in any of those trades.</li> <li>• These qualifications can build on the <i>New Zealand Certificate in Plumbing, Gasfitting and Drainlaying</i> (Level 3) [Ref: 2660], which is not a pre-requisite for this qualification. Some credits gained from the lower level qualification will contribute to this qualification.</li> </ul>
<b>Employment and/or community Pathway:</b>	<p>Graduates will have met the competence requirements for a career in the plumbing and drainlaying industry and may engage as licensed plumbers and licensed drainlayers once they have completed registration and other licensing requirements.</p>
<b>Content:</b>	<p>Courses in this programme comprise of learning and practical sessions to gain the knowledge, skills and experience to install, test, commission, fault-find, and maintain sanitary plumbing systems required to meet minimum competency for registration as a plumber.</p> <p>They include:</p> <ul style="list-style-type: none"> <li>• pipes;</li> <li>• sanitary plumbing;</li> <li>• foul-water; hot and cold water reticulation;</li> <li>• water Storage systems;</li> <li>• rainwater harvesting systems and alternative water supply systems;</li> <li>• pumps;</li> <li>• back-flow;</li> <li>• heating systems related to sanitary plumbing;</li> <li>• domestic fire sprinklers;</li> <li>• related trade calculations, materials, and specifications;</li> <li>• structural integrity of buildings; and</li> <li>• regulatory environments including health and safety requirements.</li> </ul> <p>Courses in this programme also comprise of learning and practical sessions to gain the knowledge, skills and experience to install, test, commission, fault-find and maintain drainlaying systems required to meet minimum competency for registration as a drainlayer.</p> <p>They include:</p> <ul style="list-style-type: none"> <li>• foul-water systems;</li> <li>• storm-water systems;</li> <li>• trade waste systems;</li> <li>• on-site effluent disposal systems</li> <li>• on-site waste-water treatment systems</li> <li>• related trade calculations, materials and specifications,</li> <li>• regulatory environments including health and safety requirements.</li> </ul>

#### Programme Specifications:

<b>Network(s):</b>	Construction infrastructure
<b>Practice pathway(s):</b>	Building Services
<b>Delivery mode:</b>	Blended;

<b>Delivery methods:</b>	<ul style="list-style-type: none"> <li>• classroom;</li> <li>• lectures,</li> <li>• tutorial,</li> <li>• workshop,</li> <li>• work-based,</li> <li>• online</li> </ul>
<b>Delivery sites:</b>	Mt.Albert
<b>Assessment methods:</b>	Formative and summative assessments including: <ul style="list-style-type: none"> <li>• tests;</li> <li>• presentations;</li> <li>• practical observations;</li> <li>• individual and group assignments;</li> <li>• projects</li> </ul>
<b>Assessment standards included:</b>	US23229, US15757, US18426, US17599, US28347, US28349
<b>Entry requirements for KIS:</b>	To be admitted to this programme, applicants must: <ul style="list-style-type: none"> <li>• be employed in the workplace as a trainee plumber and/or drainlayer</li> </ul> AND <ul style="list-style-type: none"> <li>• be eligible to hold a current plumbing certificate or licence as issued under the <i>Plumbers, Gasfitters, and Drainlayers Act</i> (2006)</li> </ul>
<b>Entry requirements:</b>	To be admitted to this programme, applicants must: <ul style="list-style-type: none"> <li>• be employed in the workplace as a trainee plumber and/or drainlayer</li> </ul> AND <ul style="list-style-type: none"> <li>• be eligible to hold a current plumbing certificate or licence as issued under the <i>Plumbers, Gasfitters, and Drainlayers Act</i> (2006)</li> </ul>
<b>Student profile:</b>	Domestic Only
<b>Student destination:</b>	<input checked="" type="checkbox"/> More occupationally-oriented
<b>Eligibility for student loans and allowances:</b>	Access to loans and allowances
<b>Nature of funding sought:</b>	<input checked="" type="checkbox"/> SAC
<b>Expected student intake:</b>	50
<b>EFTS</b>	2.791
<b>Programme duration (full-time):</b>	N/A
<b>Programme duration (part-time):</b>	4 Years
<b>Programme duration (maximum):</b>	8 years
<b>Total programme weeks (including holiday weeks):</b>	136 weeks
<b>Total teaching weeks (excluding holiday weeks):</b>	128 weeks
<b>Total programme weeks per year (including holiday weeks):</b>	34
<b>Total teaching weeks per year (excluding holiday weeks):</b>	32
<b>Average directed hours per week:</b>	6.62

<b>Average work experience hours per week:</b>	9.19
<b>Average self-directed study hours per week:</b>	10.36
<b>Total study hours per week:</b>	26.17
<b>Total programme study hours:</b>	3350
<b>Contacts:</b>	<p>Mark McNeill  Dean of Construction, Infrastructure Engineering (Acting)  Unitec Institute of Technology  Private Bag 92025 Victoria St West AUCKLAND  (09) 846 7369  (09) 815 2907  mmcneill@unitec.ac.nz</p> <p>Manpreet Malhotra  Team Leader - Academic Service Centre  Unitec Institute of Technology  Private Bag 92025 Victoria St West AUCKLAND  (09) 849 4321  mmalhotra@unitec.ac.nz</p>
<b>Date:</b>	02 Oct 2018



# memo

---

To	Academic Board	Date	03/10/2018
From	Academic Approvals Committee	Phone No.	ext. 7149
Subject	<b>Programme Approval – NZ Certificate in Animal Welfare Investigations</b>		

---

## **Recommendation:**

**That Academic Board approves the following programme, effective from Semester 1 2019, for submission to NZQA:**

- **New Zealand Certificate in Animal Welfare Investigations (Level 5, 120 credits)**

## **Rationale**

This new programme sits in the Environment and Animal Sciences network / pathway

Unitec has offered a standalone Certificate in Animal Welfare Investigations since 2008. This programme was considered sufficient to meet industry needs until its review under the scope of NZQA's Mandatory Review of Qualifications process. In 2016, Unitec became the qualification developer as the only programme provider of this qualification in NZ. Following considerable stakeholder engagement, the NZ Certificate in Animal Welfare Investigations qualification was listed on the New Zealand Qualification Framework at level 5, and a new programme of study has been written to gain NZQA approval and accreditation to offer this at Unitec.

The programme document has been reviewed by the Academic Approvals Committee (AAC), to ensure it meets Unitec, NZQA and TEC regulatory and compliance requirements. The AAC's recommendations have been addressed as appropriate and it is recommended that Academic Board approve this programme for submission to NZQA.

The Programme Factual Summary Sheet is attached. The full programme document is available at the following link: [NZ Certificate in Animal Welfare Investigations](#)

## PROGRAMME FACTUAL SUMMARY



### Unitec Institute of Technology Programme Factual Summary

PROGRAMME DETAILS	
Title of programme:	NZ Certificate in Animal Welfare Investigations
With endorsements in:	N/A
Level:	5
Total credits:	120
NQF credits:	N/A
Unitec credits:	120
Programme Abbreviation:	NZCANWI
Programme Number:	
Programme Owner:	Unitec Institute of Technology
Qualification:	NZ Certificate in Animal Welfare Investigations
Titles of any National or New Zealand Qualifications completed as part of the programme:	N/A
Nature of approval sought:	New Programme
Proposed Start date:	4 February 2019
New programme or existing programme amended:	New Programme
QUALIFICATION DETAILS	
Qualification title:	NZ Certificate in Animal Welfare Investigations
With strands in:	N/A
Version:	N/A
Qualification type:	NZQA
Qualification award category:	Certificate
Level:	5
Credits:	120
NZSCED subject classification:	091199 Society and Culture > Justice and Law Enforcement Justice and Law Enforcement not elsewhere classified
Qualification developer:	Unitec Institute of Technology
Next review:	June 2023
Approval date:	
OUTCOME STATEMENTS	
Strategic Purpose Statement:	<p>The purpose of this qualification is to provide the animal welfare compliance sector with a multicultural workforce for the specialised role of Animal Welfare Inspector.</p> <p>The qualification is targeted at those intending to enter the field of animal welfare investigation. Graduates of this qualification will be able to operate independently in the area of animal welfare</p>

	investigation, within the context of the Ministry of Primary Industries or an approved organisation in accordance with the Animal Welfare Act 1999.
<b>Graduate Profile:</b>	<p>The graduate will be able to:</p> <ul style="list-style-type: none"> <li>• Apply operational, technical and theoretical knowledge of relevant New Zealand statutes to assess animal welfare complaints.</li> <li>• Apply understanding of Tikanga Māori, Te Reo Māori and Te Tiriti o Waitangi in the performance of duties related to animal welfare investigation.</li> <li>• Investigate serious animal welfare complaints using appropriate legislative and forensic procedures.</li> <li>• Apply knowledge of relevant industry and legal standards and the requirements related to participating in court procedures, arising from animal welfare investigations, to the preparation of prosecution documentation.</li> <li>• Practice and promote the care and treatment of animals according to relevant legislation, regulations and codes of welfare.</li> <li>• Assess the need for and provide relevant legal and ethical advice relating to animal euthanasia, and perform emergency euthanasia field procedures, with respect for all.</li> <li>• Communicate effectively across a range of cultural, personal and tactical situations arising from animal welfare investigations.</li> <li>• Apply knowledge of safe work and self-care practices to the performance of duties related to animal welfare investigation.</li> </ul>
<b>Education Pathway:</b>	Graduates of this qualification may progress to other qualifications in regulatory compliance, such as the New Zealand Diploma in Regulatory Compliance Investigations (Level 6) [Ref: 2778].
<b>Employment and/or Community Pathway:</b>	Graduates will be eligible to work as RNZSPCA Animal Welfare Inspectors, or in similar enforcement roles within the Ministry of Primary Industries, or animal management. Further information regarding appointment as an Animal Welfare Inspector can be found under: <a href="#">Animal Welfare Act 1999 Section 124</a> .
<b>PROGRAMME SPECIFICATIONS</b>	
<b>Network:</b>	Environmental and Animal Sciences
<b>Practice Pathway:</b>	Environmental and Animal Sciences
<b>Content:</b>	The NZCANWI offers:
<b>Delivery mode:</b>	Mixed-mode delivery; blended
<b>Delivery methods:</b>	<ul style="list-style-type: none"> <li>• Case-studies/scenario-based learning.</li> <li>• Flipped-classroom learning.</li> <li>• Interactive lectures.</li> <li>• Practical learning.</li> <li>• Online/e-learning.</li> <li>• Project-based learning.</li> <li>• Self-directed learning.</li> <li>• Team/Peer-based learning.</li> <li>• Tutorials/Small-group learning.</li> <li>• Work-based learning.</li> </ul>
<b>Delivery sites:</b>	Mt Albert and Online
<b>Assessment modes:</b>	<ul style="list-style-type: none"> <li>• Assignments.</li> <li>• Case-studies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Examinations.</li> <li>• Formative assessments.</li> <li>• Discussion forums</li> <li>• Group/collaborative assessments.</li> <li>• Practical skills: demonstrations.</li> <li>• Practical skills: Written.</li> <li>• Presentations.</li> <li>• Reports.</li> <li>• Tests.</li> </ul>
<b>Assessment standards included:</b>	N/A
<b>Entry requirements for KIS:</b>	Minimum of 48 level 2 NCEA credits in best 4 subjects including a minimum of 14 credits in Mathematics and a minimum of eight credits at Level 2 or higher in English or Te Reo Māori or special admission.
<b>Student profile:</b>	Domestic
<b>Student destination:</b>	RNZSPCA Inspectorate and other animal welfare related fields
<b>Eligibility for student loans and allowances:</b>	N/A
<b>Nature of Funding sought:</b>	N/A
<b>Expected student intake:</b>	35
<b>EFTS:</b>	35
<b>Programme duration (full-time):</b>	1 years
<b>Programme duration (part-time):</b>	N/A
<b>Maximum programme duration:</b>	Three years maximum
<b>Total weeks of the programme (including holiday weeks)</b>	42
<b>Total teaching weeks of the programme (excluding holiday weeks)</b>	40
<b>Total weeks of the programme per year (including holiday weeks):</b>	42
<b>Total teaching weeks of the programme per year (excluding holiday weeks):</b>	40
<b>Average Directed hours per week:</b>	9.1
<b>Average self-directed study hours per week:</b>	20.25
<b>Average work experience hours per week:</b>	26 hours total (20 hrs with an appointed Inspector and 6 hours in a District Court) = 0.65 hrs /week
<b>Total study hours per week:</b>	30
<b>Total study hours for the programme</b>	1200
<b>CONTACT DETAILS</b>	
<b>Contacts:</b>	<p><b>Contact 1</b>  Debra Robertson-Welsh  Dean: Health and Community, and Environmental Animal Sciences  Unitec Institute of Technology  Private Bag 92025 Victoria St  Auckland  (09) 849 4321 Ext 7353  drobertsonwelsh@unitec.ac.nz</p> <p><b>Contact 2</b>  Manpreet Kaur Malhotra  Team Leader – Te Korowai Kahurangi</p>

	Unitec Institute of Technology Private Bag 92025 Victoria St Auckland (09) 849 4321 Ext 8771 mmalhotra@unitec.ac.nz
<b>DATE</b>	3-10-2018



# memo

---

To	Academic Board	Date	03/10/2018
From	Manpreet Malhotra	Phone No.	ext. 8771
Subject	<b>Applications for Consent to Assess Unit Standards</b>		

---

## **Recommendation:**

That Academic Board approves the following applications for consent to assess unit standards for submission to NZQA:

- **21639 Explain stress and stress overload, and manage personal stress, in a sports situation (Level 3, 3 credits)**
- **17599 Plan a confined space entry (Level 4, 5 credits)**

## **Rationale**

**Unit standard 21639:** This standard will be delivered and assessed by Unitec Pathways College within the course “Uniformed Services”. Unitec engages with a number of partner schools in the development and delivery of this set of courses. The standard setting body for this standard is Skills Active, who have provided a letter of support for this application to be submitted to NZQA. The application documentation can be reviewed [here](#).

**Unit standard 17599:** This standard is included in Unitec’s new programmes leading to the New Zealand Certificates in Plumbing, Gasfitting and Drainlaying (Level 4). The programmes include several unit standards, this is the only standard for which Unitec do not currently have consent to assess. It was initially intended that this unit will be delivered and assessed via a sub-contracting arrangement with Be Safe, however later a decision was made for Unitec to gain consent. The standard setting body for this standard is the Skills Organisation, a letter of support will be sought before the application is submitted to NZQA. The application documentation can be reviewed [here](#).

The applications for each of the two have been assessed by Te Korowai Kahurangi.