



KIWI COLLEGE
of New Zealand

University Foundation Certificate (Level 4)

PROGRAMME HANDBOOK



2024

CONTENTS

	Page
Introduction	2
1. Aim of the Programme	3
2. New Zealand Qualification	3
3. Graduate Profile Outcomes	3
4. Education Pathway	3
5. Employment Pathway	3
6. Programme Admission Requirements	3
7. Programme Duration	4
8. Programme Structure and Study Pathways	4
8.1 Programme Structure	4
The Kiwi College Experience – Your Educational Journey	6
8.2 Programme Course Outlines	7
9. Programme Regulations	12
9.1 Learning Hours and Session Times	12
9.2 Class Attendance and Participation	12
9.3 Assessments	12
9.4 Assessment Methods	13
9.5 Credit Recognition and Transfer	13
9.6 Assessment Conditions	13
9.7 Academic Integrity and Plagiarism	13
9.8 Grading System	13
9.9 Reassessment	14
9.10 Assessment Appeals	14
10. Student Services	14
10.1 Learning Support	14
10.2 Student Orientation	14
10.3 IT Support Services	15
10.4 Special Needs	15
10.5 Events and Cultural Activities	15
10.6 Health and Safety	15
Campus and Contact Information	15

© All rights reserved. No part of this document may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic mechanical, photocopying, recording, or otherwise, without the prior permission of Kiwi College of New Zealand.

Introduction

Welcome to Kiwi College of New Zealand.

The Kiwi College of New Zealand is an accredited tertiary education institution and has been registered with the New Zealand Qualifications Authority (NZQA) since 1992 as a private educational provider. All our courses and programmes have been approved by NZQA.

Kiwi College offers Hospitality Skills Development and Training, as well as credentials in: Coffee Appreciation, Barista Skills, and Licence Controller Qualification (LCQ).

Our English Language courses include:

- Beginner English
- Elementary English
- Pre-Intermediate English
- Intermediate English
- Upper Intermediate English
- Advanced English and IELTS Preparation
- High School Preparation (Upper Intermediate English) (Level 3)
- High School Preparation (Advanced English) (Level 4)
- New Zealand Certificate in English Language (Applied) (Level 3)

The Kiwi College University Foundation programmes allow you to experience pre-university studies in a higher education learning environment before commencing your degree studies. Our university preparation pathway programmes are:

- University Foundation Certificate (Level 3)
- University Foundation Certificate (Level 4)
- University Foundation Studies (Level 4)

This Programme Handbook will provide you with important information on the **University Foundation Certificate (Level 4)** programme, the subject areas (study pathways) you will need for your degree, and programme regulations.

The Handbook also contains information on academic and general policies and procedures on class attendance, assessment conditions and assignment submissions, academic integrity and plagiarism, grading system, re-assessment opportunities, and assessment appeals.

It also provides information on educational and physical resources and student services that are available to you throughout your studies with Kiwi College of New Zealand, and contact information in the event of an emergency or you need to talk to a Kiwi College staff member.

University Foundation Certificate (Level 4) Programme

1. Aim of the Programme

The aim of this programme is to equip students with the attributes, knowledge and skills needed to prepare them for higher level, including degree level studies, leading towards a chosen field of study or career pathway.

Graduates of this programme will gain the attributes, knowledge and skills needed to enhance their employment opportunities in the industry sector which they have chosen as a career pathway.

2. New Zealand Qualification

The **University Foundation Certificate (Level 4)** programme leads to the *New Zealand Certificate in Study and Employment Pathways (Level 4)* [Ref. No. 2860 version 2] qualification listed on the New Zealand Qualifications Framework.

3. Graduate Profile Outcomes

Graduates of the qualification will be able to:

- Locate, select and analyse relevant information from a variety of credible sources, and apply this information by working independently and collaboratively, on context-relevant tasks and problems.
- Construct a well-reasoned and research argument relevant to their chosen field(s) of study/training and communicate it, using appropriate modes and media.
- Analyse and evaluate the qualities, skills and strengths of their rangatiratanga and identify areas for further development in study/training and/or employment.
- Develop, critique and produce a plan for study and/or employment pathways relevant to their chosen field(s).

4. Education Pathway

This certificate qualification builds on the *New Zealand Certificate in Study and Employment Pathways (Level 3)* and leads to further tertiary study or training at NZQF Level 5 and above related to the graduates' chosen field of study such as accountancy, business and marketing.

5. Employment Pathway

Graduates of this qualification may have enhanced employment opportunities associated with the context of their chosen field of study and/or career pathway.

6. Programme Admission Requirements

Admission to the University Foundation Certificate (Level 4) programme is open to students who meet the entry requirements set out below.

Applicants must:

Age Requirement

1. Be 16 years or older at the commencement of the programme.

Academic Requirement

2. Successfully completed:

Secondary school study equivalent to New Zealand School Year 12; **or**

Secondary or high school education from their country of origin, **or**

New Zealand in Study and Employment Pathways (Level 3).

English Language Requirement

3. Gained an IELTS General or Academic test score of 5.5 with no band score lower than 5, or equivalent to any other internationally recognised English proficiency test.

7. Programme Duration

The University Foundation Certificate (Level 4) programme has a credit value of 60-credits. The programme is delivered over two 10-week terms through blended learning (face-to-face classes and supported by online learning materials), and distance and online study. There is a one-week break between terms. This excludes the Christmas holidays. The programme length is as follows:

Teaching weeks: 20 weeks

Term break: 1 week (between Term 1 [10 weeks] and Term 2 [10 weeks])

Total weeks: 21 weeks (excluding Christmas holidays)

A part-time delivery option of 40 weeks is available to offshore students only.

8. Programme Structure and Study Pathways

8.1 Programme Structure

The University Foundation Certificate (Level 4) programme consists of **SIX** courses, and each course has a 10 credits value. The courses are made up of five compulsory courses, and two elective courses.

Five compulsory subjects:

- English (Academic)
- Study and Time Management Skills
- Introduction to Critical Thinking and Communication
- Accounting
- Business Studies

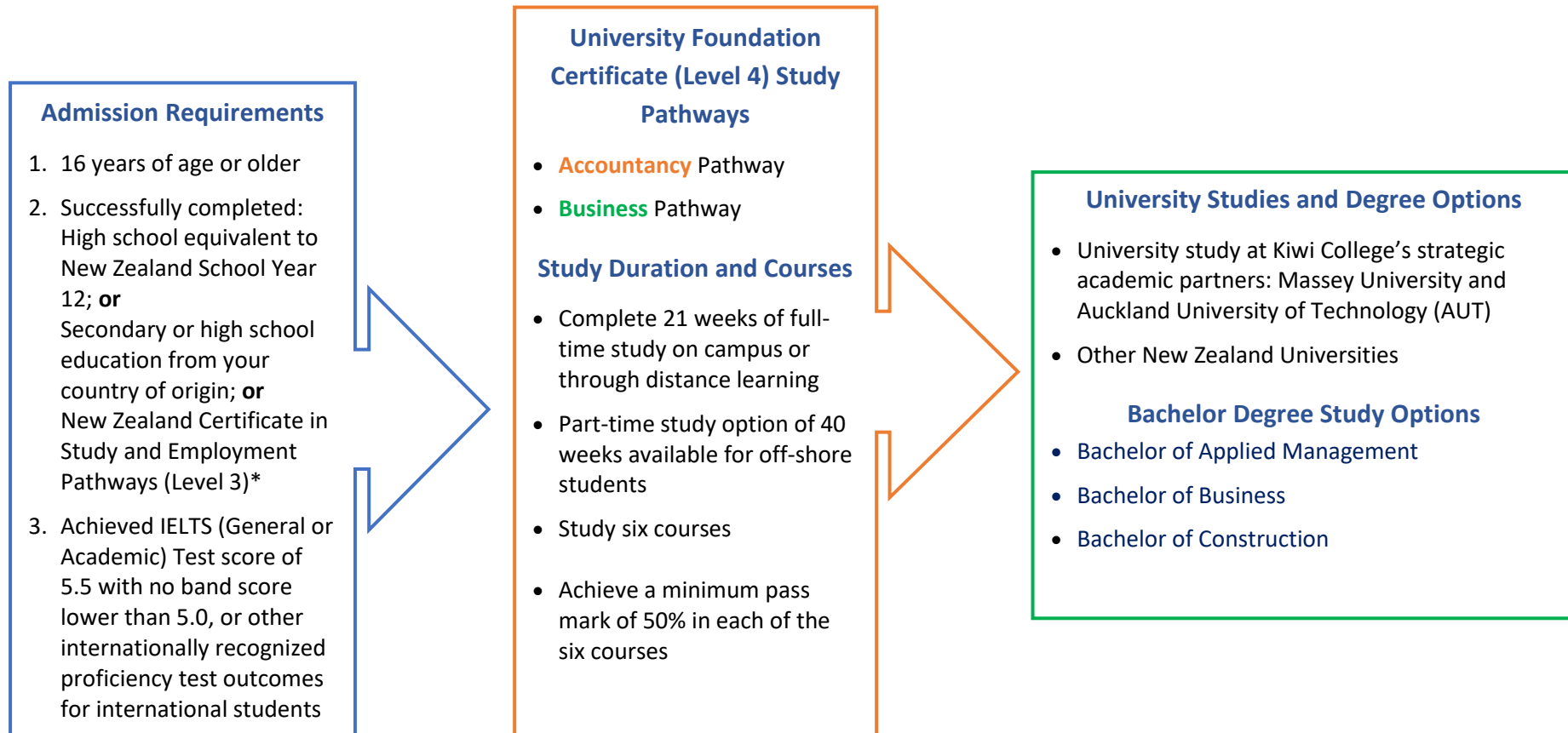
AND

One elective subject chose from either: Marketing or Economics

Compulsory Courses:

English (Academic)	Level 4	10 credits
Study and Time Management Skills	Level 4	10 credits
Introduction to Critical Thinking and Communication	Level 4	10 credits
Accounting	Level 4	10 credits
Business Studies	Level 4	10 credits
Elective Courses: Elective Course 1	Level 4	<u>10 credits</u>
Total credits		<u>60 credits</u>

The Kiwi College University Foundation Certificate Pathway



* Our University Foundation Certificate (Level 3) programme leads to this qualification

NOTE: We highly recommend that you familiarise yourself with the course outlines before you select the elective course.

8.2 Programme Course Outlines

UFC001 English (Academic)

Level 4

10 Credits

The aim of this subject is to develop students' capability in writing, reading, speaking and understanding English. Students will acquire the academically focussed English language skills required to prepare them for higher level, including degree level, studies.

Learning Outcomes

1. Identify the relationship between contexts and texts, and the ways in which academic texts are constructed and meanings realised.
2. Locate, document, analyse and evaluate ideas, information, and opinions from a range of written, oral, visual, and multimedia texts.
3. Use evidence to develop and support critical reasoning in the form of sustained argument.
4. Exchange opinions and convey information in a range of formal and informal contexts.
5. Fully understand and apply the concept of academic integrity.

Indicative Content

- Vocabulary, word formation, note-taking, quoting, sentences, tenses, paraphrasing
- Summarising, referencing, meeting minutes, stress & intonation
- Oral presentations, discussion strategies, seminars
- Logical division of ideas, paragraph structure, in-text references, synthesising sources, relative clauses
- Essay structure, introducing and concluding, modals, peer-editing, discussion, seminars
- Reflective writing, noun groups, research questions
- Annotated bibliographies, academic library and journals research
- Fact, opinion, credibility adjectives and adverb clauses
- Rhetorical techniques, presenting and discussion
- Noun clauses, statements, essays, argument
- Academic writing, theme & rhyme, nominalisation
- Cohesion, using sources, feedback, articles
- Online discussion, argumentative essay, formal debate

UFC002 Study and Time Management Skills

Level 4

10 Credits

The aim of this subject is to develop students' capability in study and career planning techniques as well as equip them with skills in effective time management. Students will acquire the academically focussed skills and confidence required to prepare them for higher level, including degree level, studies.

Learning Outcomes

1. Understand and apply study, research, writing, technological presentations, exam and test techniques in areas of academic work, and as a means of achieving positive outcomes.

2. Apply a range of study skill processes including note-making, academic reading and writing, oral presentation and use of education technology across a variety of assessment.
3. Develop and evaluate a study and career plan in the context of Aotearoa New Zealand.
4. Demonstrate knowledge of time management by developing strategies and creating and keeping deadlines.

Indicative Content

- Numerous types of media that deliver text, audio, images, animation, and streaming video.
- Audio or video tape, satellite TV, CD-ROM, and computer-based learning, local intranet/extranet and web-based learning.
- Organising and taking in new information, retaining information, or dealing with assessments.
- Mnemonics, which aid the retention of lists of information; effective reading; concentration techniques; and efficient notetaking.
- Knowledge of basic computing or introductory information systems.
- Technological presentations and writing.
- Research techniques, study techniques, test techniques and exam techniques.
- Clear study and career planning techniques.
- Self-motivation, clear goal setting and execution plans.
- Prioritisation, self-awareness, decision making, planning and communication skills
- Effective time management methods and techniques.
- Accountability and goal definition.

UFC003 Introduction to Critical Thinking and Communication Level 4 10 Credits

The aim of this subject is to develop students' capability in critical thinking using methods of problem solving, reasoning and evaluation to make better decisions. Students will also develop research skills along with oral, written, graphical and interpersonal communication skills in the context of Aotearoa New Zealand. Students will acquire the academically focussed skills and confidence required to prepare them for higher level, including degree level, studies.

Learning Outcomes

1. Identify, use the skills of reasoning and arguments, document arguments and clearly communicate positions and arguments.
2. Assess and evaluate sources for argumentative credibility and develop an understanding of range of arguments.
3. Demonstrate knowledge and understanding of theories of communication and the various types of communication to develop project outcomes.
4. Explain the three key principles of Te Tiriti o Waitangi and how they are relevant to Māori and Tangata Tiriti in Aotearoa NZ.
5. Develop an understanding of the distinctive and interconnected nature of contemporary media.

Indicative Content

- Categorical reasoning, argument parts, and Venn diagrams
- Propositional reasoning and truth tables
- Argument credibility and argument mapping

- Deductive arguments, inductive arguments and abductive arguments
- Applied critical thinking
- Cross cultural communication in Aotearoa NZ
- Te Tiriti o Waitangi
- Report planning and writing
- Verbal, written, oral, face-to-face, non-verbal and visual communication
- Online communication
- Surveys, interviews and observational methods of communication
- Contemporary media: the nature of contemporary media, writing about contemporary media, analysis of contemporary media.

UFC004 Accounting

Level 4

10 Credits

The aim of this subject is to provide students with an understanding of accounting for students wishing to undertake higher level studies. Students will gain knowledge and skills in areas of typical sole trader business accounting concepts, systems, practices, processes and reports. Students will acquire the academically focussed skills and confidence required to prepare them for higher level, including degree level, studies.

Learning Outcomes

1. Demonstrate an understanding of the various accounting concepts and qualitative characteristics of financial information that underpin financial reports.
2. Understand the various business structures, the users of financial information and the accounting process of collecting, classifying, recording and reporting financial information generated by the transactions of a business.
3. Communicate concepts using correct accounting terms and conventions.
4. Demonstrate an ability to analyse and interpret financial information and make appropriate decisions about the future of the business.
5. Understand the various social, ethical and technological issues associated with accounting decisions.

Indicative Content

- Introduction to accountancy
- Accounting processes
- Business ownership
- Balance sheets and income statements
- Journals and ledgers
- Balance day adjustments
- Accounting for inventories and for debtors
- Cash Budgets
- Cash flow statements and analysis
- Technological, social and ethical issues

The aim of this subject is to provide students with an understanding of business concepts for students wishing to undertake higher level studies. Students will gain knowledge and skills in areas of foundation business concepts, and application of critical thinking, reading, writing and oral presentation skills in a business context. Students will acquire the academically focused skills and confidence required to prepare them for higher level, including degree level, studies.

Learning Outcomes

1. Demonstrate an understanding of the functional areas of a business including the importance of marketing and explain possible ways businesses are affected by their operating environments.
2. Manage operational functions in an area of a business unit to achieve team objectives that contribute to the organisational goals.
3. Apply knowledge and skills of communication theories, processes and practices including reading, writing and oral presentation skills in a business context.
4. Use and apply business knowledge and problem-solving skills to a business plan.
5. Demonstrate an understanding of the concepts of leadership and management and their relationship to a business entity.

Indicative Content

- Introduction to foundation business studies
- Foundation business concepts
- Reading, writing and oral presentation skills in a business context
- The benefits of effective communication in a business context
- Application of critical thinking
- Understanding the internal and external environments
- Leadership and management styles
- Management of relationships within teams
- Achievement of team objectives that contribute to organisational goals

The aim of this subject is to provide students with an understanding of marketing principles for students wishing to undertake higher level studies. Students will gain knowledge and skills in areas of the marketing environment and marketing systems, practices and processes. Students will acquire the academically focussed skills and confidence required to prepare them for higher level, including degree level, studies.

Learning Outcomes

1. Understand the importance, the role and the forces of marketing which directly or indirectly influence marketing decisions within an organisation.
2. Demonstrate knowledge of the core marketing concepts, evolution of marketing concepts and identify their application in the marketplace.
3. Communicate concepts using correct marketing terms and conventions.
4. Identify how marketing processes are applied to solve marketing problems in organisations
5. Explain ethical, legal, and culturally sensitive marketing decision making.

Indicative content

- The marketing environment - environmental scanning and analysis, effects of environmental forces on marketing strategies, market segmentation, geographic segmentation, demographic segmentation, Psychographic segmentation, product-related segmentation and product life cycle
- Business to business marketing
- International marketing
- The marketing mix and research – product, price, promotion, advertising, public relations, personal selling, place
- Marketing branding, positioning, targeting and segmenting, targeting and evaluation

UFC007 Economics

Level 4

10 Credits

The aim of this subject is to provide students with an understanding of economic concepts for students wishing to undertake higher level studies. Students will gain knowledge and skills in areas of economic principles and concepts, government policies and subsequent impacts and economic influences on the New Zealand economy. Students will acquire the academically focussed skills and confidence required to prepare them for higher level, including degree level, studies.

Learning Outcomes

1. Demonstrate knowledge of economics as a field of study and consider issues from an economic perspective.
2. Understand and apply the key microeconomic theories, models and laws.
3. Communicate concepts using correct economic terms and conventions.
4. Understand the methods and tools used by economists and apply economic principles to a range of common economic problems.
5. Analyse a range of current economic issues and problems and report conclusions.

Indicative Content

- Introduction and concepts to economics
- The price mechanism
- Elasticity of supply and demand
- Market structures
- Government market intervention
- Introduction to macroeconomics
- Macroeconomic objectives
- External balance
- Aggregate and multiplier theory
- Economic policies
- International trade

9. Programme Regulations

9.1 Learning Hours and Session Times

The programme is a fulltime, 60-credit programme of study comprising of 600 learning hours delivered over two 10-week terms, totalling 20 teaching weeks, excluding term breaks. Each teaching week comprises of 20 directed learning hours and 10 self-directed learning hours.

Type of Learning	Total Learning Hours	Session Times
Directed learning	20 weeks x 21 hours per week 420 hours	Monday – Thursday 13:10 – 17:35 (Includes a 10 min break) Friday: 13:10 – 17:20 (Includes a 10 min break)
Self-directed learning	20 weeks x 9 hours per week 180 hours	Approximately 9 hours per week self-directed learning
	600 learning hours	

9.2 Class Attendance and Participation

You are required to:

- Attend all scheduled class sessions and have a 100% attendance record. For further details read the Attendance guidelines and policies in the General Student Handbook.
- Start and finish scheduled classes according to the stipulated session times shown in the table above.
- Participate in class discussions and other learning activities during class sessions.
- Participate in group work assessments and carry out assigned group activities diligently and completely.
- Perform peer evaluation if it is required as part of the group assessment task.
- Read course materials in advance of class sessions and complete weekly quizzes online.
- Complete and submit written assignments and/or project work on or before their respective due dates.

9.3 Assessments

You must attempt and submit all summative assessment tasks at the time, on or before the submission date, and by the method stipulated by the teaching staff responsible for the respective courses. An achievement-based grading system will apply to the course assessment tasks and overall course grades.

You must successfully complete all six courses (the five compulsory courses, and one elective course). Successful completion of a course requires you to achieve a minimum pass of 50% overall from the assessment tasks within the course.

9.4 Assessment Methods

The programme uses a variety of assessment methods to assess your academic performance and achievement of the course learning outcomes. These include:

- Case studies
- Essays
- Examinations
- Learning plan and journals
- Peer assessments
- Portfolios
- Presentations – Written and oral
- Projects
- Quizzes (Online tests)
- Reflective journals
- Reports
- Seminar presentation papers
- Tests
- Tutorial assignments
- Weblogs
- Writing assignments

9.5 Credit Recognition and Transfer

There is no provision for credit recognition and transfer or assessment of prior learning in this programme.

9.6 Assessment Conditions

Assessments must be completed within the given deadline date unless a doctor's certificate or other valid documented evidence is provided. If you are experiencing technical problems, an extension may be granted, but only if reported immediately to either your teacher or student support co-ordinator. You will not be granted an extension if problems are reported after the assessment due date.

9.7 Academic Integrity and Plagiarism

Your assessments are designed to provide evidence of your knowledge, understanding and capabilities. Regular workshops will be held to provide information on academic integrity, plagiarism and cheating to you and your cohort, and help you develop strategies to prevent committing academic misconduct. Plagiarism and cheating are serious offences and Kiwi College will not tolerate any misconduct carried out by you, or with the help of another person(s), in cheating or copying and presenting it as your own work. The consequences of academic misconduct is severe and may lead to a zero mark or even expulsion from College.

9.8 Grading System

An achievement-based grading system will apply to the course assessment tasks and overall course grades.

Grade	Mark range	Definition
A	85 – 100	Pass
B+	75 – 84	Pass
B	60 – 74	Pass
C	50 – 59	Pass
D	40 – 49	Fail
F	0 - 39	Clear Fail
W		Withdrawn from a course, or the programme of study
NC		Did not complete the course

9.9 Reassessment

A reassessment opportunity is available to you if your final overall grade for a course is $\geq 45\%$ but $< 50\%$. In addition, the following rules pertaining to reassessment apply:

- For each course, a maximum of one reassessment is available, and the maximum mark awarded for a reassessment is 50%.
- A reassessment may include a resubmission or resit and will assess the learning outcome(s) which were not achieved. In the case of a resubmission, you may be offered this opportunity if the assessor judges you capable of identifying and correcting your work by yourself.

To ensure you can independently demonstrate competency against the learning outcome(s), no further teaching or specific feedback will occur between the assessment submission date and the date of resubmission. Only general feedback may be given, such as advising you which learning outcome(s) you did not meet.

- You will be notified of the result of the reassessment within 5 working days after Kiwi College's receipt of the reassessment.

9.10 Assessment Appeals

You may appeal against an assessment decision. You must make the appeal application in writing in the first instance to the Programme Leader. If you are still dissatisfied with the decision, you may appeal by following the Kiwi College's Student Complaint Policy and Procedures, which are outlined in the Student General Handbook and on the College's website.

10. Student Services

10.1 Learning Support

The most important form of support comes from learning in an environment in which you are encouraged to openly discuss concepts and ideas and ask questions on topics. Teachers encourage discussion and use group work to foster debate and discussion.

If you need additional learning support or for a particular aspect of the course, the University Foundation Programme Leader will help you to obtain it. Our Student Support Co-ordinator will help you to access pastoral care and support when you need it. Read the General Student Handbook for more details and information.

10.2 Student Orientation

Before you start your formal studies at Kiwi College, a student orientation event is held to ensure all relevant information about the College, the programme of study, and the general rules and regulations is conveyed to you in conformity with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. A mihi (a formal greeting) is held, and thereafter you and fellow students are introduced to key academic and non-academic staff members, including management team, teachers and student support team members.

10.3 IT Support Services

IT support at Kiwi College is available from 9.00 am to 9.00 pm New Zealand time. Students are informed of this service at their orientation and will be advised where to find IT support contact details in the General Student Handbook and on the Kiwi College website.

10.4 Special Needs

Support for students with special needs can be accessed through the Student Support Co-ordinator. Assistance may be in the form of advocacy, advice and/or accommodation needs. If students need support with assessments, this will be evaluated on a case-by-case basis by the respective teacher and the University Foundation Programme Leader.

10.5 Events and Cultural Activities

Students are encouraged to participate in Kiwi College organised events and activities such as graduations, shared lunches, cultural celebrations, and awareness days and events (e.g., Te Wiki o te Reo Māori (Māori language week), National Epilepsy Week, Anti Bullying Week, Skin Cancer Awareness Month).

These activities aim to build awareness and engagement to integrate into Aotearoa New Zealand's cultural history and diverse communities and to experience and be part of the Kiwi College community. In order to ensure that Kiwi College community is inclusive, all students and staff recently held a virtual, online Christmas party.

10.6 Health and Safety

Both staff and students will abide by the regulations and measures set out in the Health and Safety in Employment Act 2015, and comply with Kiwi College's health, safety and security policies and procedures. All students are briefed during orientation on health and safety matters, including fire evacuation procedures. A First Aid kit and an accident register are kept and maintained at the reception desk.

Campus and Contact Information

Campus Details

Campus Address: Level 1, 15 Mercari Way, Albany, Auckland 0632

Email address: admin@kiwi.ac.nz

Telephone: +64 9 930 0789

Website: www.kiwi.ac.nz

Key Contacts

University Foundation Programme Leader

Name: Shuaib Chota
Email: shuaib@kiwi.ac.nz

University Foundation Tutor

Name: Jane Bailey
Email: jane@kiwi.ac.nz

Student Support Officer

Name: Kris Zhang
Mobile: +64 9 930 0789
Email: kris@kiwi.ac.nz

In an Emergency (after hours contact)

Name: Peter Meng
Mobile: +64 21 198 8588
Email: peter@kiwi.c.nz
