

Aratohu Hōtaka | Programme Guide

New Zealand Diploma in Applied Science
(Level 6, 120 credits)



Te Pūkenga

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Version History

Version	Effective date	Created/reviewed by	Reason for review/comment
1	October 2022	Te Pūkenga Programme Unification Team	First issue
2	June 2023	Ara Institute of Canterbury	Standard template
3	February 2024	Ara Institute of Canterbury	Updated for 2024

He Kupu Whakatau | Welcome

Nau mai, haere mai rā ki Te Pūkenga! Whiria ngā taura mātauranga hei kete whakairo, hei whakamaunga kanohi nō ngā iwi.

Welcome to Te Pūkenga! By enrolling on the New Zealand Diploma in Applied Science (Level 6) programme, you have become part of our Te Pūkenga network supporting ākonga (learners like you), right across Aotearoa.

Te Pūkenga is creating a unified network of polytechnics and industry training organisations to give you the benefit of the strengths of the whole network in your local region. The aim is to connect learning in Tumu Whenua ā-Rohe 4 more closely with learning in other parts of Aotearoa to give you more choices in what, where, and how you can learn. Our ākonga are at the centre of everything we do. You are now part of a system that aims to

- be culturally responsive,
- honour Te Tiriti o Waitangi,
- be consistent across the country, and
- let you learn at your own pace, in your own place.

Te Pūkenga is here to help you fit learning around your life. Kaiako (tutors), advisors and other staff will support you within a learning environment where you are treated as an individual. We encourage you to get to know others in your programme so that you can enjoy working with them and build up your own network of academic friends for the future.

We are pleased that you have decided to enrol in this programme with Te Pūkenga and wish you every success on your journey with us!

He Kupu Whakataki | Introduction

This Programme Guide contains essential information about the New Zealand Diploma in Applied Science (Level 6) programme. You will need to refer to this Guide regularly. Discuss any part of it that seems unclear with your kaiako or programme co-ordinator, Elaine Rutherford (elaine.rutherford@ara.ac.nz)

This Programme Guide contains general information on the programme. When you need information about a specific course, like timetable and assessment details, refer to the Course Guide for that course.

As ākonga, you will also need information that is not specific to your programme or courses, like how to access the library and learning support, and what pastoral care is available. For this information, use the links below.

[Student Policies](#) for special assessment consideration, extension beyond course end date, appeal of grade)

[Library](#)

[Learning Services](#)

[Disability Services](#)

[Māori Student Support](#)

[Pacific Student Support](#)

Te Hiranga Tangata | Important Contacts

	Name	Contact details
Programme Coordinator	Elaine Rutherford	E: Elaine.Rutherford@ara.ac.nz P: 03 940 7619
Administrative contact	Department of Applied Science and Social Practice	E: sciencesocialpractice@ara.ac.nz P: 03 940 809
Academic Managers	Grant Bennett Philippa Meek	E: Grant.Bennett@ara.ac.nz P: 03 940 8690 E: Philippa.Meek@ara.ac.nz P: 03 940 8482
Head of Department	Michael Shone	E: Michael.Shone@ara.ac.nz P: 03 940 8229
Student Advisor Kaitaunaki (Christchurch Campus)	Student Advisor	E: Sudentadvisors@ara.ac.nz

Horopaki ā-Hōtaka | Programme Background

The aim of this programme is to enable graduates to be employed in routine operational positions in science-related fields of work including manufacturing and regulatory industries, field work, research, and development, or progress on to higher-level study in a wide range of science-related disciplines.

As a graduate of this programme, you will be able to

- Research, select, and apply scientific principles to carry out routine and non-routine tasks relating to a specialised scientific discipline.
- Analyse, report, and respond appropriately to scientific data in an operational or research context.
- Analyse and solve problems for identified scientific processes.
- Apply knowledge of scientific concepts to contribute to the direction of a scientific workplace.
- Critically reflect on and apply knowledge of ethical, social, and culturally responsive behaviour to professional practice.

Ngā Herenga Matua ō te Hōtaka | Programme Essentials

Quick reference – Where to find help if you have feedback or want to raise an issue

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice sets out the expectations that tertiary education organisations need to consider how their overall systems and resources support learners' wellbeing and safety.

For more detailed information on the code, and support areas listed below, please refer to the Student Information Handbook available on MyAra under Student Admin <https://www.ara.ac.nz/student-services/studying-at-ara/programme-handbooks/>

Support Area	Details	People	Links
Department Staff	This team are your first port of call for issues impacting your ability to study	<ul style="list-style-type: none"> Tutor Qualification Coordinator Academic Manager Head of Department 	
Student reps	Student reps are invited to attend student rep meetings within your department where they can raise issues on your behalf	<ul style="list-style-type: none"> Student Voice Posters of your student reps are displayed in your department 	Student Voice
Student services	Ara offers a wide range of student services	<ul style="list-style-type: none"> Student Advisors Health Centre Student Voice 	Student Support
Independent Student Advocate	Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study	<ul style="list-style-type: none"> Duncan Dunbar 027 273 6246 Duncan.Dunbar@ara.ac.nz X106 (Rakaia Centre) 	Student Advocacy
Complaints process	Ara has a process to support you and respond if you have a concern or complaint about a course, tutor, or another aspect of your programme	<ul style="list-style-type: none"> Complaints Co-ordinator 	CPP117-Raising problems or complaints policy CPP117a-Raising problems or complaints form

Support Area	Details	People	Links
Safeplace	Safeplace is the tool we use to report risks, accidents and other incidents	<ul style="list-style-type: none"> • Safety & Wellbeing Co-ordinator • Safety & Wellbeing Business Partner 	SafePlace FAQ for Learners
Important Policies	<i>All Ara Corporate and Academic Policies can be found at</i> Student Policies		Learner Responsibilities and Rights Addressing Bullying, Harassment and Discrimination

Waeture ā-Hōtaka | Programme Regulations

Programme regulations outline the requirements for

- entry into the programme,
- progress through the programme,
- and completion of the programme

They will help you to understand these requirements. Read the Programme Regulations in conjunction with the relevant policies and procedures.

Whakatapoko | Admission

General admission	To be admitted to this programme, applicants must hold one of the following: NCEA Level 2, which must include 30 credits in science (including chemistry) OR New Zealand Diploma in Applied Science (Level 5) or equivalent. OR Relevant equivalent
Special admission	Any ākonga who is 20 years of age or older and has not reached the general admission requirements for their intended programme is eligible for Special Admission. Te Pūkenga works with the ākonga to ensure they are prepared for their intended programme.
Discretionary admission	Any ākonga who is not yet 20 years of age and has not reached the general admission requirements for their intended programme may be eligible for Discretionary Admission. In assessing whether to grant Discretionary Admission, the delegated authority focuses on the applicant's level of preparedness for their intended programme.
English language requirements	All applicants (international and domestic) for whom English or te reo Māori is not a first language need to provide evidence that they have the necessary English language proficiency required for the programme. International applicants are required to have an IELTS academic score of 6 with no individual band lower than 5.5 from one test taken in the preceding two years, or an equivalent described in NZQA Rules.

Tūtukitanga Whakamihi | Credit Recognition

You can have credits recognised for previous work through cross credit, credit transfer and recognition of prior learning. The provisions and procedures for doing this are set out in relevant policies and procedures.

Tohu o te Hōtaka | Award of Qualification

Credit requirements	<p>To be awarded the New Zealand Diploma in Applied Science (Level 6) ākonga must achieve a minimum of 120 credits in the pattern set out in Table 1 below from the courses set out in Table 2 below.</p> <p>Table 1: Credit Requirements</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #2e8b57; color: white;"> <th>Level</th> <th>Compulsory credits</th> <th>Elective credits</th> <th>Total credits</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>45</td> <td>75</td> <td>120</td> </tr> <tr style="font-weight: bold;"> <td colspan="3">Total credits</td> <td>120</td> </tr> </tbody> </table> <p>Table 2: Schedule of Courses</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #2e8b57; color: white;"> <th>Course code</th> <th>Course title</th> <th>Credits</th> <th>Pre-requisites</th> </tr> </thead> <tbody> <tr style="background-color: #d3d3d3;"> <td colspan="4">Compulsory courses</td> </tr> <tr> <td>NSCI6101</td> <td>Applied Science Workplace Legislation</td> <td>15</td> <td>Nil</td> </tr> <tr> <td>NSCI6102</td> <td>Applied Science Work Placement 1</td> <td>15</td> <td>NSCI6101</td> </tr> <tr> <td>NSCI6103</td> <td>Applied Science Investigation Project</td> <td>15</td> <td>Nil</td> </tr> <tr style="font-weight: bold;"> <td colspan="2">Total compulsory credits @ Level 6</td> <td colspan="2">45</td> </tr> <tr style="background-color: #d3d3d3;"> <td colspan="4"><i>Plus five electives from the following courses</i></td> </tr> <tr> <td>NSCI6104</td> <td>Project Management for Applied Science</td> <td>15</td> <td>Nil</td> </tr> <tr> <td>NSCI6105</td> <td>Advanced Biochemistry for Applied Science</td> <td>15</td> <td>Nil</td> </tr> <tr> <td>NSCI6106</td> <td>Environmental Assessment for Applied Science</td> <td>15</td> <td>Nil</td> </tr> <tr> <td>NSCI6107</td> <td>Quality Statistics for Applied Science</td> <td>15</td> <td>Nil</td> </tr> <tr> <td>NSCI6108</td> <td>Product Design and Analysis in Applied Science</td> <td>15</td> <td>Nil</td> </tr> <tr style="font-weight: bold;"> <td colspan="2">Total Elective Credits @Level 6</td> <td colspan="2">75</td> </tr> <tr style="font-weight: bold;"> <td colspan="2">TOTAL CREDITS</td> <td colspan="2">120</td> </tr> </tbody> </table>	Level	Compulsory credits	Elective credits	Total credits	6	45	75	120	Total credits			120	Course code	Course title	Credits	Pre-requisites	Compulsory courses				NSCI6101	Applied Science Workplace Legislation	15	Nil	NSCI6102	Applied Science Work Placement 1	15	NSCI6101	NSCI6103	Applied Science Investigation Project	15	Nil	Total compulsory credits @ Level 6		45		<i>Plus five electives from the following courses</i>				NSCI6104	Project Management for Applied Science	15	Nil	NSCI6105	Advanced Biochemistry for Applied Science	15	Nil	NSCI6106	Environmental Assessment for Applied Science	15	Nil	NSCI6107	Quality Statistics for Applied Science	15	Nil	NSCI6108	Product Design and Analysis in Applied Science	15	Nil	Total Elective Credits @Level 6		75		TOTAL CREDITS		120	
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Programme completion	<p>The minimum time to complete this programme is 34 weeks.</p> <p>The maximum time to complete this programme is 3 years</p> <p>The delegated authority may approve an alternative maximum completion time.</p>																																																																				

Aromatawai i roto i tēnei Hōtaka | Assessment in this Programme

Assessment is a structured process of gathering evidence and making judgements on ākongā performance in relation to predetermined criteria. It is integral to learning and teaching. The assessment process is designed to

- assess your capabilities in a fair, valid, and reliable manner;
- stimulate and enhance learning;
- provide you with feedback regarding your own learning and for developmental purposes;
- evaluate your achievement and the demonstration of specified learning outcomes; and
- evaluate the achievement of the programme aims and objectives.

Assessment in this programme will evaluate your knowledge and skills. Each assessment will focus on one or more course learning outcome/s. Your performance in the assessment will reflect the extent to which you have achieved the targeted learning outcome/s. Feedback on your assessment should be provided within five working days.

We keep copies of all assessment material you submit for as long as you are in the programme because NZQA requires us to do so. Te Pūkenga may also use your assessment material may be used for moderation purposes. Moderation makes sure that all assessment is valid, reliable, fair, manageable and authentic. During moderation, different assessors look at the same submitted assessment material to ensure that they are applying standards consistently and making valid judgements.

Waeture Aromatawai | Assessment Regulations

Assessment Grades

The following tables set out the grades that are used for assessments within a course:

- a. Courses using competency-based assessment: In courses with competency-based assessment, grades against an assessment or assessment standard are recorded as follows:

GRADE	DESCRIPTION
A	Achieved The ākonga has demonstrated competency in the assessment.
N	Not Achieved The ākonga has not demonstrated competency in the assessment
CT	Credit Transfer The ākonga has completed the same assessment or assessment standard in another qualification or institution. In the case of an assessment standard, credit is not be reported to NZQA.
Exempt	Work-based Learning: Where an equivalent Assessment Standard is recognised by the programme and approved by WDC/NZQA

- b. Courses using grade point marking for assessments: For each assessment in the course, a mark or a percentage is entered.

GRADE	MARK (%)	DESCRIPTION
A+	90 – 100	Pass
A	85- 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Not Passed
E	0 – 39	Not Passed

Resits	<p>If you fail an assessment, then you are allowed one resit / resubmission of that assessment. The maximum mark for passing a resit or resubmission is the minimum mark to pass the assessment. If you wish to request a resit/resubmission, then the Application for Resit / Reconsideration form must be completed and sent to the course tutor no later than 5 working days after the assessment has been marked and returned.</p>
Assessment submission	<p>You must attempt and submit all summative assessment items within the timeframe or by due date indicated in the course outline unless an extension has been granted.</p> <p>Individual course planners and course Moodle pages provide the dates and processes for submitting assessments.</p> <p>If you are unable to submit an assessment by the due time and date contact the course tutor, and if the tutor is unable to respond, please then contact the Programme leader (elaine.rutherford@ara.ac.nz), followed by programme management team (grant.bennet@ara.ac.nz or philippa.meek@ara.ac.nz and the department (sciencesocialpractice@ara.ac.nz)</p>
Special assessment circumstances	<p>If conditions beyond your control</p> <ul style="list-style-type: none"> • prevent you from completing an assessment, or • negatively affect your performance in an assessment, <p>you may be eligible for special consideration. Details are outlined in relevant policies and procedures.</p>
Extensions	<p>If you anticipate difficulty in submitting assessments by the due time and date may request an extension. The extension must be agreed to prior to the assessment due date. The Application for an Extension form must submitted to the course tutor BEFORE the due date.</p>
Late Submissions	<p>Other than approved extensions, late submissions will have 10% deducted for each day (or part thereof) of lateness up to a maximum of five days after it was due. If an assessment is submitted more than five days after it was due, it will not be marked unless special circumstances are approved by the HoD.</p> <p>Unless approved, we will not accept the assessment and a Not Passed (NP) or equivalent failing grade will be assigned.</p>

Academic Integrity

Ara | Te Pūkenga requires ākonga to be honest and act with integrity in their learning and assessments. All ākonga are required to:

- present their own original work for assessment
- acknowledge contributions from other sources by using correct APA referencing format; this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s
- not cheat in tests or examinations
- ensure they follow all instructions and the correct procedures
- not collude on assessments with other ākonga
- not over- or misrepresent the individual contributions of members of any group assignment
- not knowingly help others to cheat
- not present another person's assessment as their own (**this includes purchased and AI-generated assessments**)
- not act or behave in a way that prevents others from completing their assessments
- keep written and electronic work secure to prevent others from accessing and copying work.

Kā tū Whare - Facilities

Department-related Health and Safety

Please refer to the [Learner Information Handbook](#) for general Health and Safety information and evacuation details. In an emergency advise a staff member, and if no one is available phone 111.

Refer to your tutors and laboratory managers for instructions and specific Health & Safety information related to laboratory and field activities.

Ngā mihi



Te Pūkenga