



Do you have a passion for caring for babies and young children? Do what you love and gain a qualification.

# New Zealand Certificate in Early Childhood Education & Care

Level **4** Version **1**

## Who we are and what we offer

PORSE Education & Training (NZ) Ltd is an accredited Private Training Establishment with a strong focus on early childhood education and care as it applies to nurturing respectful relationships between adults and children.

### Our Vision

To unleash human potential through purposeful teaching and learning.

### Our Mission

To have all people engaged in completing qualifications and gaining employment.

## What is the New Zealand Certificate in Early Childhood Education & Care (Level 4)?

The New Zealand Certificate in Early Childhood Education & Care (Level 4) is a course that inspires carers, parents, and Educators who have a commitment to work and learn alongside preschool children.

This course is accredited by the New Zealand Qualifications Authority (NZQA) and is a nationally recognised qualification.

This is a distance (web enhanced) programme - delivered fully online. Learners study independently and have the opportunity to attend webinars delivered by an experienced and qualified ECE teacher. They will attend weekly work placement to practically apply what they are learning, under general supervision in their own ECE setting.

Enjoy the flexibility of 20 weeks of self-paced learning alongside a preschool child in your care.

## Employment and Community Pathway

On completion of the New Zealand Certificate in Early Childhood Education & Care (Level 4) you will be able to:

- begin a career as a home-based early childhood Educator
- be employed as an early childhood Educator
- also work as a Kaimahi (worker, employee, clerk, staff), ECE support worker, session leader or organiser in specific ECE contexts (parent-led services or playgroups including Pasifika and Māori)
- pursue further study in the ECE sector, such as a Diploma of Teaching.

# Level 4 Programme Structure



The New Zealand Certificate in Early Childhood Education & Care (Level 4) programme offered by PORSE consists of eight modules of learning.

<b>Module 1</b>	<b>Level 4 Credit 10</b> L4CECEMOD1	<b>Communication Strategies used in ECE</b> Communicate effectively and engage in respectful, reciprocal, and responsive relationships within an early childhood education and care community.
<b>Module 2</b>	<b>Level 4 Credit 8</b> L4CECEMOD2	<b>Bicultural Practices used in ECE</b> Implement bicultural ECE practice and promote awareness of Māori as tangata whenua, through using te reo Māori and tikanga Māori with children and families/whānau in early childhood settings.
<b>Module 3</b>	<b>Level 4 Credit 10</b> L4CECEMOD3	<b>Socio-cultural Theories in ECE</b> Understand key early childhood social-cultural theories of learning and development to inform and guide the holistic development and learning of children in an early childhood setting.
<b>Module 4</b>	<b>Level 4 Credit 8</b> L4CECEMOD4	<b>Regulatory Requirements and Legislation in ECE</b> Demonstrate knowledge and understanding of legislation and regulatory requirements, and how community and government services impact on early childhood settings and guide practices, to protect and support the wellbeing of children and families.
<b>Module 5</b>	<b>Level 4 Credit 10</b> L4CECEMOD5	<b>Learning Experiences in ECE</b> Use knowledge of multiculturalism, family diversity, and the bicultural nature of the New Zealand early Childhood curriculum framework, <i>Te Whāriki</i> , to plan, provide, and review enriching learning experiences for infants, toddlers, and young children.
<b>Module 6</b>	<b>Level 4 Credit 7</b> L4CECEMOD6	<b>Inclusive ECE Environments</b> Contribute to providing a culturally inclusive early childhood environment to foster the health, holistic wellbeing, and care of infants, toddlers, and young children.
<b>Module 7</b>	<b>Level 4 Credit 3</b> L4CECEMOD7	<b>Personal Health, Wellbeing and Professional Development in ECE</b> Implement strategies to manage personal health, wellbeing and professional development in an early childhood setting.
<b>Module 8</b>	<b>Level 4 Credit 4</b> L4CECEMOD8	<b>Personal Philosophy of Practice in ECE</b> Understand the diverse philosophical and cultural contexts and approaches informing early childhood education in Aotearoa New Zealand to develop a personal philosophy of practice.

## Enrolment Information

### When can I enrol?

PORSE offers two programmes per year:

#### Semester 1

<b>Start Date</b>	26 February 2018
<b>Finish Date</b>	13 July 2018

Semester 1  
Enrolment cut-off date  
**2 February 2018**

#### Semester 2

<b>Start Date</b>	16 July 2018
<b>Finish Date</b>	30 November 2018

Semester 2  
Enrolment cut-off date  
**22 June 2018**

**Enrolment Application 2018**  
New Zealand Certificate in Early Childhood Education & Care (Level 4) (Version 1)

**Introduction**  
The information requested in this form is to enrol you into a qualification with PORSE Education & Training (NZ) Ltd.

**Enrolment Period**  
I would like to enrol in:  Intake One 26 February - 13 July 2018  Intake Two 16 July - 30 November 2018

**Personal Details**  
Please print your full legal name

Family name: \_\_\_\_\_  
Given names: \_\_\_\_\_  
Preferred name: \_\_\_\_\_  
Previous/aliases (none if none): \_\_\_\_\_  
Gender:  Female  Male Date of birth: \_\_\_\_\_

**Contact Details**  
Ensure your contact details are accurate. If they change, please inform us immediately.

Street address: \_\_\_\_\_  
Post code: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Post code: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_  
Phone (Mobile): \_\_\_\_\_  
Email address: \_\_\_\_\_

**Instructions**  
Please complete all the sections of this form. For multi-choice boxes, tick the box that applies.

**National Student Number**  
If you have a National Student Number (known as the 'NZCN' or 'NZCN' Record of Learning Number), please write it here: \_\_\_\_\_

Please print your name, date of birth and residential address on this enrolment form. This enrolment form will be included in the National Student Index, and will be used as an application for the New Zealand Certificate in Early Childhood Education & Care (Level 4) programme with the New Zealand Skills Register (NZSR) further information please see the Ministry of Education website: <https://www.education.govt.nz/>

**porse**  
Education & Training  
Education & Training (NZ) Ltd  
PO Box 200, Wellington 6140  
04 474 2222 ext 200  
[www.porse.co.nz](http://www.porse.co.nz)

# GPOs<sup>1</sup> | Module Outcomes

## Unit Standard Linkages



On successful completion of this qualification you will be awarded unit standard credits for modules 1, 3-8 and awarded credits for module 2.

GPO	Module	Unit Standard	Title   Outcome	L	C	V
4	1	29876	Use culturally responsive strategies to build relationships and communicate effectively in an ECE community.	4	5	1
		29877	Use and evaluate strategies to engage in relationships and support children's social competence in an ECE community.	4	5	1
<b>Total Credits</b>					<b>10</b>	
GPO	Module	Unit Standard	Title   Outcome	L	C	V
8	2	N/A Non-DAS Credits <sup>2</sup>	Implement bicultural ECE practice and promote awareness of Māori as tangata whenua, through using te reo Māori and tikanga Māori with children and families/whanau in early childhood settings.	4	8	1
<b>Total Credits</b>					<b>8</b>	
GPO	Module	Unit Standard	Title   Outcome	L	C	V
1	3	29872	Demonstrate knowledge of how theories of children's learning and development influence practice in an ECE service.	4	5	1
		10026	Demonstrate knowledge of children's development and learning and their relevance to an ECE service.	3	5	6
<b>Total Credits</b>					<b>10</b>	
GPO	Module	Unit Standard	Title   Outcome	L	C	V
6	4	29879	Describe societal influences, practices and legislative requirements that support child protection in an ECE service.	4	4	1
		29870	Demonstrate knowledge of te Tiriti o Waitangi, legislation and organisations relevant to ECE services in New Zealand.	3	4	1
<b>Total Credits</b>					<b>8</b>	
GPO	Module	Unit Standard	Title   Outcome	L	C	V
2	5	29873	Demonstrate knowledge of New Zealand Early Childhood Curriculum, <i>Te Whāriki</i> to inform ECE practice.	4	5	1
		29874	Plan, implement, analyse and evaluate enriching experiences that enhance learning for a child in an ECE service.	4	5	1
<b>Total Credits</b>					<b>10</b>	
GPO	Module	Unit Standard	Title   Outcome	L	C	V
3	6	29875	Contribute to providing an early childhood environment that enhances the health, wellbeing, care and safety of children.	4	7	1
<b>Total Credits</b>					<b>7</b>	
GPO	Module	Unit Standard	Title   Outcome	L	C	V
5	7	29878	Manage own health, wellbeing and personal and professional development as an Educator in an ECE service.	4	3	1
<b>Total Credits</b>					<b>3</b>	
GPO	Module	Unit Standard	Title   Outcome	L	C	V
7	8	29881	Demonstrate an understanding of diverse philosophical and cultural ECE contexts to inform ECE practice in New Zealand.	4	4	1
<b>Total Credits</b>					<b>4</b>	
<b>Total Qualification Credits</b>					<b>60</b>	

<sup>1</sup> Graduate Profile Outcomes

<sup>2</sup> Non-DAS credits means there is no unit standard on the New Zealand qualifications framework linked to this module. Credits will be awarded only.

# Entry Requirements

As a prospective learner you are required to meet the following entry requirements to be eligible to enrol:

- Be a citizen or permanent resident of New Zealand or Australia, and resides in New Zealand (identifies as a domestic student).
- Be 17 years of age and above, have left school, and not enrolled with another tertiary provider.
- Have access to a recognised ECE service<sup>1</sup> to complete the workplace practicum requirements of the programme.
- Able to work (paid or unpaid) for a minimum of 12 hours per week with at least one preschool child, while enrolled on the programme.
- Have access to an ECE teacher that is registered with the Education Council Aotearoa New Zealand.
- Able to commit to 20-weeks of self-paced learning and complete all assessment activities for the programme.
- Meet the Vulnerable Children's Act 2014 (VCA 2014) safety check requirements, when working with children (all applicants will be provisionally enrolled until PORSE is satisfied with the requirements of the VCA 2014) and the applicant is safe to work with children.
- Hold NCEA Level 2,  
**OR**  
A qualification at Level 2 or above on the NZQF, with evidence of literacy and numeracy abilities equivalent to NCEA (Level 1 - 10 Credits Literacy and 10 Credits Numeracy),  
**OR**  
Evidence of relevant experience at NCEA Level 2, and evidence to support your ability to cope with the literacy and numeracy demands of the qualification.
- Have access to the internet to actively engage with the online learning content and submit assignments online.
- Have either a desktop personal computer or mobile device (preferably a tablet).
- Have the ability to scan images or take photographic pictures of assessment evidence that may need to be submitted as part of an assessment portfolio of evidence.
- Have Microsoft Word or a Gmail account with Google Drive and Google Docs.

<sup>1</sup> A recognised ECE service is: a recognised ECE service may include a certificated playgroup or a licensed centre-based service, parent-led service, hospital-based service, home-based service; or a culturally based environment. The home-based service may be the child's home, or home of the Educator.

# Guidelines for Evidence of NCEA Level 2

One of the entry requirements for the Level 4 qualification is that you must be able to provide academic evidence of one of the following:

- **NCEA Level 2 or above**  
Record of Achievement or Academic Transcript.
- **Level 2 Qualification with 10 Literacy and 10 Numeracy credits**  
Record of Achievement or Academic Transcript.
- **Qualification not listed on the NZQA Framework**  
Certificate of Completion from the training provider you completed the qualification with, AND a list of achievement outcomes for the qualification awarded.
- **Relevant experience at NCEA Level 2 and Literacy and Numeracy capabilities**  
Letter of Attestation

## Letter of Attestation

The following people can write an Attestation:

- work supervisor (does not have to be from the ECE industry)
- teacher or tutor
- centre service manager
- registered ECE teacher

The letter of attestation must be in the form of a letter on letterhead paper, or have an identifying stamp, to show the credibility of the person attesting to the skill level.

The letter must include the writer's:

- name and signature
- job title/designation
- phone number
- email address

The person providing the attestation is confirming that you, the applicant, have the knowledge and skill level required of a person who has successfully completed a certificate at Level 2, and hold the required literacy, language and numeracy skills necessary to achieve a Level 3 qualification and above.

As a guideline, NZQA states that a Certificate Level 2 graduate is able to:

- demonstrate basic factual and/or operational knowledge of a field of work or study
- apply known solutions to familiar problems
- apply standard processes relevant to a field of work or study
- apply literacy and numeracy skills relevant to the role in the field of work or study
- work under general supervision
- require some responsibility for own learning and performance
- collaborate with others.

# Learning Materials

All of the learning materials you will need to successfully complete this Level 4 programme are provided to you online, through our Learning Management System (LMS).

You can view or download the reading resources provided. Learning activities and online discussion groups are an integral part of this Level 4 programme, and will help you apply the knowledge and skills you are learning to your own ECE setting. Weekly webinars are also provided to extend you beyond the online materials provided, and will offer top tips and examples as they apply to your ECE setting.

# Course Costs

## Application Fee \$50.00

To be paid upon application and is non-refundable.

## Course Fee \$2,400.00

Covers all tuition costs, programme learning guides, text books and course administration.

## Total Course Fee \$2,450.00

These needs to be paid in full before the start date of your course.

## Fees-Free Study

If this is the first time you are doing tertiary study, you could be eligible for fees-free study.

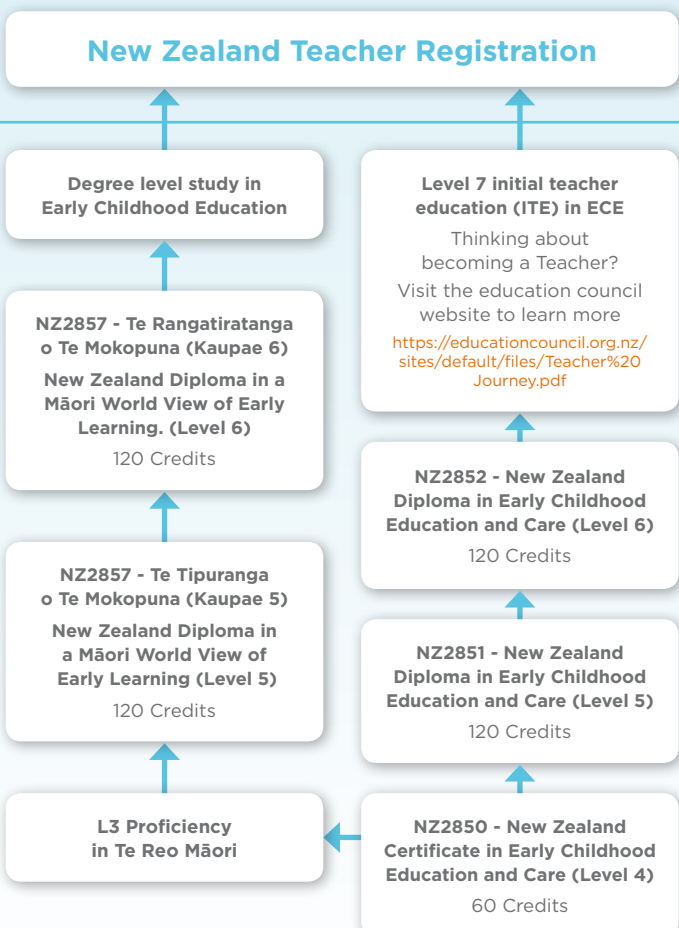
To be eligible you must:

- be allowed to work and live in New Zealand permanently, or be an Australian or New Zealand resident who has lived here for at least three years; and
- Not be enrolled in school when the qualification starts, and either:
  - been enrolled in school in 2017 or 2018, or
  - not have undertaken previous study or training of more than 60 credits, except while you were at school

Please read the **Fees-Free 2018 - A quick guide for students** guideline provided to help you through the eligibility process.

# Educational/Learning Pathway

Possible learning pathways for graduates who successfully complete the NZ Cert EVE L4 include:



# Student Fee Protection

PORSE Education & Training (NZ) Ltd holds student fees in trust with Hansen Bates Lawyers. In the event of course closure, the trustee will refund fees as per the Trust deed.

Enrolled learners are required to complete and sign a Fee Protection acknowledgement form. This form will be sent to applicants once your enrolment has been approved.

# Enrolment Termination

PORSE reserves the right to terminate any enrolment for the following reasons:

- For plagiarism, cheating or academic fraud.
- If the vetting results and/or safety checks, under the Vulnerable Children's Act, 2014 show the applicant is not suitable to work with children.
- If the applicant is not of good character and does not have the ability to interact safely with young children.
- A learner does not actively engage with the online learning environment, does not actively participate in the webinars provided for the programme, and does not submit assessments in the required time frames.
- A learner is unable to work with a preschool child in an ECE setting to complete the practical requirements of the programme.

# Recognition of Prior Learning

A learner may choose to apply for Recognition of Prior Learning (RPL) at the time of enrolment (please allow three weeks processing time for any RPL application).

There are two types of RPL evidence recognised under this process.

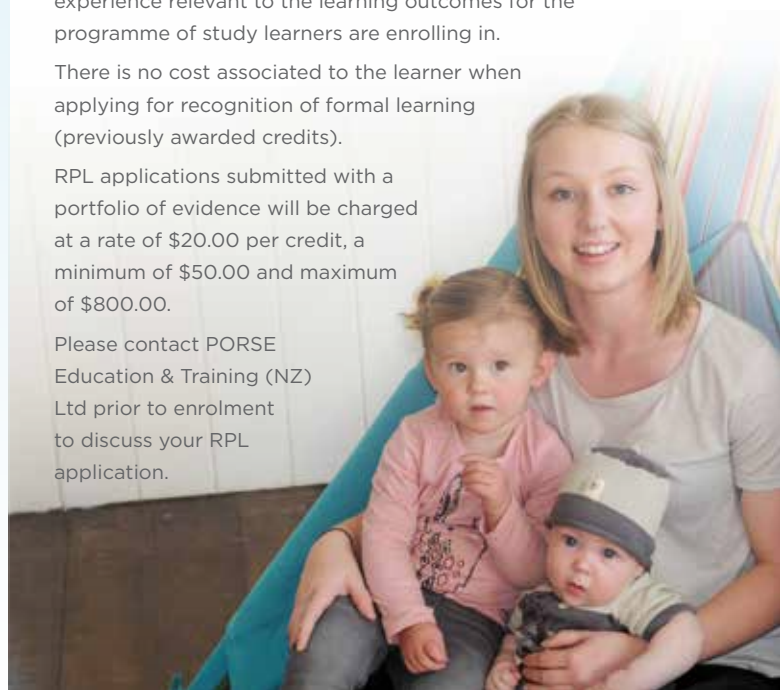
**Formal Learning** - previously awarded credits shown on a learners NZQA Record of Achievement (Cross Crediting/Credit Transfer).

**Informal Learning** - a portfolio of evidence that shows experience relevant to the learning outcomes for the programme of study learners are enrolling in.

There is no cost associated to the learner when applying for recognition of formal learning (previously awarded credits).

RPL applications submitted with a portfolio of evidence will be charged at a rate of \$20.00 per credit, a minimum of \$50.00 and maximum of \$800.00.

Please contact PORSE Education & Training (NZ) Ltd prior to enrolment to discuss your RPL application.



# Withdrawals and Refunds

If you wish to withdraw from the programme you will need to advise your Programme Tutor and submit a written request to withdraw (a withdrawal form is available in the Student Handbook). All withdrawal forms are submitted to:

**PORSE Education & Training (NZ) Ltd**  
**PO Box 200, Hastings 4156**

**Attention: Administration and Quality Assurance Coordinator**

If you withdraw from the programme up to 10 working days from your official start date, you will be refunded your full fees less any administration costs, amounting to no greater than 10% of the total fees paid.

If you withdraw from the programme after 10 days of your enrolment start date, fees will not be refunded.

# Restricted Entry Requirements

PORSE Education & Training (NZ) Ltd reserves the right to restrict entry or terminate an enrolment on the following grounds:

- If the applicant does not meet the minimum entry requirements for this qualification.
- If the applicant is enrolled for full-time study instruction in another institution.
- If PORSE Education & Training (NZ) Ltd has exceeded the number of learners it is limited to each year under student achievement component funding.
- If the vetting results released by the New Zealand Police show any convictions against children, and the applicant does not meet the safety check requirements in accordance with the Vulnerable Children's Act (2014) to work with children.

# Online Enrolment Minimum Requirements for Learners and their devices

Learners who want to complete the course online require the following technology and apps to be able to complete successfully:

- Have access to the internet to actively engage with the online learning content, attend webinars and submit assignments online.
- Have either a desktop personal computer or mobile device (preferably a tablet).
- Have the ability to scan images or take photographic pictures of assessment evidence that may need to be submitted as part of an assessment portfolio of evidence.
- Have Microsoft Word or a Gmail account with Google Drive and Google Docs.

In addition they must have the latest versions of free software below.



## The Latest Version

### Flash player

<https://get.adobe.com/flashplayer/>

### Adobe Acrobat Reader

<https://get.adobe.com/reader/>

### Schoology app

For android mobile devices

<https://play.google.com/store/apps/details?id=com.schoology.app&hl=en>

For apple mobile devices

<https://itunes.apple.com/nz/app/schoology/id411766326?mt=8>

Schoology supports a number of browsers but the preferred Web browser is **Google Chrome**

<https://www.google.com/chrome/index.html>

## Additional System Requirements

Java Script must be enabled - how to enable Java Script:

[https://support.google.com/answer/23852?visit\\_id=1-636336164544107418-1193411713&hl=en&rd=4](https://support.google.com/answer/23852?visit_id=1-636336164544107418-1193411713&hl=en&rd=4)

Cookies need to be enabled - how to enable cookies in Google Chrome:

[https://support.google.com/accounts/answer/61416?hl=en&rd=3&visit\\_id=1-636336165121561868-3763759893](https://support.google.com/accounts/answer/61416?hl=en&rd=3&visit_id=1-636336165121561868-3763759893)

If you are using a different web browser - go here system requirements and troubleshooting: <https://support.schoology.com/hc/en-us/articles/201002153-System-Requirements>

## Attaching Files

While there is no limit to the number of files you can attach to materials in Schoology, you must upload each file individually. Schoology has a size limit of 512MB per file.

## Supported File Types

<b>Images</b>	*.jpg, *.gif, *.png, *.jpeg
<b>Media (video)</b>	*.flv, *.mp4, *.mp3, *.mov, *.m4v, *.m4a, *.3gp, *.3g2, *.m2v, *.avi, *.mpg, *.asf, *.wma, *.wmv, *.wm, *.swf, *.rm, *.caf
<b>Files</b>	*.doc *.docx, *.pdf, *.ppt, *.xls



## Training Tutor Support

PORSE will allocate a Training Tutor to all learners throughout their 20 week programme to support and guide you through your study.

The Training Tutor will contact you by one of the following options: phone, email or online communication platforms to provide support.

### What does NZQA think about PORSE Education & Training?

PORSE was awarded the highest category available by NZQA (Category 1) for educational performance and self-assessment during our last External Evaluation Review in November 2016.

This award category puts PORSE in the top 22% of providers in New Zealand offering nationally recognised quality education and training programmes.

Download the PORSE External Evaluation Report to read more about the quality of our performance: [www.nzqa.govt.nz/nqfdocs/provider-reports/8224.pdf](http://www.nzqa.govt.nz/nqfdocs/provider-reports/8224.pdf)

## How to Apply

For an application form to enrol freephone

 **0800 023 456**

For programme content and delivery enquiries please ask to speak with a Training Team Programme Tutor at NSO.

For administration enquiries (Studylink, fees, cross-crediting, etc), please ask to speak with the Administration and Quality Assurance Coordinator.



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