

New Zealand Certificate in Early Childhood Education and Care

Level

4

Version

1

porse
Education & Training

Why our course is ideal for you!

If you have a passion to care for and work with babies and young children, the New Zealand Certificate in Early Childhood Education and Care (Level 4) could be the first step towards a rewarding career.

This 20-week qualification will give you authentic work experience allowing you to learn on the job and provides a pathway towards gaining an ECE degree or diploma.

What we offer...

- **Employment Opportunities**
Become trained and be ready to work in the ECE sector.
- **Career Change**
Opportunity to explore in 20 weeks whether this is the right career choice for you.
- **Online Learning**
Study anywhere, anytime at your own pace.
- **Authentic Work Experience**
Allowing you to learn on the job.
- **ECE Learning Pathway**
Gain the entry requirements you need to enrol in an ECE degree or diploma.
- **Valuable Professional Development**
For anyone working with preschool children.
- **Competitive Course Fees**

Regardless of where you're at with your early childhood career, this online course will build on your knowledge and enhance your career opportunities!

What is the New Zealand Certificate in Early Childhood Education and Care (Level 4)

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

Delivered **fully online**, this is a distance (web enhanced) programme where learners study independently and have the opportunity to attend webinars delivered by an experienced and qualified ECE teacher.

Learners must arrange to work (either paid or unpaid) in a recognised licensed ECE service for a minimum of 12 hours per week.

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

**Enrol now
for semester
one beginning
17 February
2020**

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 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.

See page 7 for more information on Educational and Learning pathways.

Programme Structure

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

Study includes 12 hours work place practicum per week, webinars and self-directed learning equalling 560 hours over the duration of the course.



GPOs¹ | Module Outcomes

On successful completion of this qualification you will be awarded unit standard credits for Modules 1-2, 4-8 and awarded credits for Module 3 (non-DAS credits)².

Module 1 | Personal Health, Wellbeing and Professional Development in ECE

Level 4 Credit 3 GPO 5

Unit Standard	L	V	CR
29878 Manage own health, wellbeing and personal and professional development as an Educator in an ECE service.	4	1	3
Total Study Hours		30	Total Credits 3

Module 2 | Communication Strategies used in ECE

Level 4 Credit 10 GPO 4

Unit Standard	L	V	CR
29876 Use culturally responsive strategies to build relationships and communicate effectively in an ECE community.	4	1	5
29877 Use and evaluate strategies to engage in relationships and support children's social competence in an ECE community.	4	1	5
Total Study Hours		90	Total Credits 10

Module 3 | Bicultural Practices used in ECE

Level 4 Credit 8 GPO 8

Unit Standard	L	V	CR
N/A Non-DAS Credits 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	1	8
Total Study Hours		78	Total Credits 8

Module 4 | Socio-cultural Theories in ECE

Level 4 Credit 10 GPO 1

Unit Standard	L	V	CR
29872 Demonstrate knowledge of how theories of children's learning and development influence practice in an ECE service.	4	1	5
10026 Demonstrate knowledge of children's development and learning and their relevance to an ECE service.	3	6	5
Total Study Hours		86	Total Credits 10

Continued over page.

Module 5 | Legislation and Regulatory Requirements in ECE

Level 4 Credit 8 GPO 6

Unit Standard	L	V	CR
29879 Describe societal influences, practices and legislative requirements that support child protection in an ECE service.	4	1	4
29870 Demonstrate knowledge of te Tiriti o Waitangi, legislation and organisations relevant to ECE services in New Zealand.	3	1	4
Total Study Hours		77	Total Credits 8

Module 6 | Enriching Learning Experiences in ECE

Level 4 Credit 10 GPO 2

Unit Standard	L	V	CR
29873 Demonstrate knowledge of the New Zealand Early Childhood Curriculum, <i>Te Whāriki</i> to inform ECE practice.	4	1	5
29874 Plan, implement, analyse and evaluate enriching experiences that enhance learning for a child in an ECE service.	4	1	5
Total Study Hours		89	Total Credits 10

Module 7 | Culturally Inclusive ECE Environments

Level 4 Credit 7 GPO 3

Unit Standard	L	V	CR
29875 Contribute to providing an early childhood environment that enhances the health, wellbeing, care and safety of children.	4	1	7
Total Study Hours		76	Total Credits 7

Module 8 | Personal Philosophy of Practice in ECE

Level 4 Credit 4 GPO 7

Unit Standard	L	V	CR
29881 Demonstrate an understanding of diverse philosophical and cultural ECE contexts to inform own ECE practice in New Zealand.	4	1	4
Total Study Hours		34	Total Credits 4

Total Qualification Hours 560

Total Credits 60

¹ Graduate Profile Outcomes

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

Enrolment Information

When can I enrol?

PORSE offers two intakes per year:

Intake One

Start Date	17 February 2020
Finish Date	3 July 2020

Intake Two

Start Date	13 July 2020
Finish Date	27 November 2020

Enrol Now!



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 reside in New Zealand (identifies as a domestic student).
- Be 17 years of age and above, have left school, and not enrolled in full-time study with another tertiary provider.
- Have access to a recognised ECE service¹ 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 who 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 Children's Act 2014 (CA 2014) safety check requirements, when working 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 laptop. (iPads, tablets, and chrome books are not compatible).
- Have the ability to scan images or take photographs of assessment evidence that may need to be submitted as part of an assessment portfolio of evidence.

¹ 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 Academic Evidence

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 as outlined below.

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 either on letterhead paper or with an identifying stamp, or an email with the school/company details evident in the email signature block to show the credibility of the person attesting to the skill level (emails from personal email addresses are not acceptable).

The attestation must include the writer's:

- Name and signature
- Phone number
- Job title/designation
- 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.

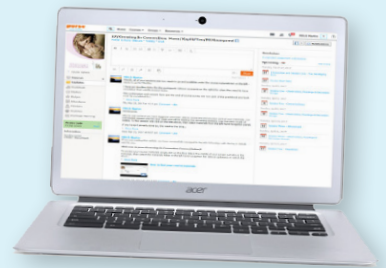
As a guideline, NZQA states that a Certificate Level 2 graduate is able to:

- 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, is non-refundable and is not covered by the fees-free initiative, or StudyLink.

Course Fee

\$2,400.00

Covers all tuition costs and course administration.

Total Course Fee

\$2,450.00

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

Fees Free Study

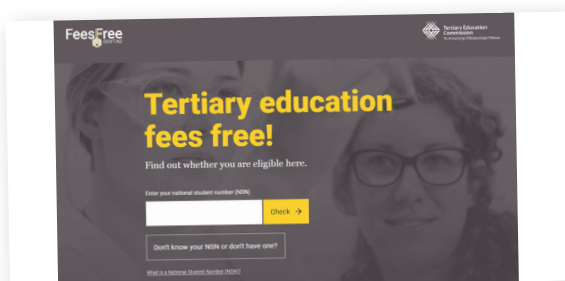
If this is the first time you are doing tertiary study, you could be eligible for fees-free study.



If you think you qualify you will need to check the fees-free website www.feesfree.govt.nz to confirm this. You will need to have your National Student Index number on hand. **Your eligibility status must show as 'Yes'.**

If the website shows you are not eligible or if it can't determine your eligibility and it shows 'Maybe', but you believe you do qualify, you will need to follow the website instructions to prepare a statutory declaration for **provider-based study**. The Tertiary Education Commission will review that declaration and let you know if you are eligible. This process should be completed before you submit your enrolment application to PORSE.

There is also a call centre to provide support for learners: Free phone **0800 687 775**



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.

Fee paying 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.

Recognition of Prior Learning

A learner may choose to apply for Recognition of Prior Learning (RPL) at the time of enrolment.



A maximum of 40 credits (two thirds) of the qualification can be gained through Recognition of Prior Learning (RPL) process. When RPL is approved your course fees will be reduced accordingly and your enrolment period will be shortened.

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

Cross Crediting

Previously awarded credits shown on a learners NZQA Record of Achievement.

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

Prior Learning

A portfolio of evidence that shows experience relevant to the learning outcomes for the programme of study learners are enrolling in.

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 allow three weeks processing time for any RPL application).

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

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 Children's Act (2014) to work with children.

Enrolment Termination

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

- For plagiarism, cheating or academic fraud.
- 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.
- If the ECE service that the applicant is accessing to complete workplace practicum has not signed and returned the Programme Practicum Memorandum of Understanding.

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

Withdrawals / Refunds

If you wish to withdraw from the programme, you will need to advise your Training Tutor and **submit a written request to withdraw by email or complete (and email) a withdrawal form** (a withdrawal form can be printed from the online Student Handbook).

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. Your email must be received by PORSE Education & Training within the specified timeframe.

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

Training Tutor Support

PORSE will allocate an online 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:

- Online communication platforms to provide support.
- Phone and/or email



Who We Are and What We Offer to Learners

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

PORSE has established training and education programmes based on NZQA unit standards. These programmes encourage learners to become more knowledgeable, thoughtful and sensitively attuned to a child's emotional wellbeing and developing mind in the early years.

The focus of the programmes offered by PORSE Education & Training (NZ Ltd) is to provide relevant and purposeful training that enables learners to gain the skills and hands-on practical experience they require to transition from study to work.

PORSE Education & Training (NZ) Ltd is registered and accredited by the New Zealand Qualifications Authority (NZQA) to deliver the New Zealand Certificate in Early Childhood Education & Care (Level 4) as well as a selection of Level 2 and Level 3 unit standards delivered in secondary schools as a part of the STAR and Gateway programmes.

Vision

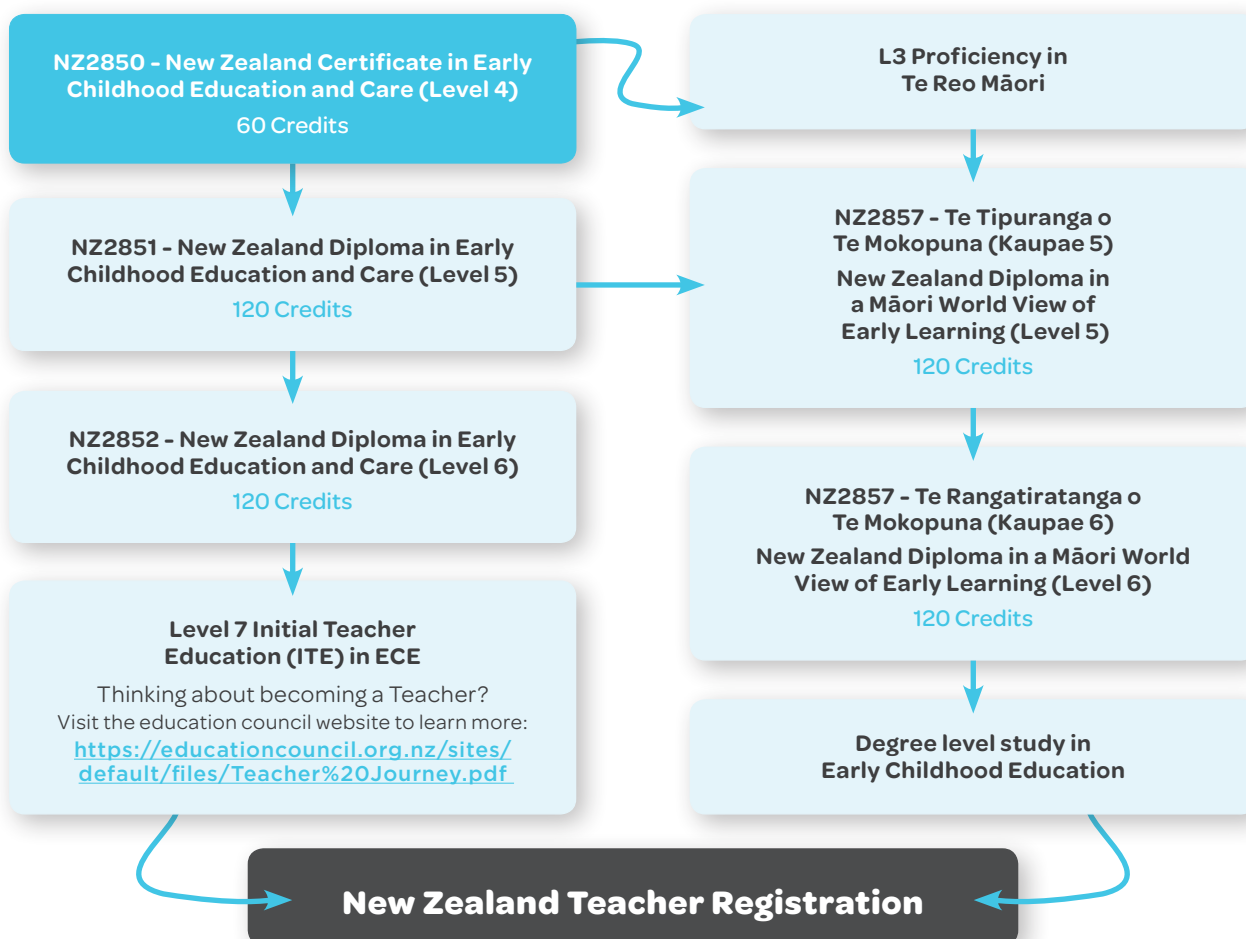
To unleash human potential through purposeful teaching and learning.

Mission

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

Educational/Learning Pathways

Possible learning pathways for graduates who successfully complete the New Zealand Certificate in Early Childhood Education & Care (Level 4)



How to Apply

For an application form to enrol in the New Zealand Certificate in Early Childhood Education and Care (Level 4) freephone

 **0800 626 643**

For programme content and deliver enquiries please ask to speak with a Training Tutor at National Support Office.

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

porse[®]
Education & Training



Authentic and practical hands-on experience in caring for, and teaching young children.

The Nanny Intern Programme has been specifically designed for young adults and school leavers aged between 17-25 years with a love for young children, and who are enthusiastic to work with them in a home setting.

Through the programme, you gain the New Zealand Certificate in Early Childhood Education and Care (Level 4) along with authentic and practical hands-on experience in caring for young children by working with a training family with pre-school children.

March
start date



To find out more, email
nips@porse.co.nz
or call us on **0800 626 643**