



VALLEY EDUCATION AND TRAINING PROGRAMME REGULATIONS

1 PROGRAMME DETAILS

1.1 Programme title

Get Growing – Horticulture Level 3

1.2 Programme code

TBA

1.3 Level of programme

3

1.4 Version

1

1.5 Effective date

These Programme Regulations are effective from January 2017.

1.6 Credits

60

1.7 NZSCED Subject Classification

050301

1.8 Fees

\$700.00 (incl GST)

1.9 Qualification

If all requirements of Clause 4.1 are met, students are able to gain the following New Zealand Certificate.

Code	Qualification	Level	Version	Minimum Credits
2677	New Zealand Certificate in Horticulture (General)	3	1	60

1.10 Funding

This programme and qualifications have been approved via our TEC Investment Plan for SAC Level 3 and Level 4 funding. Student criteria for this funding and all TEC's Conditions of Funding will be met.

2. Programme Length and Delivery Modes

This programme will be delivered on the following basis, according to the mode of delivery:

Programme	Get Growing – Horticulture Level 3
Delivery Methods	Face to Face Practical
Type of Study	Full time
Course Length:	
Total weeks	20 weeks
Recess	1 week
Teaching weeks	19 weeks
Average hours per week:	
Classroom – face to face	17
Self directed learning	
Practical – Work Experience	15
Total hours per week	31
Total course hours	608
Total Credits (min)	60
Start Date	Rolling Intakes

3 PROGRAMME AIMS AND OBJECTIVES

3.1 Strategic Purpose Statement

This purpose of this programme is to provide the horticulture sector with graduates who have a theoretical knowledge of plants, fruit production, and growing systems and environments to underpin practical capability in a range of horticulture sectors.

3.2 Graduate Profiles:

Graduates of the New Zealand Certificate in Horticulture Level 3 will be able to:

- Apply knowledge of plant and soils science to the identification, selection, and growing of plants
- Apply knowledge of growing systems and environments to the establishment and growing plants

3.3 Education Pathways:

On completion of this programme, students may progress on to the New Zealand Certificate in Horticulture Services (Level 4) with strands in Amenity, Fruit Production, Arboriculture, Cemetery, Landscape Design, Landscape Construction and Sports Turf.

3.4 Employment Pathways:

Graduates of this programme may be employed or self-employed, and/or move flexibly between a range of horticulture enterprises.

This programme will also be suitable for small block owners or for mature learners who wish to gain knowledge of horticulture science in a range of general horticulture growing systems and practices.

4 PROGRAMME STRUCTURE

4.1 Schedule of courses offered

Course Code	Course Name	Level	Credits
New Zealand Certificate in Horticulture (General) Level 3			
<i>Compulsory - Must complete all courses</i>			
NZHL3.001	Identify Plants	2	5
NZHL3.002	Pruning	3	5
NZHL3.003	Fertilizer	3	5
NZHL3.004	Soils	3	6
NZHL3.005	Plant Pests and Diseases	3	13
NZHL3.006	Plant Propagation	3	6
NZHL3.007	Fruit Production	3	10
NZHL3.008	Crop Harvesting	3	5
NZHL3.009	Irrigation Systems	2	5

4.2 Schedule of courses including units standards and New Zealand Certificate requirements

Code	Title	Level	Version	NZQA Credits	GPO 1	GPO 2
COMPULSORY (must complete all courses)						
NZHL3.001	Identify Plants	2		5		
20574	Identify Plants	2	3	5	5	
NZHL3.002	Pruning	3		5		
1672	Demonstrate knowledge of pruning and training amenity trees and shrubs	3	6	5		5
NZHL3.003	Fertilizer	3		5		
21047	Describe, produce and apply liquid fertilizer used in organic horticulture	3	1	5	5	
NZHL3.004	Soils	3		6		
22175	Demonstrate understanding of soil properties and their effect on plant growth	3	2	6	6	
NZHL3.005	Plant Pests and Diseases	3		13		
27208	Identify and describe plant pests, diseases, and disorders, and methods of prevention and control	3	1	8	3	5
27217	Demonstrate knowledge of integrated pest management (IPM)	3	1	5		5
NZHL3.006	Plant Propagation	2		6		
27708	Demonstrate knowledge of sexual and asexual plant propagation	2	1	6	6	
NZHL3.007	Fruit Production	3		10		
21223	Plan planting layout and plant fruit plants	3	2	10	10	
NZHL3.008	Crop Harvesting	3		5		
22186	Select and harvest a horticulture crop	3	1	5		5
NZHL3.009	Irrigation Systems	2		5		
22188	Demonstrate knowledge of irrigation systems used in horticulture	2	1	5		5
Graduate Profile 1					35	
Graduate Profile 2						25

4.3 Programme Length

20 weeks. Includes a 1 week recess and 19 teaching weeks

Students are expected to complete the programme within these timeframes. A five week extension maybe granted by the Executive Director.

Students may study part time over 40 weeks.

5 REQUIREMENTS FOR AWARD OF QUALIFICATIONS

5.1 Course credit values and levels to be obtained

The New Zealand Certificate in Horticulture (General) Level 3 will be awarded to students who have gained 100% competency in all courses, totalling 60 credits.

5.2 Attendance criteria

Theory components of this programme are delivered during class contact time. Attendance is compulsory.

5.3 Practical/off-site requirements

Work experience applies where a student is placed in a work environment to gain relevant skills, knowledge and experience.

Formative assessment of practical unit standards will start from the moment students are shown practical tasks as recorded in the Task Record Book. All practical components of this programme may be delivered and assessed within the workplace.

Suitable work experience options may include:

- Work experience on private commercial properties with whom a VETEL Workplace Contract has been signed
- Work experience completed within a student's own place of employment following approval by VETEL

5.4 Assessment Schedule

Month	Theory	Practical <i>These unit standards are practical and run for the duration indicated</i>
Jan		
Feb		
March	27208, 20574	
April	27217	21223
May	27708, 22188	22186
June	22175	21047
July	1672	27208

6 ENTRY AND SELECTION CRITERIA

6.1 Entry criteria

Academic Achievement

Applicants should demonstrate an ability to succeed in tertiary study, shown by the completion of any of the following qualifications or courses of study:

- 6.1.1 New Zealand Certificate in Agriculture / Horticulture Level 2 and / or equivalent qualification or experience in the industry.
- 6.1.2 Any qualification specified by the ITO or equivalent standards setting body
- 6.1.3 A minimum of three years of secondary education; *and/or*
- 6.1.4 48 or more credits at NCEA Level 1, with no fewer than 12 credits in each of four subjects; *and/or*
- 6.1.5 Step 3 Reading and Step 4 Numeracy on the Literacy and Numeracy for Adults Assessment Tool (LNAAT)

Life Skills/Work Experience

Applicants who do not meet the academic entry criteria above may be admitted to the programme/course of study if they are able to demonstrate:

- Equivalent horticulture and / or farming knowledge and skills; *and/or*
- Previous and relevant life skills or work experience; *and/or*
- Other formal or informal study such as to suggest likelihood of successful course completion.

6.2 Selection criteria

All applicants are to complete and submit an Application Form before the required date.

Successful applicants will then be required to attend a formal interview.

Where there are more applicants than places available, entry to the programme will be in order of receipt of application.

6.3 StudyLink – Student Allowance 18+

Students aged 18 and over, enrolling on this Fees Free programme of study may test their eligibility for the StudyLink student allowance. Student Allowance is not available to part time students.

7 RECOGNITION/ASSESSMENT OF PRIOR LEARNING (RPL/APL)

7.1 Provisions for advising prospective applicants (APL)

Opportunities for Assessment of Prior Learning are advised in the Student Handbook and VETEL's Quality Management System: Procedure Assessment of Prior Learning.

Assessment of prior learning will only be granted to students who demonstrate that they have met the required performance criteria. Students may be required to undertake an assessment (theory and/or practical) to determine their level of competency. A completed APL application form must be submitted to VETEL administration staff, Tutor or delegated equivalent in the first instance.

7.2 Provisions for application and consideration (RPL)

A Record of Achievement is required for cross credit or credit transfer arrangements. These will be uploaded directly from the student's NZQA Record of Achievement into the VETEL Student Management System (SMS).

No learner will be required to repeat material and/or assessments they have completed previously.

8 ASSESSMENT REQUIREMENTS

8.1 Assessment method

The assessment contained within this programme is competency based. This qualification will be delivered face to face with theory and practical assessments as well as some self-directed learning required by students.

Practical assessments will be assessed via practical tasks matching the performance criteria through workplace sponsors.

8.2 Requirements for submission/return of assessed work

Assessments must be submitted on the due date and be completed by the individual seeking credit for that work. Under normal circumstances assessed work will be handed back within two weeks of the due date.

8.3 Departures from prescribed assessment

Students with disabilities or recognised conditions of impairment may receive assistance during assessment. In negotiated circumstances, with the prior approval of the Manager, students may be able to complete an assessment in Te Reo Maori, or in sign language.

8.4 Reassessments and resubmissions

Students are required to meet all the performance criteria in order to demonstrate competency in each element of a unit standard. Should a learner not meet all the criteria, they will be given the opportunity for a reassessment of the particular area in which they did not demonstrate competency.

Reassessment may be undertaken by students in accordance with VETEL's Assessment Policy.

8.5 Appeal of assessments

Students may lodge an appeal in accordance with VETEL Policy and Procedure Academic Appeals.

8.6 Grades

The following competency-based grades will be used:

Grade	Legend	Definition
A	Achieved	Able to follow and complete all instructions given by the assessor or assessment tool. The assessor must make the final judgment
NA	Not Achieved	Failed to achieve competency standards
RPL	Recognition of Prior Learning	Formally acknowledges the value of a trainee's prior learning, whether formal or informal, by assessing the prior learning of the purpose of considering the grading of credit towards a unit of learning, course or programme in which a trainee wishes to enrol
CC	Cross Credit	Application towards one qualification of credit gained for another qualification with the same provider
CT / APP	Credit Transfer Accredited by Another Provider	Application towards one qualification of credit gained for another qualification with a different provider
RCC	Recognition of Current Competency	To obtain RCC for the practical unit standards, the candidate must provide evidence that all competencies have been satisfactorily met

8.7 Results

Recording and reporting of results is in accordance with VETEL's Policy and Procedure Reporting and Certification.

8.8 Weighting of course work and final examinations to final grades

Coursework comprises 100% of the final result.

9 HEALTH AND SAFETY

9.1 Requirements and responsibilities

Students must comply with any health and safety requirements for specific courses as detailed in the Student Handbook which includes the Student Code of Conduct. This is in addition to health and safety requirements for VETEL delivery sites and for work experience/work placement sites as are detailed in:

- VETEL Student Code of Conduct
- VETEL Policy and Procedure Health and Safety (applying to delivery on the VETEL campus only)
- Valley Education and Training Policy and Procedure Health and Safety Policy.
- Valley Education and Training Policy and Procedure On-job Assessment and/or Work Experience Policy
- Valley Education and Training Health and Safety Management System and Health and Safety Staff User Manuals for VETEL Campuses and while visits are being used for practical demonstrations and course work.
- OSH Manuals and Requirements of Work Placement and Work Sites.

10 TRANSITION ARRANGEMENTS

10.1 Description of any transition arrangements

There are no transition arrangements for this programme.

11 MONITORING AND MODERATION

11.1 Provisions for external monitor

External moderation will be attended to by VETEL staff as required by the relevant ITO, or other SSB (e.g. NZQA or PITO).

11.2 Moderation Plan

Internal moderation is completed as per VETEL's Moderation Policy. External moderation is carried out in accordance with the relevant Consent and Moderation Requirements (CMRs) [0024] v8 and in conjunction with VETEL's external moderation requirements in respect of those CMRs or NZQA moderation requirements.

12 OTHER REQUIREMENTS OF THE PROGRAMME

12.1 Special requirements

There are no special requirements for this programme.

Exceptions to programme regulations

The Academic Board will consider exceptions to the Programme Regulations where unforeseen circumstances suggest that students might be disadvantaged by existing Regulation.