



New Zealand Certificate in Computing (Intermediate User) (Level 3)



Domestic fee: \$3,929 OR you may be able to study for free via the Youth Guarantee Scheme if you're 16-19 years old (see below left for more info)

International fee: \$11,730

Compulsory student levy >
StudyLink >

*Fees are approximate, subject to change and exchange rates

Location Dunedin
Duration One semester full-time; one year part-time (Dunedin)
Delivery On campus in Dunedin

Credits 60
Level 3
Start February and July 2020
Apply until start date

Want to gain a firm grasp of IT foundation skills?

The IT industry may be constantly evolving, but one thing is certain - it is definitely here to stay - and this programme will enable you to gain knowledge of the industry.

Learn about a variety of topics within the computer field, acquire essential skills towards becoming an IT professional and take the opportunity to explore and establish an understanding of a range of computer concepts.

Computing skills are now fundamental life skills and there are currently far more IT-related jobs than there are graduates. Employers are desperate for individuals with a good awareness of the industry and a willingness to continue developing new skills. IT is a global industry and the right qualification will create a whole world of opportunities for you. With further study, career possibilities are diverse and include business computing, network administration, technical support, hardware, software, database, web development and much more.

You can study this programme at our Dunedin Campus or online via the TANZ eCampus. And, if you're 16-19 years old, you may be able to study this programme for free through the Youth Guarantee Fees Scheme.

Entry requirements

- > There are no academic entry criteria.
- > It is preferred that learners hold the New Zealand Certificate in Computing (User Fundamentals) (Level 2), or equivalent knowledge, skills and experience.
- > International students will be individually assessed to ensure you are ready for this study.

All students (international and domestic) for whom English is not a first language:

- > must demonstrate English Language skills with an IELTS overall band score (academic) of 5.0, with no band score lower than 5.0 OR

> must provide acceptable alternative evidence of English language proficiency depending on the visa decline rate of the country you are from. See here for acceptable evidence and visa decline rates by country.

Please note: All scores must be achieved in a single test completed in the preceding two years. You cannot combine scores from multiple tests. If you have achieved NCEA Level 3 University Entrance you are not required to provide evidence of English Language skills.

Selection procedure

All applicants who meet the entry requirements will be accepted unless the number of applications exceeds the available places. In this case, a waitlist will be used.

Youth Guarantee information

To be eligible for Youth Guarantee funding, you must:

- > Be a domestic student between 16-19 years old
- > **OR** be 15 years of age at the time when you commence the programme AND have an early leaving exemption from your school
- > Not already hold a Level 3 qualification in any subject
- > Have been thinking about leaving school and getting a job OR prefer to be working towards a career rather than staying at school OR have left school and are not sure how to enter higher education or employment
- > Want to learn practical skills
- > Be more motivated in a non-school setting and be prepared to enrol in a full-time programme.

Fees and allowances

The Youth Guarantee Scheme will cover tuition fees, material and equipment costs of your programme of study. 18-19 year olds enrolled in fees-free Youth Guarantee qualifications will now be able to access the course-related costs part of the student loan and student allowances if they meet the eligibility criteria. Those under 18 years old will not be able to access any part of the student loans. Funding for travel is available, conditions apply. Please visit the Studylink website for full details. We strongly recommend that you read this carefully prior to applying for this programme.

The process

- > There is not a separate Youth Guarantee application form. Please apply for this programme by using our standard Otago Polytechnic application form. To apply online, or to download a paper version, click the apply button at the top right hand corner of this page.
- > If you meet the criteria for Youth Guarantee funding you will be offered the funding if it is available. We will ask you to let us know within two weeks if you do not wish to take up the funding. .
- > If there is no Youth Guarantee funding available, we will send you a letter advising you of this. Along with this letter, you will receive an invoice, terms and conditions, a Studylink brochure and an equipment list advising what you will need to purchase before starting your programme.

Additional documentation

You must supply certified copies of proof of identify, academic records and proof of residency (where appropriate).

Additional costs

There are no additional costs associated with this programme.

Further study options

Advance your skills and expand your employment potential with the New Zealand Certificate in Information Technology Essentials (Level 4) and the Bachelor of Information Technology. We offer the Level 4 Certificate on campus in Dunedin or online via the TANZ eCampus.

Course content

Consisting of three compulsory courses, this programme is designed to enhance readiness for further study in computing and related fields. There is a philosophy of "applied learning" throughout the Certificate and you will undertake tasks that are based on what actually happens in the IT industry; this enables you to fully understand the task that you are completing and to comprehend how your learning is relevant to your success within the industry.

Course name	Course description	Level	Credits
Introductory Digital Tools	Use core features of common digital tools to access and manipulate information in a professional context	3	15

Applied Digital Tools	Combine the use of a wide range of features of several common digital tools to process information in a professional context	3	15
Project	Use digital tools to plan and produce solutions to meet specified outcomes in a professional context	3	30
Total			60

Your workload

This programme is delivered through 16 hours of classes per week for 17 weeks. You will be in small classes of around 15 students with excellent equipment and great staff. In addition, you will need to spend up to 12 hours per week in self-directed study (assignments and review work).

Student loans/allowances

Student loans and allowances are for domestic students only. For information about student loans and allowances please visit the Studylink website. It is important to apply for your student loan/allowance at the same time as you apply for this programme, due to the length of time Studylink take to process.

Loan/allowance applications can be cancelled at any time if you decide to withdraw your programme application or if it is unsuccessful.

Recognition of prior learning

If you have extensive knowledge and skills due to practical experience in this area, enquire about our recognition of prior learning process at Capable NZ. You may have already gained credits towards this qualification.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

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