

NZ Certificate in Study and Career Preparation (Level 4)

If you are thinking of taking up tertiary study for the first time, or you have been away from study for a while, then the New Zealand Certificate in Study and Career Preparation (Level 4) is a great place to start. It will get you on the pathway to a career and prepare you for success in the future.

Qualification code NZ2860

Level > 4	Credits > 60
Workload >	Allow 10-12 hours of study per week. Your workload may be higher around assessment due dates.
Study type >	Trimester.
Cost >	See the qualification page on the website.
Student loan >	You can get a student loan for this qualification if you meet the criteria. Visit studylink.govt.nz for more information.

Career Opportunities

This qualification provides a pathway into business, applied sciences and social sciences.

How to apply

If you're enrolling in this qualification for the first time, select TSS443 Study and Career Planning and click add to enrolment plan. You'll be taken through our step-by-step enrolment process, which you can save and exit from at any time. You will need to choose an elective course to complete this qualification.

Qualification structure

Enrol in one course at a time. Start with TSS443 Study and Career Preparation. Then in your next trimester do TSS444 Tertiary Study Skills. You must successfully complete these courses before you can do the elective course.

If you are studying this programme you are only able to enrol in one course at a time.

This programme includes three courses worth 20 credits each.

After you complete the two compulsory courses, choose your third course from the elective pathways:

Course Code	Course Name	Credits
COMPULSORY COURSES		
TSS443	Study and Career Planning	20
TSS444	Tertiary Study Skills	20
ELECTIVE SECTION 1: Business Pathway: select one course to complete the business pathway		
NDB503	Learning for Business	20
72140	Business Communication	20
ELECTIVE SECTION 2: Social Work/Health And Wellbeing Pathway: select one course to complete the social work/health and wellbeing pathway		
73130	Communication and Relationships Management	20
74111	Aotearoa New Zealand Society	20
ELECTIVE SECTION 3: Applied Science Pathway: select one course to complete the applied science pathway		
72194	Sustainability and New Zealand	20
72191	Global Environmental Studies	20
72140	Business Communication	20



ELECTIVE SECTION 4: Information Technology Pathway: select one course from BIT501, BIT502, or BIT503 if you have 14 credits at level 3 from approved standards in the ncea subject of mathematics; otherwise select MAT303. please note that MAT303 cannot be credited towards OP7091 bachelor of information technology

BIT501	Business concepts and communications	20
BIT502	Fundamentals of programming	20
BIT503	Fundamentals of Information Technology	20
MAT303	Fundamentals of Mathematics	20

ELECTIVE SECTION 5: Library And Information Studies Pathway; select one course to complete the library and information studies pathway

LIS502	Navigating and Using Information	20
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Entry requirements

To gain entry into this programme you need a minimum of NCEA Level 2 or equivalent.

20 years old or over

If you are 20 years or older, you may be eligible if you have work or educational experience relevant to your programme of study.

What you will learn

When you achieve this qualification you will have developed strategies for learning, along with academic writing, referencing, information and digital literacy skills, including introductory knowledge in your chosen subject area.

Computer and online access

This programme is delivered 100% online. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

Recommended pathways

- Option A: Recommended pathway into Bachelor of Business Accounting, Bachelor of Business Accounting and Management, Bachelor of Business–unspecified, Bachelor of Business Human Resource Management, Bachelor of Applied Management, Bachelor of Business Management
- Option B: Recommended pathway into Bachelor of Applied Science Environment, Bachelor of Applied Science Communication, Bachelor of Applied Science Communication and Environment, Bachelor of Applied Science Psychology
- Option C: Bachelor of Social Work, Bachelor of Social Health and Wellbeing, Bachelor of Arts Communication, Bachelor of Library and Information Studies, Diploma in Public Relations
- Option D: Recommended pathway into Bachelor of Information Technology

Further information can be found on our website.

English language requirements

International students must also have an IELTS (Academic or General) score of 5.5 with no band score lower than 5.0, or equivalent.

Students for whom English or Māori is not their first language must also have an IELTS (Academic or General) score of 5.5 with no band score lower than 5.0, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

International students and domestic students living overseas

You can study this programme part-time if you're an international student living in New Zealand or overseas. If you're living in New Zealand you will need to be in paid employment with a valid work permit.

Domestic students living overseas can also study this programme.

Visit openpolytechnic.ac.nz/internationalstudent for more information.

Textbooks

Depending on the elective course you choose, you may need to buy a textbook. Textbook costs are extra to your course fees.