



# New Zealand Certificate in Information Technology Essentials (Level 4)



Location	Dunedin
Duration	17 weeks full-time; one year part-time
Delivery	On campus in Dunedin

Credits	60
Level	4
Start	February or July
Apply	Until start date

**Domestic fee:** Free study during 2022 - full programme normally \$4,170!

Due to the Government's Targeted Training and Apprenticeship Fund (TTAF).

TTAF will only cover your study during 2022. If you're studying part-time and your study will cross over into 2023, you may be eligible for some additional tuition fees cover under the **Government's Fees**

**Free** scheme. See the Paying for your study section below for more info.

**International fee:** \$11,730

\*Fees are approximate, subject to change and exchange rates

Want to develop great IT foundation skills and gain valuable practical experience? How about doing that and getting guaranteed entry into our IT degree?

IT is a global industry and there's currently far more IT-related jobs than there are graduates - so skills in this sector gives you pretty good employment prospects.

This programme is your first step to gaining great introductory skills across a range of IT areas. You'll study in a creative, innovative and supportive environment and, with small class sizes, you'll get plenty of one-on-one attention from your experienced teachers. Courses include Web Development, Programming, Computer Essentials and IT Industry Skills.

When you finish this certificate and graduate, you'll have guaranteed entry into our three-year IT degree, the Bachelor of Information Technology. This is a hands-on, practical degree so you'll learn by doing. You'll also build the communication skills you need to work effectively in the industry. Courses include Automation and Robotics, Mobile App Development, UX Engineering, Game Development, AI and Data Science, and loads more! Grads of our degree enjoy jobs such as a Web Developer, Systems Administrator, Software Developer, Programmer, Business Analyst, Database Administrator or Computing Services Manager.

You can study this programme at our Dunedin Campus or fully online with eCampus NZ.

## Entry requirements

- > There are no academic entry criteria.
- > It is preferred that learners hold the New Zealand Certificate in Computing (Intermediate User) (Level 3), appropriate assessment standards in Digital Technologies Level 2, or equivalent knowledge, skills and experience.
- > International students will be individually assessed to ensure you are ready for this study.
- > If English is not your first language, you must provide:

- > New Zealand University Entrance OR
- > Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
- > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

#### Selection process

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.

#### Pathways into this programme

- > New Zealand Certificate in Computing (Intermediate User) (Level 3)
- > Bridging to Business certificate
- > Bridging to engineering certificate
- > Computing is an excellent background qualification for entry into this 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

When you finish this certificate and graduate, you'll have guaranteed entry into our Bachelor of Information Technology which will help you build your skills, knowledge and career options!

#### Course content

Receive an introduction to computing and software that can lead to further training in industry or education. Courses include practical experience in web development, hardware, programming, operating systems and the internet. In addition to technical topics, you will learn industry skills and will explore online tools such as blogs and wikis.

Course name	Course description	Level	Credits
Web Development	Learn how to create and manage a simple website to professional standards using common industry tools	4	15
Programming	Discover how to plan, produce and document software development solutions for specified industry problems	4	15
Computer Essentials	Gain an understanding of how to create, maintain and report on basic computing infrastructure to meet given specifications	4	15
IT Industry Skills	Learn how to communicate professionally and use planning tools and methodologies	4	15
Total			60

#### Your workload

This programme is delivered through 18 hours of classes per week for 17 weeks. You will be in small classes of around 20 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).

#### Paying for your study

##### TTAF

The Government's Targeted Training and Apprenticeship Fund (TTAF) is currently running but will end in December 2022. That means only your 2022 study will be covered. You may be able to get some financial help for your remaining study if you're learning part-time through the Fees Free scheme if you're eligible (see info below).

Whilst this programme is free for you to study during 2022, the TTAF fund only covers tuition fees and compulsory costs such as student levies. It does not cover any additional costs or living costs.

#### Full-time learners

You can pay for additional and living costs by yourself if that is possible or by applying for a loan or allowance through Studylink (which is only available for domestic learners).

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.

For information about student loans and allowances please visit the Studylink website.

#### Part-time learners

You can pay for additional and living costs yourself if this is possible.

As a part-time learner, you're generally not eligible for student loans and allowances through Studylink but some help may be possible depending on your circumstances (for domestic students). Check the Studylink website for more information.

#### Fees Free

The Government is also running a funding scheme called Fees Free for domestic learners. This scheme normally pays for your first year of study if you've never been enrolled in tertiary study over 60 credits at Level 3 or higher in New Zealand. They have confirmed that TTAF does not impact on a learner's entitlement to also access the Fees Free scheme.

So, you'll be covered by TTAF for your 2022 study and, if you would have originally been eligible for Fees Free, you'll be able to access that to cover some of your remaining part-time study.

You can check your Fees Free eligibility here >

Fees Free only covers your tuition fees. You would still need to pay for things like accommodation, living costs and placement transport costs. And the same full-time learner/part-time learner information would apply to Studylink financial support as was mentioned above.

If you have any questions about student loans and allowances, please email our Studylink Advisor: [Amanda.McAra@op.ac.nz](mailto:Amanda.McAra@op.ac.nz)

#### 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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