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|  | **Postgraduate Certificate****in Professional Supervision****Student Handbook****Social Sciences****NMIT/TePukenga**nmit-te-pukenga-email-logo |
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**WELCOME AND INTRODUCTION**

Tēnā Koutou

Welcome to the Social Sciences Area of NMIT and to our exciting, challenging and professionally stimulating *Postgraduate Certificate in Professional Supervision.*

The Postgraduate Certificate in Professional Supervision award is particularly exciting as it sees the coming together in the education sector of an increasingly diverse number of professional fields of practice.

We are delighted therefore, that you have chosen to advance your practice and professional development with our team at NMIT. The study will be stimulating, extending, and possibly at times challenging, but overall we hope that it will be satisfying and enjoyable. Successful study requires a commitment to learning and a willingness to dedicate sufficient time to study to do justice to yourselves.

We encourage you to make use of the NMIT support and services available to you, which are all detailed on the NMIT website: <http://www.nmit.ac.nz/>.

We also encourage you to read this handbook and to familiarise yourselves with the expectations for study.

If you do encounter problems please talk to your Tutors at the earliest opportunity, this allows everyone the opportunity to support you as best they can.

We look forward to getting to know you, to facilitating your learning and to sharing this part of your professional development journey.

*Victoria Whitmore*

Manager Social Sciences

# **PHILOSOPHY**

The Postgraduate Certificate in Professional Supervision is an NMIT programme which originated at Wintec in Hamilton. It is underpinned by a student-centred philosophy of adult learning with a core valuing of transformative learning. This value underpins all components of the programme – assessment processes, course delivery, experiential and interactive teaching delivery styles, lecturer-student interactions, skill development and theory to practice integration.

1. This philosophy fosters relationships and environments that nurture the development of health and social services scholarship and wisdom for practice. We believe the best learning opportunities for students in postgraduate study are those which:
* Are flexible, responsive and always in the direction of the student as an independent learner
* Are informed by respect and care
* Challenge students and academic staff members to view the world in different ways to expand their vision
* Give students the tools to develop/enhance a professional identity which is earned, ethical and values difference

An interdisciplinary context enables graduates to extend their capacity for critical and professional/clinical reasoning specialist practice, leadership, management, and supervision in complex professional environments.

# **GRADUATE PROFILE AND PROGRAMME LEARNING OUTCOMES**

A graduate of the *Postgraduate Certificate in Professional Supervision* (embedded qualification) will:

* Articulate a professional body of knowledge in relation to professional/clinical supervision, its relationship to ethical codes of practice, and its location in organisational and professional contexts.
* Develop a well-integrated theoretical framework to underpin their supervision practice.
* Develop intentionality in supervision practice to facilitate in-depth critical reflection, restorative and accountable practice for practitioners in interdisciplinary settings.
* Implement highly effective communication and advocacy strategies with colleagues and clients in cultural, organisational, and professional contexts.

# **TEACHING AND LEARNING METHODS**

Teaching and learning at this level recognise students as adult learners and colleagues. It is understood that knowledge is something that is created dialogically. NMIT provide an environment where lecturers and students are facilitated to engage with each other around ideas. Similarly, to ensure that students enrich their learning through opportunities to share ideas and experiences with each other as groups of professionals.

Listed below are delivery modes for the course:

## **Lectures**

Lectures introduce students to theory and provide perspective and context, assist understanding and inquiry. Lectures are used to motivate students to develop enthusiasm for interdependent study.

## **Tutorials and Small Group Sessions**

Tutorials and small group sessions allow close interaction within the group. These sessions provide opportunity to clarify and highlight issues, review, critically examine and further develop topics. Tutorials support learning through lectures, workshops, and individual work.

These tutorials promote reflective learning, particularly in relation to shared learning experiences and strictly follow the ethical requirements associated with journaling of personal experiences.

## **Online Learning**

All workshops will have an online component to assist in contact with teaching team, and support and motivation of student through feedback on discussion boards, lecture and tutorial notes, postings, and hyperlinks.

NMIT uses an open-sourced learning platform called Moodle <http://ecampus.nmit.ac.nz/moodle/my/>). This platform has been found by students to be particularly user friendly and an effective learning tool.

Students should familiarise themselves with the rules governing acceptable use of the NMIT computer network (Refer: NMIT website - Computer Facilities: Rules Governing Student Use of the NMIT Network)

## **Workshops**

The workshops are conducted in small groups where students focus on given topics and work collectively with the teachers to share ideas, have a deeper discussion, and develop a report/module which adds to their learning portfolio.

A significant part of the teaching is through organised workshops.

## **Guest Lectures and Scholars**

Guest scholars, external participants, clinical experts, and other experts are invited for lectures, small group sessions and workshops and interactive video conferencing and use of the Internet.

## **Self-Directed Learning**

The students take responsibility for their own learning. It is expected that students utilise learning resources and reflect on their own experience and practice. Learning is promoted through working on self-assessment exercises, negotiated projects and assignments.

## **Journaling (Optional - not assessed)**

A journal is personal to the author and is a useful way for knowledge development in the interpretive and critical paradigms. A journal is valuable as an on-going record of personal and professional experience. Reflection on the journal gives the student the opportunity to examine the events and the context of an experience from a personal and client perspective. The student may choose to share some of the learning with peers. Because of the confidential nature of personal experiences a code of ethics is observed when journals are used in learning.

# **PROGRAMME DELIVERY**

Class contact time will vary depending on the methods of delivery. Part one and Part two offered in the programme will remain flexible depending on the students meeting the pre-requisite, the number of enrolments, and availability of resources.

# **ASSESSMENT AND ACADEMIC ADMINISTRATIVE PROCESSES**

For the complete programme information, regulations, policies, and updates during the year, please consult the NMIT website [www.nmit.ac.nz](http://www.nmit.ac.nz). Access to this information and to the NMIT Academic Statute will be provided by the Programme Tutors if web access is available.

## **Assessment Philosophy**

Learning, in the *Postgraduate Certificate in Professional Supervision* is characterised by increased self-awareness; it is developmental and transferable. Assessment is integral to learning and is an estimate of what a student can demonstrate through achievement-based processes.

The outcomes for a postgraduate programme reflect a set of expectations for student learning held in common by students, teachers, and the profession. Assessment therefore must be based on expected outcomes and on criteria drawn from professional international benchmarks and characteristics of generic postgraduate achievement.

Planned assessment reflects the learning outcomes, is valid, reliable, fair, and acceptable to the student and teacher. Outcome assessment processes serve student learning and must engage learners in meaningful activities, which inform them about their learning, and facilitate continued faculty reflection on teaching, learning and the curriculum.

Assessment tools should provide students with the opportunity to demonstrate their ability to integrate theory in practice and present their own views as integral to Praxis at an advanced level. Student self-assessment of learning is reflected in their current thinking and capabilities and future development.

## **Presentation of Assignments**

The assessment of all assignments/exercises/tests is based on the stated learning outcomes attached to each assignment.

All assignments must adhere to the following standards:

## **Formatting your Paper**

This is the standard layout for assignments; however, individual tutors may have different requirements. Also refer to your handbook.

• Use white A4 paper and print on one side only.

• Leave uniform margins of at least 2.54 cm on the top, bottom, left and right.

• Use uniform typeface and font size. 12-point Times New Roman is the APA preferred typeface for publications, however tutors prefer Arial or Verdana.

• Double spaced all elements of the paper. You may use triple or quadruple space between major sections but never less than double.

• Centre and capitalise major headings. Left justify and capitalise major words of sub-headings. Italicise subsequent sub-headings.

• Left justify the text.

• Number pages on the bottom right corner, starting with page 2.

• Indent paragraphs five spaces as well as the second and subsequent lines of reference entries and blocked or long quotations.

• Footnotes are placed at the bottom of the page where they occur.

• Assignments are submitted on the Moodle online forum.

• Include an assignment title page with your name, student identification number, tutor’s name, course details, assignment name and your title for the assignment, due date, and word count. Include the following declaration:

 Declaration:

 By submitting this assignment, I am confirming that this is my own work and I have

 cited and referenced any content taken from another source.

 I acknowledge the use of [insert AI system(s) and link] to [specific use of generative

 artificial intelligence]. The prompts used include [list of prompts]. The output from

 these prompts were used to [explain use].

• Include a reference page. This must be on a separate page at the back of your assignment.

• Use APA referencing as outlined in this booklet.

• Word limit as per assignment requirements– allowable shortfall or excess of 10%. Citations, footnotes, reference page/bibliography and assignment title page are not included in word count.

• References follow the appendix

• Conclusion follows the recommendations

## **Referencing**

Accurate referencing, both in text and the reference list at the end of the document, is an important academic requirement and it is an expectation that you will read widely and acknowledge your sources. This applies for both paraphrased writing (you have used someone else’s ideas but reworded using your own words/ideas) and for direct quotes (you have used the same sentence/s as in your chosen text/article). Every source used in an assignment is required to be acknowledged (see section on plagiarism) and appropriately referenced both in the text and in a reference list at the end. The Social Science programmes use APA (7th edition) referencing system.

Please ensure that you read the APA 7 guidelines provided and apply these guidelines to all work submitted during your studies at NMIT. If you have any concerns about referencing, please seek assistance from Student Learning Support Services: learningsupport@nmit.ac.nz

## **Moderation**

All modules and assessment activities are internally and externally moderated. Moderation ensures that all assessments are fair, valid, and consistent.

To meet internal and external moderation requirements, a sample of students’ assignments will be selected. Any assignments taken to external moderation, identifying names etc. will be removed to ensure anonymity on the part of the students involved.

## **Grading**

|  |  |  |
| --- | --- | --- |
| **RESULT** | **MARK RANGE (%)** | **DESCRIPTION** |
| **A+** | **90 - 100** | **Pass grades** |
| **A** | **85 - 89** |
| **A-** | **80 - 84** |
| **B+** | **75 - 79** |
| **B** | **70 - 74** |
| **B-** | **65 - 69** |
| **C+** | **60 - 64** |
| **C** | **55 - 59** |
| **C-** | **50 - 54** |
| **D** | **40 - 49** | **No-pass grades** |
| **E** | **0-39** |

Other results that **may** be awarded:

|  |  |
| --- | --- |
| **RESULT** | **DESCRIPTION** |
| **Pass** | **Pass** |
| **Fail** | **Fail** |
| **CT** | **Credit Transfer** |
| **CC** | **Cross Credit** |
| **RPL** | **Recognition of Prior Learning** |
| **DNC** | **Did not complete** |
| **W** | **Withdrawn** |
| **AEG** | **Aegrotat** |
| **RP\*** | **Restricted pass** |
| **CON** | **Conceded pass** |
| **CP\*** | **Conditional pass** |

## **Plagiarism – Academic Misconduct**

Plagiarism is where another person’s work or ideas are copied or paraphrased without acknowledgement. This relates to written, audio or visual material, text, tables, or diagrams.

NMIT uses a software called ‘Turnitin’ and which is designed to give a ‘score’ based on the originality of your written work. In this programme, we use it as a feedback tool, to give you support with your writing and where you might have missed acknowledging a source you have used in your writing.

NMIT policies:

* Any work presented by a student must be their own work.
* A student who is found to have cheated in the preparation or submission of a piece of work will be subject to disciplinary procedures.
* Copying or paraphrasing someone else’s work, be it published or unpublished, without clearly acknowledging it will be deemed dishonest.
* You can use generative artificial intelligence (AI) in order to understand the knowledge and concepts necessary to complete an assessment only. Any use of generative AI must be appropriately acknowledged.

The NMIT Library Learning Centre page on the NMIT website - links to an extensive range of assessment support. <http://library.nmit.ac.nz>

## **Te Re Māori Assessment**

Given the special status of Te Reo Māori as an official language of New Zealand, students may present work for summative assessment in either Māori or English. This applies in situations, where the language of instruction is English. Please refer to “The Use of Te Reo Māori In Assessment’ Policy available via <http://www.nmit.ac.nz/>.

## **Submission and Return of Assessments**

Students are reminded to keep a back-up copy or photocopy their assignment, before submitting the assignment online for marking.

All assessments will be returned to students within 20 working days from the date of submission.

## **Extensions**

Extensions may be professionally negotiated with the Tutor for extenuating circumstances.

## **Retaining a Copy**

Students are advised to retain a copy of each assignment when they submit an assignment for marking.

## **Reconsideration of Marks and Appeals**

Academic Regulations will apply for reconsideration of Marks and Appeals. Please refer to: The NMIT Academic Statute. Any reconsideration or Student Academic Appeal will be heard by NMIT staff.

## **Conceded or Terminating Pass**

Academic Regulations will apply for conceded or terminating pass.

Each part of the course consists of 3-4 different assessments which will contribute towards the total. Students should undertake all the assessments and receive a minimum pass average of 50% to pass the course.

Withdrawal from a course

If a student wishes to withdraw from a course, they must complete a withdrawal form. A refund of tuition fees (less an administration fee) will apply if the withdrawal date is before 10% of the course start date (approximately 2 weeks). Otherwise, they will be liable for the full course fee.

## **Personal Student Files**

Individual files are kept for each student. Your files are kept on the NMIT student data base. You are welcome to look at your file by arranging an appointment with the Information and Enrolment Centre. Your student ID card is required as proof of identity when you wish to look at your file.

In accordance with the principles 6 and 7 of the Privacy Act 1993, you have the right to correct information held about yourself.

## **Change of Student Details**

You must advise us of any change in personal contact details - address and telephone number as soon as possible. You can do this online, via messaging your NMIT programme coordinator and administrator.

## **Evaluation of Programme, Modules and Lecturer**

Modules, programmes, and lecturers are evaluated on a regular basis and students will be asked to participate in this process by giving feedback. Lecturers also value feedback from students as it provides for on-going development of programmes. This will be organised at various times throughout the year.

Please Note: For moderation and quality assurance purposes assignments may be copied. These are destroyed at the completion of the quality assurance processes.

## **Graduation**

NMIT holds Graduation during December each year. Students who have completed the requirements for the programme will have their award conferred in person or in absentia.

If you are having your award conferred in person you are required to wear the correct regalia. You will be sent information on Graduation in September/October of the year you graduate.

There is a fee to hire the academic regalia.

It is important that you notify the Enrolment Centre of any change of address to enable us to send you graduation information.

Check for Graduation information on the NMIT website [www.nmit.ac.nz](http://www.nmit.ac.nz).

# **RESOURCES ON CAMPUS**

For a current NMIT Nelson campus map, please visit the NMIT website: [www.nmit.ac.nz](http://www.nmit.ac.nz).

## **Scholarships and Grants**

Please consult the NMIT scholarships page:

<https://www.nmit.ac.nz/study/apply/fees-costs-and-financing/scholarships/>

## **NMIT Student Resources and Services**

We encourage you to make use of the support and services available to you, which are all detailed on the NMIT website: [**http://www.nmit.ac.nz/**](http://www.nmit.ac.nz/), including:

Te Puna Manaaki – support for Māori learners

Pasifika Support

Equity Disability Access

Wellbeing

SANITI Student Association

Learning

IT Helpdesk

Library

Financial Support

Accomodation

Go to:

<https://students.nmit.ac.nz/te-tautoko-akonga-student-support/>

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## **Programme Staff**

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| --- | --- | --- | --- |
| **Position Held** | **Name** | **Phone** | **Email** |
| **Coordinating Tutor:**  | Lynn Bruning | Rm A30903 5395901 | Lynn.bruning@nmit.ac.nz |
| **Social Science Administrator** | Margaret Muir  | 03 539 5907 | margaret.muir@nmit.ac.nz |
| **Manager** | Victoria Whitmore | 03 5395145 | Victoria.whitmore@nmit.ac.nz |