Postgraduate Certificate in Digital and Collaborative Learning
Student Handbook

Valid (04/02/2019 - 31/12/2019)

This student handbook provides applicants with an introduction to The Mind Lab and the Postgraduate Certificate in Digital and Collaborative Learning ('Programme'). It outlines the expectations and requirements of the Programme. A more detailed version of this handbook will be provided to all students upon enrolment.

The Mind Lab

The Mind Lab is a specialist education provider dedicated to enhancing digital fluency across New Zealand. In particular, The Mind Lab is committed to helping implement contemporary practice in the teaching profession by reflecting new theoretical and practical frameworks of contemporary education.

The Postgraduate Certificate in Digital and Collaborative Learning is an innovative blended learning programme designed for teachers and educators at all levels to be equipped to bring contemporary skills and tools into the classroom.

> **The Vision of The Mind Lab is to** lead New Zealand education, to share knowledge, to collaborate, and to build partnerships in order to achieve sustainable, impactful change.
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> **The Mind Lab Mission is to** transform New Zealand education to better align skills and capabilities to the demands of the contemporary world.

Postgraduate Certificate in Digital and Collaborative Learning

The Postgraduate Certificate in Digital and Collaborative Learning Programme provides the opportunity for all educators to retrain and develop contemporary practice in the rapidly changing digital landscape. In only 32 weeks, students will have an NZQA-accredited, level 8 postgraduate qualification. The Mind Lab currently offers the Programme 3 times per year (March, July and November).

The Programme builds knowledge of contemporary education practices and allows teachers to evaluate personal teaching environments and integrate relevant technologies and methodologies into classrooms through applied practice. The Programme provides convenience by allowing practicing teachers to study a recognised postgraduate qualification part-time (outside of school hours) while continuing in full-time employment.

Application for Admission to the Programme

Applications to the Programme are made through the The Mind Lab enrolments site. This is where all required details and documentation for enrolment are provided by applicants to be processed, and the payment method selected.

Eligibility

To be eligible to study on the Programme, applicants must meet the admission criteria. The high-level entry criteria as approved by NZQA are as follows:

- An undergraduate degree or a Diploma in Education with 3 or more years of experience.
- A New Zealand Teacher Registration number or proof of qualification or employment statement of purpose.
- Proof of residency as a New Zealand or non-New Zealand citizen.

Admission

If an applicant is eligible to undertake the programme, and the required documentation has been provided, the applicant will be enrolled as a student on the Programme.

Minimum Numbers

Locations advertised each intake are always subject to a minimum number of teachers enrolling. This is to ensure all students receive the same collaborative experience on the programme. Generally, the minimum number is 30-35 educators. Should the minimum number not be achieved, The Mind Lab will reassess whether it is a viable location for that intake. In this case, students who have started there application or fully enrolled in a location will be given the option to attend another site, or defer their start to a future date.

Verification of Enrolment

The Mind Lab enrolments team will verify applications as they come through and request further information from applicants if required. Once their enrolment is complete, successful applicants will receive an email confirmation of their enrolment.

Credit Recognition and Transfer and Assessment of Prior Learning

The Mind Lab have robust processes for the recognition of learning and award of credit by formal, informal (no formal curriculum, no credits earned) and non-formal (organised curriculum, no credits earned) learning. However, it is important to note that Credit Recognition and Transfer, and Assessment of Prior Learning do not usually apply to our work-based and highly-integrated programmes and courses. For instance, assessments are often integrated across courses. Applications will be assessed on a case-by-case basis. Please contact dcl@themindlab.com for more information. ***The Mind Lab Credit Recognition and Transfer and Assessment of Prior Learning Policy and Procedures*** apply to any process that evaluates formal learning (including cross-crediting and transfer of formal learning to The Mind Lab courses, programmes and qualifications) and the Assessment of Prior Learning (APL) by informal and non-formal learning.

Fees, Scholarships and Discounts

This section of the Student Handbook outlines information about the Programme fees and scholarships that The Mind Lab provides as well as StudyLink options and refund entitlements.

Tuition Fees

The tuition fee for the Programme is $2,750 (plus GST).

The Mind Lab complies with NZQA Student Fee Protection Rules which protect the interests of domestic and international students. The Mind Lab has a Standard Trust Account with the NZQA-approved fee protection supplier, Public Trust, that ensures the safe protection of student fees over the value of $500.

For further information see ***The Mind Lab Student Fee Protection Policy and Procedures***.

Scholarships

The Mind Lab offers two types of scholarships for their Postgraduate Certificate in Digital and Collaborative Learning, both of which are available to all public school educators.

- ADVANCE Education Scholarship
- ADVANCE Plus Scholarship

The **ADVANCE Education Scholarships** entitle recipients to $1,500 (plus GST) towards their tuition fee for the Postgraduate Certificate in Digital and Collaborative Learning.

The **ADVANCE Plus Scholarship** entitles recipients from selected Decile 1 to 3 schools a further $950 (plus GST) contribution (in addition to the ADVANCE Education Scholarship) towards their tuition fee for the Postgraduate Certificate in Digital and Collaborative Learning.

For the March 2019 intake, a limited number of full scholarships are available to educators from Decile 1 to 3 schools. There are 50 full scholarships for Primary educators and 50 for Secondary educators.

These scholarships are applied automatically when applicants start the application process on The Mind Lab enrolments site. Applicants are required to enter the school/institution they are employed with at the time of application in order for these scholarships to be applied. Contact The Mind Lab at enrol@themindlab.com for more information.

Discounts

Pay Now Discount: There is a 'Pay Now' discount of 10% for those who want to pay the full fee through our enrolments site. This is done via credit card or account to account payment. Please note there is a 2% charge on all credit card transactions.

Early Bird Discount: There is an 'Early Bird' offer of 15% for independent (private), early childhood, and tertiary educators. For more information on this discount please visit https://themindlab.com/postgrad-studies/scholarships/.

StudyLink Student Loan

Postgraduate students are eligible to apply for StudyLink Student Loans. The process for applying can only be started once a student is fully enrolled. To check eligibility for a Student Loan, or to apply for a Student Loan, applicants can visit www.studylink.govt.nz.

The Mind Lab takes no responsibility for the approval or otherwise of an applicant's application for a student loan. A student enrolled remains liable for the fees in accordance with our Terms and Conditions and Fees Policy.

Refund Entitlements
Students who have enrolled and decide to withdraw have different refund entitlements depending on when they withdraw.

Any student who withdraws from the Postgraduate Certificate in Digital and Collaborative Learning (PGCDCL) programme anytime from 6 days prior to the programme start date to within 10% of the programme duration (usually 3.2 weeks / 22 days from the programme start date) will, under normal circumstances, be required to pay a non refundable administration fee of up to $300 (plus GST) to The Mind Lab. Any fees I have paid will be refunded after the administration fee has been deducted.

Any student who withdraws from the PGCDCL programme after 10% of the programme duration (usually 3.2 weeks / 22 days) has passed will, under normal circumstances, be required to pay the full programme fees to The Mind Lab. Any fees paid will not be refunded.

These terms and conditions are outlined in more detail during the application process.

Programme Information

This section of the Student Handbook details important information including aims, learning outcomes, structure, delivery, an academic calendar and other important information about the Programme.

Programme Aims
- Through experiential learning, reflective practice, and academic study, graduates will be able to develop knowledge, cognitive skills, and capabilities that can be applied in their practice setting. They will be able to identify practice-based issues for further enquiry and research.
- To provide practitioners with a contemporary perspective that will enable effective leadership and the implementation of digital and collaborative learning within an educational setting.

Learning Outcomes (Graduate Profile)

All graduates of the Postgraduate Certificate in Digital & Collaborative Learning will be able to:

- Recognise access and critically engage in available scholarship and advanced specialised knowledge to remain professionally current.
- Engage in contextualised self-reflection on practice and recognise the potential to influence applied professional practice, through enhanced professional understanding.
- Working in the context of practice, improve communication across disciplines and cultures within changing environments.
- Research, investigate and critique digital pedagogy leadership and influences in contemporary learning environments
- Identify, explore and develop a critical approach to research with specific focus on cognitive development and instructional theory.

Programme Structure and Attendance Requirements

The part-time, 32-week Programme is structured into two 16-week stages.

Stage One: The first 16 weeks comprises a weekly four-hour face-to-face session at an approved site, combined with online support materials through a dedicated collaborative multimedia portal. There is a requirement that students attend 80% of the face-to-face sessions. Additional study commitments include assignments and activities based on teachers' own classrooms, where new knowledge and practice can be applied.

Stage Two: The second stage of the course is primarily online, supported by online webinars and other informational sessions. For the second 16 weeks of the qualification, students continue to apply new knowledge and practice in the classroom while studying online.

The programme is a pathway to our **Master of Contemporary Education**.

Course Information: All students will be enrolled in the following courses.

Stage One: Face-to-Face Courses

CISC8110 Digital and Collaborative Learning in Context, 15 credits, Level 8
CISC8104 Leadership in Digital and Collaborative Learning, 15 credits, Level 8
Note: These courses run parallel to each other throughout the first 16 weeks.

Stage Two: Online Courses
CISC8100 Applied Practice in Context, 15 credits, Level 8
CISC8101 Research and Community Informed Practice, 15 credits, Level 8
Note: These courses run one at a time (8 weeks + 8 weeks)

Programme Calendar

2019 Start Dates:
March 2019 Intake: 25th March 2019
July 2019 Intake: 22nd July 2019
November 2019 Intake: 11th November 2019

March 2019 Key Dates	
25th March 2019 - 10th November 2019	*Full 32-week course*
Stage One Start Date	25th March 2019
Break (Easter week)	*22nd April 2019 - 28th April 2019*
Stage Two Start Date	22nd July 2019
End Date	10th November 2019
Assessment Dates (NOTE: final due date is two weeks after the initial due date)	
Digital 1 Assessment	Initial Due Date: Tuesday 7th May 2019
Leadership 1 Assessment	Initial Due Date: Tuesday 4th June 2019
Digital 2 + Leadership 2 Assessment	Initial Due Date: Tuesday 16th July, 2019
Research 1 Assessment	Initial Due Date: Tuesday 20th August, 2019
Research 2 Assessment	Initial Due Date: Tuesday 17th September, 2019
Practice 1 Assessment	Initial Due Date: Tuesday 15th October, 2019
Practice 2 Assessment	Initial Due Date: Tuesday 12th November, 2019

July 2019 Key Dates	
22nd July 2019 - 22nd March 2020	*Full 32 week course*
Stage One Start Date	22nd July 2019
Stage Two Start Date	11th November 2019
End Date	22nd March 2020
Assessment Dates (NOTE: final due date is two weeks after the initial due date)[1]	

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[1] These assessment dates are subject to change up to the start date of the programme.

Digital 1 Assessment	Initial Due Date: Tuesday 27th August, 2019
Leadership 1 Assessment	Initial Due Date: Tuesday 24th September 2019
Digital 2 + Leadership 2 Assessment	Initial Due Date: Tuesday 5th November 2019
Research 1 Assessment	Initial Due Date: Tuesday 10th December 2019
Research 2 Assessment	Initial Due Date: Tuesday 3rd February 2020
Practice 1 Assessment	Initial Due Date: Tuesday 3rd March 2020
Practice 2 Assessment	Initial Due Date: Tuesday 31st March 2020

November 2019 Key Dates	
11th November 2019 - 12th July 2020	*Full 32 week course*
Stage One Start Date	11th November 2019
Break (Christmas/New Year)	*21st December 2019 - 12th January 2020*
Stage Two Start Date	23rd March 2020
End Date	12th July 2020
Assessment Dates (NOTE: final due date is two weeks after the initial due date)[2]	
Digital 1 Assessment	Initial Due Date: Tuesday 10th December 2019
Leadership 1 Assessment	Initial Due Date: Tuesday 4th February 2020
Digital 2 + Leadership 2 Assessment	Initial Due Date: Tuesday 17th March 2020
Research 1 Assessment	Initial Due Date: Tuesday 21st April 2020
Research 2 Assessment	Initial Due Date: Tuesday 19th May 2020
Practice 1 Assessment	Initial Due Date: Tuesday 16th June 2020
Practice 2 Assessment	Initial Due Date: Tuesday 14th July 2020

Resources Required for Study

As this programme has blended delivery, students will need to have access to a device and Internet so they are able to access online materials and communication tools throughout both the face-to-face sessions and the online part of the programme. In the face-to-face sessions, we

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[2] These assessment dates are subject to change up to the start date of the programme.

recommend that students bring both a laptop and a mobile/handheld device (tablet or smartphone) since a range of technologies across different devices are used.

Assessment

Assessment Strategy

Assessments in this Programme have been designed to support the learning process. Students on the Programme are assessed through summative assessments. Summative assessments are the academic assessments of the Programme which grades are awarded against and contribute to credits for the course they are assessing. Assessments should be thought of as learning tools, where students present and receive feedback on their work in order to improve it. This Programme allows students to submit collaboratively, so for most assessment tasks, students can work in groups of two or three if they wish to do so. Note that not all assessments can be done collaboratively since some require personal reflective practice. Each assessment description makes it clear whether or not that assessment can be submitted by a group.

Due dates for assessments are provided in the programme calendar. Further detail on assessments can be provided if requested. Please contact dcl@themindlab.com.

Assessment Outcomes

The Programme provides students with an opportunity to apply their learning directly in their practice. All assessment tasks are contextualised within the students' own experience and professional practice. Assessment is made against the students' ability to reflect on the issues that they face in teaching and learning, identify opportunities for innovation and growth, take action within a research informed and ethical way, and critically reflect on the outcomes of their actions.

All assessments in the Programme are measured against an achievement-based format. Final outcomes against all assessments, and therefore courses, that students can receive are a percentage grade. Final assessment percentages for each course are converted to a letter grade using the standard table shown below. All assessment outcomes are determined by an Assessment and Moderation Panel.

Grade	Percentage	Result
A+	90-100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 – 39	Fail

Te Reo Māori and New Zealand Sign Language

All students are offered the opportunity to submit any assessment in the official languages of New Zealand: New Zealand English dialect, Te Reo Māori, and New Zealand Sign Language. We ask students to indicate to the Programme Lead when starting the Programme if they intend to submit assessments in Te Reo Māori or New Zealand Sign Language, to ensure there is available resourcing to support their learning.

Special Assessment Circumstance (SAC)

If an **unforeseen circumstance** impairs the ability of a student from doing well on an assessment (including submitting assessment on time and/or giving a presentation), students are able to apply for a Special Assessment Circumstance with relevant evidence within 5 working day of the assessment item due date.

The Mind Lab Staff

Please visit themindlab.com for more information on Our Team, or contact dcl@themindlab.com.

Student Support and Wellbeing

The Mind Lab team is committed to creating an inclusive learning environment and to working alongside all students to support them through their studies on this Programme. This support includes educational, learning and non-educational support.

The Mind Lab Postgraduate team is available to assist with any enquiries to do with the programme and assignments. The team can be contacted on 0800 MIND LAB or dcl@themindlab.com. Enrolled students can also ask questions through online platforms and asking Postgraduate Facilitators in a face to face session.

If a student has any impairments that impact on their learning, we encourage them to speak to the Programme Lead so that appropriate support systems can be put in place to assist them.

Variations on Enrolment
If students encounter circumstances or challenges which are impacting their ability to continue with a programme or course, they should contact the Programme Lead or the local Facilitator in the first instance to discuss what options for support are available. It may be possible to suspend an enrolment for a period of time, or for students to withdraw from a course and re-enrol at a later date. Terms and conditions for variations to enrolment are outlined during the enrolments process.

Student ID Cards and Benefits
All students can request a Student ID card once they are fully enrolled in the Programme. Students can apply for this when they are fully enrolled by contacting enrol@themindlab.com.

The Mind Lab Policies and Procedures

Below are some key policies and procedures relevant to all programmes of study at The Mind Lab.

The Mind Lab Code of Conduct applies to all staff, contractors and students and is designed to promote the upholding of professional standards.

The Mind Lab Privacy Policy provides details of how student and staff privacy will be maintained.

About The Mind Lab Governance and Management
The Mind Lab is governed by an Independent Board, and The Mind Lab Academic Board is accountable to The Mind Lab Board for ensuring processes exist to facilitate, manage, evaluate,

and monitor all aspects of the Quality Management System including the Academic Quality of Programmes.

All Governing Members of The Mind Lab have provided a verified statutory declaration to NZQA and no conflicts of interest have been declared.