



Postgraduate Certificate in Digital and Collaborative Learning Student Handbook

September 2019 Intake Handbook V1.2
Valid from 23/09/2019

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.

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The Mind Lab

[The Mind Lab](#) is New Zealand's dedicated Postgraduate Facility for 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 transform New Zealand education to better align skills and capabilities to the demands of the contemporary world.

The Mission 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.

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 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 the 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.

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 Recognition 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, Discounts and Payment

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.

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 state 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 September 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 3% 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. The cutoff date for this is Friday 6th September 2019. For more information on this discount please visit <https://themindlab.com/postgrad-studies/scholarships/>.

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

If you are already enrolled in the Programme and decide to withdraw, you have [different refund entitlements](#) depending on when you withdraw.

On application, candidates must agree to the [The Mind Lab's Terms and Conditions](#) before we can process an enrolment into the Programme. These Terms and Conditions outline all refund entitlements for the *Postgraduate Certificate in Digital and Collaborative Learning*.

Some useful dates for consideration around enrolments, variations and withdrawals for the upcoming September intake are outlined in the table below.

Course	Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
CISC8110 Digital and Collaborative Learning in Context	September 2019	30/09/2019	24/10/2019	31/03/2020	31/05/2020
CISC8104 Leadership in Digital and Collaborative Learning	September 2019	30/09/2019	24/10/2019	31/03/2020	31/05/2020
CISC8100 Applied Practice in Context	September 2019	30/09/2019	24/10/2019	31/03/2020	31/05/2020
CISC8101 Research and Community Informed Practice	September 2019	30/09/2019	24/10/2019	31/03/2020	31/05/2020

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

The part-time, 32-week Programme is structured primarily through online learning with two required face to face block sessions, each held over two days during the school holidays, plus one optional block held over one day, also held during the school holidays. Note that the exact dates/week numbers of the block courses are dependent on a number of factors, and may be subject to change.

The structure of the programme is as follows:

1. WEEK 1 - Pre block online preparation: This short online learning stage is primarily focused on getting familiar with the various learning platforms that we use and how to find and use the learning and support materials to prepare for the first block. Introductory online webinar sessions will be provided which you will be expected to attend.
2. WEEK 2 - Block 1: This two-day block, which will take place during the school holidays, involves collaborative face-to-face learning. Attendance at this block is a requirement.
3. WEEKS 3-13 - Online Learning 1: This first online learning stage will run between block 1 and block 2. This stage will involve regular online webinar sessions, assessment activities and practice based projects.
4. WEEK 14 - Block 2: This two-day block, which will take place during the school holidays, involves collaborative face-to-face learning. Attendance at this block is a requirement.

5. WEEKS 15-26 - Online Learning 2: This second online learning stage will continue until the optional block in week 27. This block will involve regular online webinar sessions, assessment activities and practice based projects.
6. WEEK 27 - Block 3: This optional one-day block, which will take place during the school holidays, is designed to assist students who need further support to complete the requirements of the programme and for those who wish to progress to the Master of Contemporary Education. Attendance at this block is not a requirement.
7. WEEKS 28-32 - Online Learning 3: This final online learning stage will continue until the end of the programme and is an opportunity to consolidate and reflect on learning and to complete all final assessments.

The programme is a pathway to our [Master of Contemporary Education](#).

Course Information

All students will be enrolled in the following courses. These courses will run in parallel throughout the programme.

CISC8110 Digital and Collaborative Learning in Context, 15 credits, Level 8
 CISC8104 Leadership in Digital and Collaborative Learning, 15 credits, Level 8
 CISC8100 Applied Practice in Context, 15 credits, Level 8
 CISC8101 Research and Community Informed Practice, 15 credits, Level 8

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 the online materials and communication tools throughout both the online parts of the programme and the block face to face courses. In the face-to-face block sessions, we 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. A data cable to ease the copying of files between devices may also be useful.

Programme Calendar

The table below indicates the key dates throughout the September Intake. Please note there is a session break in this intake from December 21st 2019 to January 12th 2020

September 2019 Key Dates	
30th September 2019 - 31st May 2020	<i>Full 32 week programme</i>

Online Learning	Week beginning 30th September 2019
Block One - Face to Face Workshop	7th-8th October 2019
Online Learning	9th October - 20th December 2019
<i>Break (Christmas/New Year)</i>	<i>21st December 2019 - 12th January 2020</i>
Online Learning	13th January - 19th January 2020
Block Two - Face to Face Workshop	20th - 21st January 2020
Online Learning	22nd January - 23rd April 2020
Block Three Date (<i>optional</i>)	24th April 2020
Online Learning	25th April - 31st May 2020
End Date	31st May 2020
Assessment Dates¹	
Digital 1 Assessment	Tuesday 29th October 2019
Leadership 1 Assessment	Tuesday 10th December 2019
Research 1 + Practice 1 Assessment	Tuesday 11th February 2020
Research 2 + Leadership 2 Assessment	Tuesday 31st March 2020
Digital 2 + Practice 2 Assessment	Sunday 31st May 2020

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

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

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 days 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 is committed to creating an inclusive learning environment and to working alongside all students to support you through your studies. This support includes educational and learning support, as well as different types of non-educational support. All of our student support service teams work closely with each other and with the Academic Programme Teams, to provide a friendly point of contact in person, online or on the phone to help you navigate your learning journey. The [Student Support page](#) on our website outlines all of the types of support available.

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. The team is available to all students online during work hours (Monday through Friday, 9am - 5pm). The team is spread all over the country so are most accessible to students via online platforms such as Slack, or using video conference tools such as Zoom.

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 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 enrolment process.

Student ID Cards and Benefits

All students can request a Student ID card once they are fully enrolled in the Programme by contacting enrol@themindlab.com.

Important Student Information

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

[*The Mind Lab Code of Conduct*](#) is designed to promote the upholding of professional standards and academic integrity, It also covers the personal conduct of all staff, students and contractors.

[*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.

Information in this handbook is subject to change and is updated with a version number and valid date, please check the programme page on themindlab.com for the most current version.