

2010

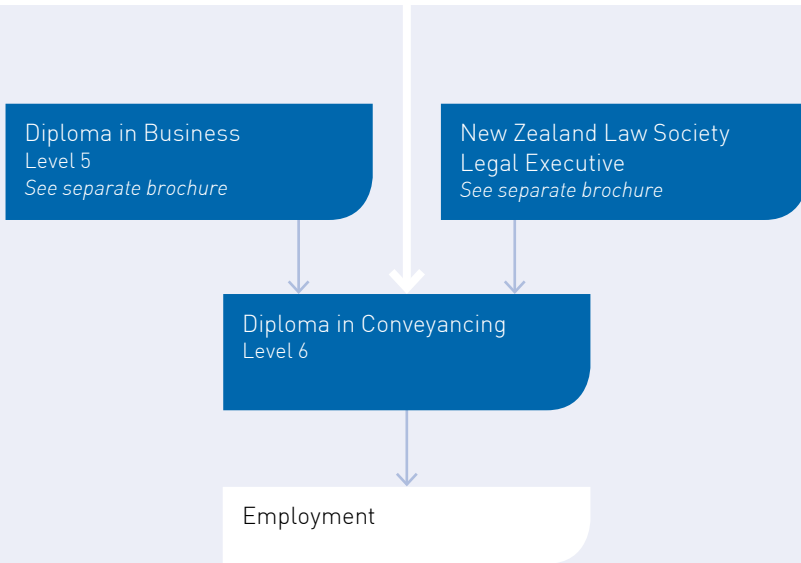
Diploma in Conveyancing Level 6



Full and Part-time Online Study



YOUR Career Pathway



Career Opportunities

- Employment as a Conveyancer within a conveyancing business or law office
- Self employed as a Conveyancer subject to meeting the experience requirements of the New Zealand Society of Conveyancers

Further Study

- New Zealand Diploma in Business
- Bachelor of Management Studies
- Bachelor of Law

Diploma in **CONVEYANCING** LEVEL 6



The Diploma in Conveyancing has been developed to meet the specific educational requirements of the New Zealand Society of Conveyancers.

Bay of Plenty Polytechnic's Diploma in Conveyancing Level 6 is the only Diploma which meets the educational requirements contained in the Society's Regulations.

Overview

This qualification meets the academic requirements to either work in a business conducting conveyancing or be self-employed as a Conveyancer within New Zealand.

This online programme is comprised of 12 compulsory courses and is designed to be completed over two years of full-time study or equivalent part-time study.

The legislation enabling this programme came into effect 1 August 2008 and Bay of Plenty Polytechnic is the only provider of this qualification in New Zealand.

The programme covers the New Zealand legal system, property law and transactions, commercial law and matters associated with the transfer of property.

Once you have gained the Diploma in Conveyancing Level 6 you need to gain two years experience in practical conveyancing before applying to the NZ Society of Conveyancers for registration.

Online Study

The programme has been designed so that it is completed through online study at any location within New Zealand. Face-to-face tutorials at Bay of Plenty Polytechnic in Tauranga are available for those who live locally.

Online study means that you will access learning material and interact with your tutor via our online system, Baylearn.

Online courses are a very accessible, flexible way of learning. Each course is conducted according to a schedule, but there are no 'live' classes to attend. Instead, course materials are available at your convenience. You choose the place – at home, at work, or wherever you have access to a computer, modem, and an Internet Service Provider (ISP). Tutorials are at scheduled times.

If you choose to sit the final examination somewhere other than Bay of Plenty Polytechnic, you will be required to pay an additional fee of \$100.00 per course.

COMMONLY ASKED QUESTIONS

Who tutors the programme?

Just like a traditional programme, your online programme has a tutor or facilitator. He or she answers questions, contributes to discussions, provides feedback and comments on your assignments.

How long is each course?

Each course making up the programme is comprised of fifteen class weeks, a study week and an examination.

Who will help me if I run into a technical problem?

There is a tutor who is your primary contact for questions or problems that involve any technical issues.



Cross Credits

The qualification is structured so that four course credits are available from the New Zealand Law Society (NZLS) Legal Executive Course. See 'Credit' information detailed under the specific course information below.

One credit is available from the New Zealand Diploma in Business (NZDipBus) paper 510 - Introduction to Commercial Law to DC503 Business and Commercial Law.

Students studying or holding other law or property-related qualifications are invited to apply for credit towards this qualification.

Content

As a full-time student you would usually complete six courses per year to complete the qualification over two years.

Part-time students may choose one or more courses per semester or year.

First Year Courses (500 level)

- **DC501 - The New Zealand Legal System**
Credit: You can credit the NZLS Introduction to the Legal System paper to this course
- **DC502 - Law and Professional Practice**
Credit: You can credit the NZLS Introduction to Law Office Practice paper to this course
- **DC503 - Business and Commercial Law**
Credit: You can credit the NZDipBus 510 Introduction to Commercial Law paper to this course
- **DC504 - Land Law**
- **DC505 - Client Care and Dispute Resolution**
- **DC506 - Legal Entities and Contract Law**

Second Year Courses (600 level)

- **DC607 - The Administration of Estates**
Credit: You can credit the NZLS Estates Law and Practice paper to this course
- **DC608 - Revenue and Finance Law**
- **DC609 - Resource Management, Building Law and Local Government**
- **DC610 - Conveyancing Practice**
Credit: You can credit the NZLS Property Law and Practice paper to this course
Prerequisite: DC503 - Business and Commercial Law
- **DC611 - Business Law**
Prerequisite: DC503 - Business and Commercial Law
- **DC612 - Land Registration**
Prerequisite: DC504 - Land Law

Assessment

Assessment includes tests, assignments and a final examination which will constitute 50% of the overall final mark.

You will achieve both a final mark and grade for each course. The Diploma in Conveyancing can be awarded with Merit or Distinction if the grade point averages contained in the Programme Document are achieved.

Merit and Distinction

- The qualification will be awarded with Merit if a grade point average of 75% or better is achieved across all 12 courses that comprise the programme.
- The qualification will be awarded with Distinction if a grade point average of 85% or better is achieved across all 12 courses that comprise the programme.

Entry Criteria

If you are under 20 years of age you must have:

- Year 12 qualifications: 50 credits at level 2 or above with at least 12 credits in mathematics, English and one other subject, including a minimum of eight literacy credits at level two or higher in English or Te Reo Māori; 4 credits must be in reading and 4 credits must be in writing. The literacy credits will be selected from a schedule of approved achievement standards and unit standards.
- Year 13 qualifications: A minimum of 42 credits at level 3 or higher on the National Qualifications Framework, including a minimum of 14 credits at level 3 or higher in each of two subjects; and 12 credits in mathematics at level 2 or higher, four credits at level 2 or above in reading and four credits at level 2 or above in writing.

Discretionary Entry

At the discretion of the Group Leader, students may be accepted in to the programme if there is evidence demonstrating their ability to undertake the programme with a reasonable likelihood of success.

English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have an IELTS score of 6 or a TOEFL score of 550.

Qualifications Gained

Upon successful completion of the programme you will receive:

- Diploma in Conveyancing Level 6

Venue

Online study.

Optional face-to-face tutorials are held at Bongard Centre, 200 Cameron Road, Tauranga.

Dates/Times/Duration

Delivery is through online learning material.

Tutorials are available online or via face-to-face sessions in Tauranga. For the dates and times of tutorials, refer to the timetable which will be sent to you with the enrolment pack, and is also available from the Information Centre or School of Business Studies.

For each course you are expected to attend either a one hour tutorial per week in Tauranga or participate in an online tutorial.

In addition to tutorials and online study, you are expected to undertake at least four hours of self-directed study per course per week.

Semester 1

Commences 15 February and finishes 25 June.

In addition to the 17 study weeks there is a two week study break/holiday which coincides with the school holidays:

- 5 to 16 April

Semester 2

Commences 19 July and finishes 26 November.

In addition to the 17 study weeks there is a two week study break/holiday which coincides with the school holidays:

- 27 September to 8 October

Application Procedure

We are taking applications now and will continue to hold information meetings and offer places if they are available.

Applications are available from the Information Centre or on our website www.boppoly.ac.nz

Fees

\$628.00 per paper

\$728.00 per paper for those who will sit the final course examination at a location other than Bay of Plenty Polytechnic.

You will need to provide your own stationery, computer disks, textbooks and a calculator if required. Allow between \$75-\$150 per course for textbooks or legislation. Stationery will be provided for tests and examinations.

The standard published fee is applicable for New Zealand citizens and permanent residents only. An international fee is payable for non New Zealand citizens/permanent residents.



Financial Assistance

Student Loans and Allowances

The programme is approved for payment of Student Allowances and Loans for full-time study (three courses per semester, or five or more courses over one academic year).

If studying part-time (one or two courses per semester) the programme qualifies for only the payment of fees (and possibly course related costs) through Student Loans. No living costs are available.

Apply for your Student Loan and Allowance online at www.studylink.govt.nz or phone StudyLink on 0800 88 99 00. **Apply early to help avoid payment delays!**

Pacific Coast Scholarships

(Te Putea Awhina Akonga o te Moana a Toi)

(25 programme fees for one year)

Bay of Plenty Polytechnic recognises and rewards local secondary school leavers with full first year fee scholarships. These scholarships are available to students in the broader BoP region with a preference for students from the following colleges/high school: Aquinas, Bethlehem,

Katikati, Mount Maunganui, Otumoetai, Tauranga Boys', Tauranga Girls' and Te Puke.

A total of 25 scholarships are available with a maximum of two scholarships from any one school. Each scholarship will cover the fees for one year's full-time study in a diploma or degree programme of two or more years duration.

Applications close 9 October 2009 and are available from the Information Centre or on the Bay of Plenty Polytechnic website www.boppoly.ac.nz (under Scholarships).

New Zealand Federation of Graduate Women *(2 x \$500)*

Available to female students enrolled full-time in the final year of a Level 6 qualification awarded by Bay of Plenty Polytechnic.

Applications close in April of the second year of study (payable in second semester) and are available from the Information Centre or on our website www.boppoly.ac.nz (under Scholarships).

Team BoP Polytechnic High Performance Academy Sports Scholarships *(10 programme fees for two years plus other benefits)*

Available to students studying at Bay of Plenty Polytechnic. Full fees paid for a maximum of two years as well as access to sport and fitness facilities at Te Pare a Ruahine (Aquatic Centre), plus other benefits. For full details refer to the application form.

Applications close 30 October 2009 and are available from the Information Centre or on our website www.boppoly.ac.nz (under Scholarships).

Auahi Kore – Smokefree

We are proud to show leadership and commitment to a Smokefree New Zealand. As a result, smoking is not permitted on campus.



Bay of Plenty Polytechnic

Private Bag 12001 Tauranga 3143 New Zealand
Phone 07 544 0920 ext. 6891 Fax 07 544 2386

Freephone 0800 267 7659

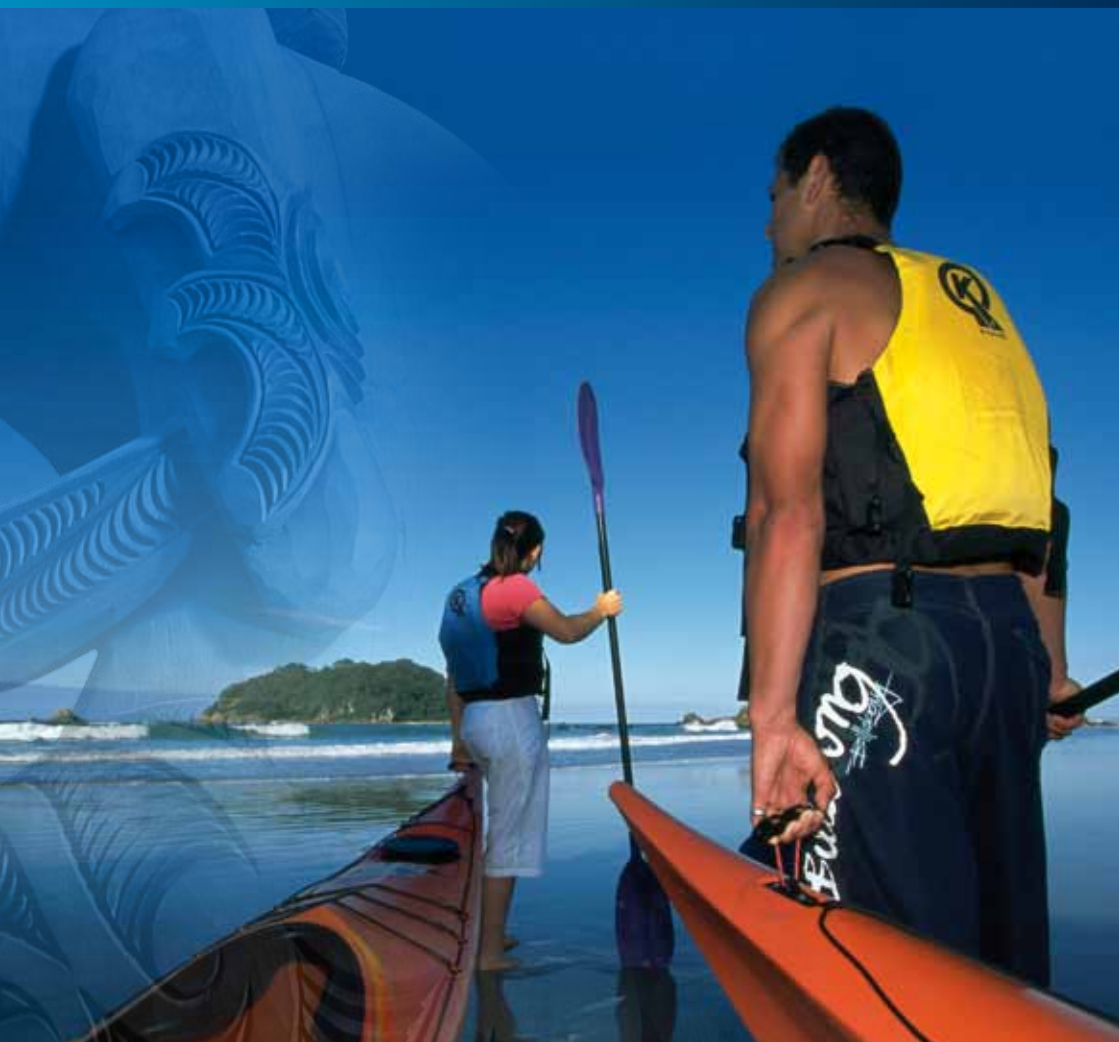
Website www.boppoly.ac.nz

Email info@boppoly.ac.nz



**BAY OF PLENTY
POLYTECHNIC
TAURANGA**

Te Kuratini o Poike



Every effort was made to ensure the information contained in this brochure was correct at the time of printing. However development of our programmes is ongoing and changes may occur subject to Academic Board approval. Published days and times are indicative only and may be changed due to timetabling requirements. Bay of Plenty Polytechnic reserves the right to cancel or postpone any course due to insufficient numbers or circumstances beyond its control. In this instance fees will be refunded in full. Bay of Plenty Polytechnic agrees to observe and is bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from us or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.