

Postgraduate Certificate in Human Potential for the Digital Economy Candidate Guide

Valid for: March 2020 Cohort1, June 2020 Cohort2 (Live Online), November 2020 Cohort3

Tech Futures Lab and The Mind Lab	2
Postgraduate Certificate in Human Potential for the Digital Economy	3
Application for admission to the Programme	4
Eligibility	4
Admission	4
Verification of Enrolment	5
Credit Recognition and Transfer and Assessment of Prior Learning	5
Fees, Scholarships and Discounts	6
Tuition Fees	6
Scholarships	6
Fees Free	6
StudyLink Student Loan	7
Refund Entitlements	7
Programme Information	9
Programme Structure and Attendance Requirements	9
Programme Calendar	10
Programme Calendar - March 2020	10
Programme Calendar - June 2020 (Live Online)	11
Programme Calendar - November 2020	13
Resources Required for Study	15
Assessment	15
Assessment Strategy	15
Assessment Outcomes	15
Te Reo Māori and New Zealand Sign Language	15
Tech Futures Lab Staff	16
Candidate Support and Wellbeing	16
Variations on Enrolment	16
Student ID Cards and Benefits	16
Important Student Information	17

Tech Futures Lab and The Mind Lab

Tech Futures Lab is an education facility of [The Mind Lab](#), a NZQA registered Tertiary Education Organisation under the provisions of the Education Act 1989.

Candidates studying the Post Graduate Certificate in Human Potential for the Digital Economy are enrolled with The Mind Lab which is approved by NZQA to award this qualification.

Tech Futures Lab delivers innovative, future-focused training and education programmes for professionals. Our Programme provides the platform, skills, and networks essential for professionals looking to advance their business or career and prepare for the future. This Programme delivers results for applicants' careers and organisations, for society, and for the world.

The Tech Futures Lab faculty are thought leaders and practitioners in disruption and innovation, the future of work, and tech-enabled businesses, products and services. Tech Futures Lab has a large global network of partners and industry experts, which allows the team to tap into the most current thinking and practice in business, technology, and innovation.

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 Mind Lab Mission is to lead New Zealand education, to share knowledge, to collaborate, and to build partnerships in order to achieve sustainable, impactful change.

Tech Futures Lab Vision is to build business success and personal capability. To turn mighty dreams into powerful realities. To advance and develop tech-enabled businesses and sectors. To positively impact our communities and give our nation a brighter future.

This candidate guide provides you with an introduction to Tech Futures Lab/The Mind Lab and the Postgraduate Certificate in Human Potential for the Digital Economy (the 'Programme'). It outlines the expectations and requirements of this Programme.

Postgraduate Certificate in Human Potential for the Digital Economy

The Postgraduate Certificate in Human Potential for the Digital Economy is an introduction to the possibility of living a whole and fulfilled life, where connection and digital technology amplify conscious focus and unleash human potential for a greater good.

It offers the space to reflect, consider and create a framework around your purpose, and to help steer your choices and focus your skills and energy.

We connect you to new technologies, thought-provoking speakers and like-minded journeyers as you combine your talent and purpose with well-chosen tools to amplify your impact.

The world around us is changing rapidly and the digital economy is now firmly entrenched. The cultivation of human potential is essential for the benefits of the digital economy to be fully realised for us as individuals and as a collective, while minimising potential risks to wellbeing.

The challenges and opportunities the digital economy triggers are in the end, uniquely human ones.

In this programme you will develop your ability to embrace these challenges and identify the opportunities that resonate deeply with your values and experience, creating the potential for you to flourish.

Application for admission to the Programme

Applications to the Programme are made through the Tech Futures Lab [enrolments site](#). This is where all required details and documentation for enrolment are provided by applicants to be processed, and payment method selected.

Eligibility

- Have a recognised bachelor's degree or equivalent professional qualification or higher, and a minimum of two years' work experience in a field impacted by the Digital Economy;
Or
- Have at least four years of professional experience in a relevant industry or community demonstrating equivalence or higher to the qualification stated above.

Applicants whose first language is not English must provide evidence of English language competence. This evidence may be in the form of:

- A formal test of English Language
 - IELTS academic band score of 6.5 (overall), with no individual band less than 6.0.
 - TOEFL - Internet-based (Score of 95 with a minimum writing score of 22) or Paper-based (score of 587 (TWE 4.5))
 - Cambridge Certificate in Advanced English (CAE) Minimum of 176 or Certificate of Proficiency in English (CPE) Minimum of 176
 - Pearson Test of English (PTE) Academic Overall score of 64 with no communicative skills score below 57
- Evidence of an academic qualification at level 7 or above, completed in a country where English is the main language
- Professional outputs or achievements in English language
- Evidence of competence equivalent to any of the above

Admission

To ensure that the *Postgraduate Certificate* is relevant to you, a brief Statement of Intent is required. The purpose of this Statement of Intent (SOI) is to help us assess your suitability, and likelihood of success in the Postgraduate Certificate of Human Potential for the Digital Economy.

In addition and at the discretion of the admission/selection panel, interviews may be required.

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:

- demonstrated achievement, leadership, and self-reflection.
- experience in a relevant industry or community.
- high level of achievement in relevant prior academic and professional outputs

Applicants who meet the maximum number of listed criteria will be the preferred candidates.

Following an applicant's official acceptance of the offer of a place on the Programme, and providing the required documentation is in order, the applicant will be enrolled as a candidate on the Programme.

Verification of Enrolment

The Tech Futures Lab enrolments team will verify applications as they come through and request further information from applicants if required. Applicants will receive an email notification confirming their enrolment is complete.

Credit Recognition and Transfer and Assessment of Prior Learning

The Mind Lab and Tech Futures Lab have robust processes for the recognition of learning and award of credit by formal, informal and non-formal learning. For example, professional experience can be assessed to determine eligibility to enter the programme (see eligibility above).

However, due to the integrated nature of the Programme, cross-credit or credit transfer is not normally applicable. For instance, assessments are integrated across courses. Applications will be assessed on a case-by-case basis. Please contact info@techfutureslab.com for more information.

In the exceptional case when cross-credit or credit transfer is applicable, the following regulations apply;

- Credits will not be awarded for successful study that took place more than five years prior to the date of the first enrolment in the programme.
- A candidate may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme on a case by case basis.
- A maximum of 30 credits can be cross credited towards completion of the Programme.
- The credit recognition may be:
 - specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
 - non-specified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses.

Fees, Scholarships and Discounts

This section of the Candidate Handbook outlines information about the Programme fees, scholarships that Tech Futures Lab provides, Studylink options and refund entitlements.

Tuition Fees

The tuition fee for the Programme in 2020 is \$5,980 (incl GST). The fee for the Programme is due 7 days prior to the advertised start date of the Programme.

The Mind Lab and Tech Futures Lab comply with NZQA's 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

Tech Futures Lab has scholarships available for applicants who identify as

- Māori
- Pacific

There are at least 2 scholarships available in each category per intake. These scholarships cover 50% of the full tuition fee. Applicants must be fully enrolled in order for their scholarship application to be considered. See our website or contact Tech Futures Lab at admissions@techfutureslab.com for more information.

Fees Free

Depending on an applicants study history, the Government's '[Fees Free](#)' scheme may be available to a candidate's study on the Programme. If an applicant is considering applying for Fees Free, we ask applicants to indicate this during the application process or email admissions@techfutureslab.com. At this point, the Tech Futures Lab enrolments team will provide applicants with their National Student Number and instructions so they are able to check their eligibility. Once eligibility for this scheme is confirmed by the Tertiary Education Commission, the enrolments team will action this against a candidate's application for the Programme. If you receive Fees Free approval to study and then withdraw, you may lose your entitlement to Fees Free in subsequent years.

StudyLink Student Loan

Programme candidates are eligible to apply for StudyLink Student Loans. The process for applying can only be started once a candidate is fully enrolled in the Programme. To check eligibility for a Student Loan, or to apply for a Student Loan, candidates can visit www.studylink.govt.nz.

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

Refund Entitlements

A candidate who has already enrolled in the Programme and decides to withdraw has different refund entitlements depending on when they withdraw.

At the time of application, candidates must agree to the [Terms and Conditions](#) before we can process an enrolment into the Programme. These Terms and Conditions outline all refund entitlements for the Programme.

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

March 2020 Intake

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<i>HPDE8001 Digitalisation and Adaptation</i>	04.03.20	26.03.20	18.08..20	13.10.20
<i>HPDE8002 Future Insight</i>	04.03.20	26.03.20	18.08..20	13.10.20
<i>HPDE8003 Contemporary Organisational Ecosystems</i>	04.03.20	26.03.20	18.08..20	13.10.20
<i>HPDE8004 Human Potential</i>	04.03.20	26.03.20	18.08..20	13.10.20

June 2020 Intake (Live Online)

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<i>HPDE8001 Digitalisation and Adaptation</i>	09.06.2020	03.07.2020	08.12.2020	07.02.2021
<i>HPDE8002 Future Insight</i>	09.06.2020	03.07.2020	08.12.2020	07.02.2021
<i>HPDE8003 Contemporary Organisational Ecosystems</i>	09.06.2020	03.07.2020	08.12.2020	07.02.2021
<i>HPDE8004 Human Potential</i>	09.06.2020	03.07.2020	08.12.2020	07.02.2021

November 2020 Intake

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<i>HPDE8001 Digitalisation and Adaptation</i>	03.11.2020	27.11.2020	04.05.2021	04.07.2021
<i>HPDE8002 Future Insight</i>	03.11.2020	27.11.2020	04.05.2021	04.07.2021
<i>HPDE8003 Contemporary Organisational Ecosystems</i>	03.11.2020	27.11.2020	04.05.2021	04.07.2021
<i>HPDE8004 Human Potential</i>	03.11.2020	27.11.2020	04.05.2021	04.07.2021

Programme Information

This section of the Candidate Handbook details important Programme information including structure, delivery, an academic calendar and any other important information about the Programme itself.

Programme Structure and Attendance Requirements

The Postgraduate Certificate in Human Potential for the Digital Economy is offered as a part-time programme. The Programme is structured into two 16 week blocks.

Candidates are required to attend a minimum of 80% of scheduled sessions. Additional expectations of the programme include meeting assessment dates, presenting and contributing to presentations.

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

HPDE8001 Digitalisation and Adaptation

HPDE8002 Future Insight

HPDE8003 Contemporary Organisational Ecosystems

HPDE8004 Human Potential

Note: These courses are taught simultaneously and all credits are awarded at the end of the 32-week programme.

Programme Calendar

Programme Calendar - March 2020

Cohort One March 2020 Programme Key Dates	
Phase One - 16 weeks	
Week One - 4pm-8pm	04.03.20
Week Two - 4pm-8pm	11.03.20
Week Three - 4pm-8pm	18.03.10
Week Four - 4pm-8pm	25.03.20
Week Five - 4pm-8pm	01.04.20
Week Six - 4pm-8pm	08.04.20
Week Seven - 4pm-8pm	15.04.20
Week Eight - 4pm-8pm	22.04.20
Week Nine - 4pm-8pm	29.04.20
Week Ten - 4pm-8pm	06.05.20
Week Eleven - 4pm-8pm	13.05.20
Week Twelve - 4pm-8pm	20.05.20
Week Thirteen - 4pm-8pm	27.05.20
Week Fourteen - 4pm-8pm	03.06.20
Week Fifteen - 4pm-8pm	10.06.20
Week Sixteen - 4pm-8pm	17.06.20
Phase 2 - 16 weeks	
Full day workshop - 9am-5pm	02.09.20
2 hour workshop - 4pm-6pm	30.09.20
4 hour Virtual Workshop	
4 hour Virtual Workshop	

Throughout Phase One and Two you will engage with each other to discuss and critique interesting literature. There will be weekly Zoom calls throughout Phase two to support and extend your learning

	Assessment Dates
Formative Assessment 1 due Formative Assessment 1 Presentations	03.04.20 08.04.20
Formative Assessment 2 due	08.05.20
Summative Assessment 1 due	19.06.20
Formative Assessment 3 due Formative Assessment 3 Presentations	24.07.20 29.07.20
Formative Assessment 4 due	04.09.20
Summative Assessment 2 due Assessment 2 Presentations	02.10.20 07.10.20

Programme Calendar - June 2020 (Live Online)

June Live Online 2020 Programme Key Dates	
Course start: 09.06.2020 Course end date: 07.02.2021	
Phase One - 16 weeks All classes delivered Live Online	
Week One - 4pm-8pm	09.06.20
Week Two - 4pm-8pm	16.06.20
Week Three - 4pm-8pm	23.06.20
Week Four - 4pm-8pm	01.07.20
Week Five - 4pm-8pm	07.07.20
Week Six - 4pm-8pm	14.07.20
Week Seven - 4pm-8pm	21.07.20
Week Eight - 4pm-8pm	28.07.20

Week Nine - 4pm-8pm	04.08.20
Week Ten - 4pm-8pm	11.08.20
Week Eleven - 4pm-8pm	18.08.20
Week Twelve - 4pm-8pm	25.08.20
Week Thirteen - 4pm-8pm	01.09.20
Week Fourteen - 4pm-8pm	08.09.20
Week Fifteen - 4pm-8pm	15.09.20
Week Sixteen - 4pm-8pm	22.09.20
Phase 2 - 16 weeks	
Week Seventeen - 4pm - 5.30pm	29.09.20
Week Eighteen - 4pm - 5.30pm	6.10.20
Week Nineteen - 4pm - 5.30pm	13.10.20
Week Twenty - 4pm - 5.30pm	20.10.20
Week Twenty One - 4pm - 5.30pm	27.10.20
Week Twenty Two - 4pm - 5.30pm	3.11.20
Week Twenty Three - 4pm - 5.30pm	10.11.20
Week Twenty Four - 4pm - 5.30pm	17.11.20
Week Twenty Five - 4pm - 5.30pm	24.11.20
Week Twenty Six - 4pm - 5.30pm	1.12.20
Week Twenty Seven - 4pm - 5.30pm	8.12.20
Week Twenty Eight - 4pm - 5.30pm	15.12.20
Week Twenty Nine - 4pm - 5.30pm	12.01.21
Week Thirty - 4pm - 5.30pm	19.01.21
Week Thirty One - 4pm - 5.30pm	26.01.21
Week Thirty Two - 4pm - 5.30pm	2.02.21
Throughout Phase One and Two you will engage with each other to discuss and critique interesting literature.	

	Assessment Dates ¹
Formative Assessment 1 due Formative Assessment 1 Presentations	8.07.20 14.07.20
Formative Assessment 2 due	14.08.20
Summative Assessment 1 due	25.09.20
Formative Assessment 3 due Formative Assessment 3 Presentations	28.10.20 03.11.20
Formative Assessment 4 due	11.12.20
Summative Assessment 2 due Assessment 2 Presentations	27.01.21 2.02.21

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

Programme Calendar - November 2020

November 2020 Programme Key Dates Course Start date: 03.11.2020 Course end date: 04.07.2021	
Phase One - 16 weeks	
Week One - 4pm-8pm	03.11.20
Week Two - 4pm-8pm	10.11.20
Week Three - 4pm-8pm	17.11.20
Week Four - 4pm-8pm	24.11.20
Week Five - 4pm-8pm	01.12.20
Week Six - 4pm-8pm	08.12.20
Week Seven - 4pm-8pm	15.12.20
Week Eight - 4pm-8pm	12.01.21
Week Nine - 4pm-8pm	19.01.21
Week Ten - 4pm-8pm	26.01.21
Week Eleven - 4pm-8pm	02.02.21

Week Twelve - 4pm-8pm	09.02.21
Week Thirteen - 4pm-8pm	16.02.21
Week Fourteen - 4pm-8pm	23.02.21
Week Fifteen - 4pm-8pm	02.03.21
Week Sixteen - 4pm-8pm	09.03.21
Phase 2 - 16 weeks	
Full day workshop - 9am-5pm	25.05.21
2 hour workshop - 4pm-6pm	22.06.21
4 hour Virtual Workshop	
4 hour Virtual Workshop	
Throughout Phase One and Two you will engage with each other to discuss and critique interesting literature. There will be weekly Zoom calls throughout Phase two to support and extend your learning	

	Assessment Dates ¹
Formative Assessment 1 due	04.12.20
Formative Assessment 1 Presentations	08.12.20
Formative Assessment 2 due	29.01.21
Summative Assessment 1 due	05.03.21
Formative Assessment 3 due	16.04.21
Formative Assessment 3 Presentations	20.04.21
Formative Assessment 4 due	28.05.21
Summative Assessment 2 due	25.06.21
Assessment 2 Presentations	29.06.21

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

Resources Required for Study

As this programme has blended delivery, candidates will need to have access to a device and internet so they are able to access the online materials and communication tools throughout the programme.

Assessment

Assessment Strategy

Assessments in this Programme have been designed to support the learning process. Candidates on the Programme are assessed through both formative and summative assessments.

Formative assessments are designed to provide candidates feedback from their peers and staff (with no credits attached), while summative assessments are the academic assessments of the Programme which credits are awarded against.

Assessments involve a written report and presentation. Assessments should be thought of as learning tools, where candidates present and receive feedback on their work in order to improve it.

Assessment Outcomes

The Programme provides candidates with an opportunity to value learning for learning's sake, which contributes to their own professional development and that of a particular industry, sector or community. Assessment is made against the reports as well as the candidate's learning. The Programme does not train, or test, candidates in specific technological fields. Candidates become future-focused problem solvers.

All assessments in the Programme are measured against a competency-based format. Final outcomes against all assessments, and therefore courses, that candidates can receive are a Not Yet Competent or a Competent grade. All assessment outcomes are determined by an Assessment and Moderation Panel.

Te Reo Māori and New Zealand Sign Language

All candidates 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 candidates 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 candidate from doing well on an assessment (including submitting an assessment on time and/or giving a presentation), candidates are able to apply for a Special Assessment Circumstance with relevant evidence within 5 working days of the assessment item due date.

Tech Futures Lab Staff

Please visit www.techfutureslab.com for more information on our team, or contact info@techfutureslab.com.

Candidate Support and Wellbeing

The Tech Futures Lab team is committed to creating an inclusive learning environment and to working alongside all candidates to support them through their studies on this Programme. This support includes education and learning support, as well as different types of non-educational support.

The Tech Futures Lab team is available to all candidates, if a candidate 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 candidates encounter circumstances or challenges that are impacting their ability to continue with a programme or course, they should contact the Programme Lead in the first instance to discuss what options for support are available. Terms and Conditions for variations to enrolment are outlined during the enrolment process.

Student ID Cards and Benefits

All candidates can request a Student ID card once they are fully enrolled in the Programme.

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.

Should any misconduct be identified, the processes outlined in the Complaints and Appeals, and Student Disciplinary, policies linked below will be followed.

[*The Mind Lab Student Complaints and Appeals Policy*](#) outlines the procedures to be followed if an applicant or student makes a formal complaint, or makes an appeal against *The Mind Lab's* decision outcome.

Complaints and appeals are submitted in writing, with evidence to academicmanagement@themindlab.com. An appropriate investigator is assigned by the The Mind Lab Academic Team to review the complaint or appeal and conduct an investigation and identify a resolution. All groups involved in the investigation will be kept up to date throughout. Full details of the process can be found in TML Student Complaints and Appeals Policy and Procedures.

In the instance that a complaint is not resolved to your satisfaction by The Mind Lab, you can [raise your concern](#) in writing with the New Zealand Qualifications Authority (NZQA).

[*The Mind Lab Student Disciplinary Policy*](#) outlines student disciplinary procedures which may be followed if disciplinary action is required. Possible consequences, if disciplinary action is required after an investigation into misconduct is undertaken, are outlined in this policy.

[*The Mind Lab Assessment, Feedback and Moderation Policy*](#) provides the benchmark for robust assessment and moderation practice at The Mind Lab.

[*The Mind Lab Privacy Policy*](#) provides details of how student and staff privacy will be maintained.

[*The Mind Lab Admission, Enrolment, Exclusion and Withdrawal Policy and Procedures*](#) provides a framework and a set of principles relating to admission, enrolment, variation of enrolment, exclusion and withdrawal of students within academic provision offered at The Mind Lab.

About Fees

The Mind Lab complies with NZQA's 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*](#).

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