

Postgraduate Certificate in Human Potential for the Digital Economy Candidate Guide

Valid for February 2020 Gen12 (Part Time)

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
Discounts	6
Fees Free	7
StudyLink Student Loan	7
Refund Entitlements	7
February 2020 Intake	8
Programme Information	8
Programme Structure and Attendance Requirements	8
Programme Calendar	9
Resources Required for Study	10
Assessment	10
Assessment Strategy	10
Assessment Outcomes	11
Te Reo Māori and New Zealand Sign Language	11
Candidate Support and Wellbeing	12
Variations on Enrolment	12
Student ID Cards and Benefits	12
The Mind Lab Policies and Procedures	12

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.

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:** Tech Futures Lab offers an Early Bird Discount to candidates who enrol for an intake by a certain date before the start of the intake. Please visit techfutureslab.com for full details.

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.

February 2020 Intake

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<i>HPDE8001 Digitalisation and Adaptation</i>	11.02.19	04.05.20	27.07.20	20.09.20
<i>HPDE8002 Future Insight</i>	11.02.19	04.05.20	27.07.20	20.09.20
<i>HPDE8003 Contemporary Organisational Ecosystems</i>	11.02.19	04.05.20	27.07.20	20.09.20
<i>HPDE8004 Human Potential</i>	11.02.19	04.05.20	27.07.20	20.09.20

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 and will need to make arrangements to be in Auckland to attend the on-site 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

February 2020 Programme Key Dates	
Dates	On-site Activity
11.02.20 - 26.05.20	Phase One - 16 weeks
11.02.20	Week One - 4pm-8pm
18.02.20	Week Two - 4pm-8pm
25.02.20	Week Three - 4pm-8pm
03.03.20	Week Four - 4pm-8pm
10.03.20	Week Five - 4pm-8pm
17.03.20	Week Six - 4pm-8pm
24.03.20	Week Seven - 4pm-8pm
31.03.20	Week Eight - 4pm-8pm
07.04.20	Week Nine - 4pm-8pm
14.04.20	Week Ten - 4pm-8pm
21.04.20	Week Eleven - 4pm-8pm
28.04.20	Week Twelve - 4pm-8pm
05.05.20	Week Thirteen - 4pm-8pm
12.05.20	Week Fourteen - 4pm-8pm
19.05.20	Week Fifteen - 4pm-8pm
26.05.20	Week Sixteen - 4pm-8pm
27.05.20 - 20.09.20	Phase Two
11.08.20	Full day workshop - 9am-5pm
08.09.20	2 hour workshop - 4pm-6pm
Throughout Phase One and Two you will participate in Journal Club in which 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	
13.02.20 17.02.20	Formative Assessment 1 due Formative Assessment 1 Presentations
17.04.20 21.04.20	Formative Assessment 2 due Formative Assessment 2 Presentations
22.05.20 26.05.20	Summative Assessment 1 due Assessment 1 Presentations
3.07.20 7.07.20	Formative Assessment 3 due Formative Assessment 3 Presentations
14.08.20 18.08.20	Formative Assessment 4 due Formative Assessment 4 Presentations
11.09.20 15.09.20	Summative Assessment 2 due Assessment 2 Presentations

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 in person at the teaching space at 22 McColl Street, Newmarket, Auckland for a face-to-face conversation. 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. It may be possible to suspend their enrolment for a period of time, or for candidates 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 candidates can request a Student ID card once they are fully enrolled in the Programme.

The Mind Lab Policies and Procedures

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

[The Mind Lab Code of Conduct](#) applies to all staff, contractors and candidates and is designed to promote the upholding of professional standards.

[The Mind Lab Privacy Policy](#) provides details of how candidate 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.