

Better Start Literacy Approach (BSLA) Enrolment guide

A step-by-step guide to enrolling for BSLA microcredential courses at UC.



This guide is also available online at www.canterbury.ac.nz/bsla-enrol.

1 Prepare your identity documents

Ask your Principal or [a local JP](#) to sign and stamp a copy of the photo page of your passport or your birth certificate and confirm in writing that they have sighted the original.

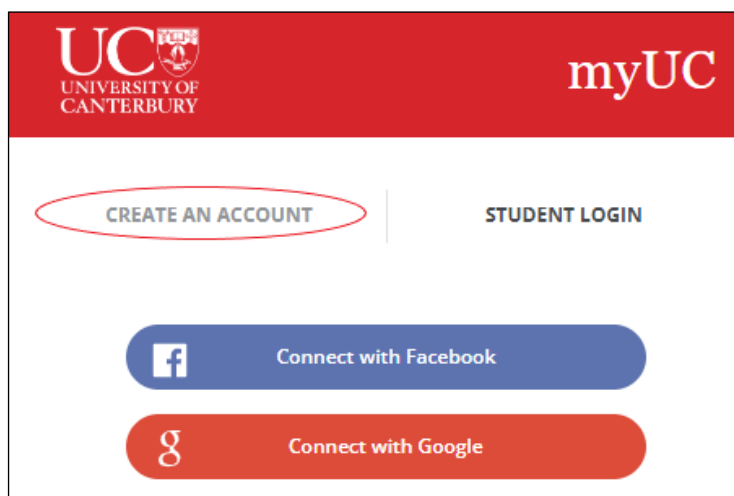
Tip: if you have had a change of name (for example through marriage), you will also need this done for a document that shows both your original name and your current name (eg a marriage certificate).

2 Log in to myUC

Go to myuc.canterbury.ac.nz and create an account using your school email address.

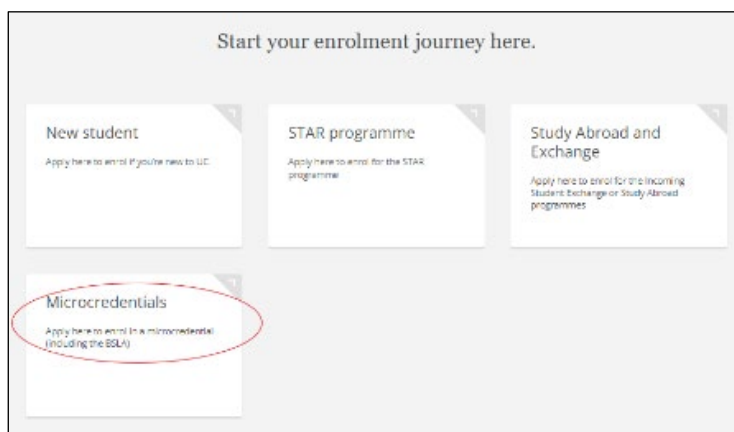
Tip: don't use the 'Connect with Facebook' or 'Connect with Google' options – this will cause problems later!

If you already have a [myUC](#) account, you can log in using your [myUC](#) login details. Call 0800 827 748 if you have any problems logging in.



3 Complete an application in myUC

Start a **new application** under *My Applications* in [myUC](#) and select the *Microcredentials* box and the relevant year. Fill in all the required fields and upload all necessary documents:



Identification details

Upload a scan of your verified identity documents (eg passport or birth certificate) – see step 1 above.

If you have had a change of name (for example through marriage, you will also need to provide a verified copy of a change of name document (eg a marriage certificate).

University Entrance

Provide information about your secondary/high school education. (MOE requires this information is collected for ALL tertiary students in NZ).

Qualification selection

Select 'Better Start Literacy Approach' from the drop-down menu.

Better Start Literacy Approach details

Select your role (facilitator, teacher, or teacher aide) and provide the names of the people and school(s) you work with.

Applicant Declaration

Read the declaration and check the tick box to agree to the terms. Agree to the additional micro-credentials consent information.

Additional details

Provide your permanent address, emergency contact details, ethnicity, learning needs, and the level of study you have already completed.

(MOE requires this information to be collected for ALL tertiary students in NZ).

Qualification Selection

Select Qualification

Better Start Literacy Approach

Advancing Successful Literacy Achievement

Business Micro-Credential (Marketing Association)

Engineering Micro-Credential

SAVE AND CONTINUE

Better Start Literacy Approach

Tell us about your role and the people and school(s) you work with

What is your role? *

Facilitator

Teacher

Teacher Aide

ors? *

Which school do you work for? If you are a facilitator: which are your partner school(s)? *

Cancel

SAVE AND CONTINUE

Course selection

Search for all 'MCED' courses and add the appropriate course by clicking on the '+' icon. Select the course that matches your role:

MCED601 for facilitators,
MCED602 for teachers, and
MCED101 for teacher aides.

Choose the **25-X1 (E)** occurrence.

Course Selection Overview

Once you have selected your courses you will then need to submit courses for assessment at the end of this stage.

Total points for year: 0

2024 Better Start Literacy Approach (MCED)

[View qualification details](#)

Select / view courses

Selected Courses: 0

The screenshot shows a search interface with the following elements:

- SEARCH: All courses for MCED (dropdown), All Subjects (dropdown), Course title or code (input), Search (button), Reset (button).
- 3 courses found
- SHOW: All levels (dropdown), All teaching periods (dropdown), Extramural x (dropdown), DISPLAY: [grid icon] [list icon]
- IMPORTANT: Click on the search button to reveal all micro-credentialed courses and ensure you select the appropriate course (if relevant) for your role.
- Three course cards are displayed:

Course Code	Level	Points	Level Label	Action
MCED101 -25X1 (E)	Extramural	5 points	100 LEVEL	+
MCED601 -25X1 (E)	Extramural	15 points	POSTGRADUATE	+
MCED602 -25X1 (E)	Extramural	15 points	POSTGRADUATE	+

Important: save and complete your application to submit it.

Tip: You can save and resume your application if you want to do it in stages - just remember to submit it when you've finished or it won't be processed.

4 Confirm your enrolment in myUC

Once your application has been processed, you will receive notification to your school email address that you have an *Enrolment Agreement* to accept. Log in to [myUC](#) to accept your Enrolment Agreement and confirm your enrolment.

Note: if you do not accept your Enrolment Agreement, your enrolment is not confirmed and you will not receive access to course content online.

Note: if you do not have MOE funding you will need to arrange payment of fees. See [how to pay your fees on our website](#).

Questions?

Check for the answer on our [BSLA Enrolment Frequently Asked Questions page](#) or contact us.

Phone: **0800 827 748** (8am – 6pm, Monday – Friday)

Email: mcenrol@canterbury.ac.nz