Ara
Institute of Canterbury
Ara rau, taumata rau

2026

# Programme Handbook

## Art & Design Certificate Programmes (Level 4)

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# Nau mai ki Ara – Welcome to Ara

***Kia mau ō ringa ki te kakau o te Hoe Toi hei reira whakatere ai tō tāua waka ki tōna pae.***

Welcome to the Faculty of Culture and Services | Creative & Media.

We're so pleased to welcome you (or welcome you back) to Ara. We look forward to working with you throughout the year and helping you to reach your study goals. We trust you will take advantage of everything on offer in our supportive and stimulating learning environment.

This handbook, alongside the Learner Information Handbook, is designed to give you information about roles and responsibilities for the programme you are studying. It covers all the key areas. It is your responsibility to learn about and understand the guidelines and regulations outlined in this handbook.

Your tutors are there to answer your questions and guide you on your journey – make the most of their knowledge and expertise. Should you need any more information about Ara Policies and Procedures, you can go to MyAra to learn more.

Have a tremendous year. Make every day here count.

***Ki te hoe, haere.***

**Mark McEntyre**

Portfolio Manager

&

**Peter Nock**
Portfolio Manager

**Faculty of Culture and Services | Te Waka Aronui**

February 2026

# Kia rite ki te ako
# Getting ready for study

# Tō Rangi Tuatahi - Your First Day

Are you ready for your first day of class? Check out your start date and where you need to be. You can also find useful information on MyAra.

To access MyAra (from 21 days prior to your course beginning), you must have a current Ara network login and password. You can use Ara Self-Service Password Reset to activate your network account.)

## Where to come on your first day Semester 1 2026

Monday 16 February 2026 – D Block. Refer to your timetable

Monday 23 February 2026 - Art and Design Orientation

09.00 – 10.00 am DLECT

10am – refer to your timetable.

**If you are unable to make this compulsory orientation, please contact the Operations Administrator on 03 940 7546 or Design@ara.ac.nz so that we can make other arrangements for you**

On your first day (orientation), you will be introduced to your tutors and new classmates, be given an overview of this programme, including:

- Welcome
- Programme overview
- Course details
- Facilities overview
- Policies and procedures
- ICT access
- Health and safety induction
- Learner photos
- Learner services overview

**Returning students**
Please check your timetable for your first class details.

## What you will need

Bring notetaking items and your enrolment confirmation email / letter for issuing your Learner ID card

## Logins

If you need assistance with logins etc, contact ICT ictservicedesk@ara.ac.nz or call 03 940 8800.

## Timetable information

All timetables are available on MyAra.

## How to find your way around

Campus maps can be found here.

## Parking and bus information

Campuses (excluding Manawa) have parking available. Payment and parking stickers may be required. Learn more about parking and biking. Or find out about bus services here.

## Ara Whakatau, your official welcome

You are warmly invited to attend the official welcome to Ara for all learners, staff and whānau (family). The whakatau is a welcoming ceremony, similar to a pōwhiri, involving mihimihi (speeches), waiata (song) and will conclude with kai timotimo (light refreshments).

Click here to find out when the whakatau will be.

## International learners

You will be invited to an international orientation as well as the programme orientation. You should attend both.

# Korero Nui - Important Information

Ara is a Business Division of Te Pūkenga - New Zealand Institute of Skills and Technology.

## Programme Information Handbook

This handbook is heavy on detail and sometimes quite formal. There will be things you want to know and other things you will only refer to when something comes up.

Here are some quick highlights of what is in the following pages:

- The detail and the rules about the qualification you have enrolled in
- Ara's expectations about how you will behave and what your rights are
- How Ara checks that you are a genuine student (like your attendance)
- A quick access guide to getting support
- How assessments work and the grades that are used
- The assessment regulations that could support you to pass and what forms to use (extensions, resits and more)
- Getting your results and going to graduation
- Key academic policies
- Health and safety information related to your study
- any after hours access arrangements

**Ask your tutor or Operations Administrator if you need help to find the information you are looking for.**

## Learner Information Handbook

We recommend that you read your Programme handbook in conjunction with the Learner Information Handbook on MyAra.

## Attendance

Experience has shown that if you attend regularly and participate in the class activities and assessments you are more likely to succeed. Full attendance and commitment are encouraged. You are expected to be punctual and must comply with the various behaviour and safety requirements of classrooms, workshops and labs.

For an International learner satisfactory progress is defined as 100% attendance and successful completion of 75% or more of your courses.

**Let Ara know when you are absent from classes or if you are sick. Contact your tutor or advise the faculty by emailing @ara.ac.nz**

## Non-Engagement

Ara has processes to deal with learners who formally enrol here but do not "engage" with their studies. That is, if you do not attend and/or participate and/or submit assignments and/or sit assessments or only attend briefly or spasmodically and/or do not engage significantly.

**Our faculty process follows these steps if you are a no-show at the start of teaching:**

| | |
|---|---|
| **1** | We will attempt to contact you 3 times and if we are not successful we will withdraw you (1) within 3 days if there is a waitlist of other learners who want to enrol, or (2) within 10% of the length of your enrolment (often 1 – 2 weeks) |
| **2** | You will receive an email, text or phone call asking why you have not been attending |
| **3** | There will be no academic or financial penalty from Ara but you could be overpaid by StudyLink |

**Our faculty process follows these steps for disengaged learners:**

| | |
|---|---|
| **1** | The registers are checked and if your engagement and attendance is a concern, we will talk with you |
| **2** | You will receive an email or phone call asking why you have not been attending. You may receive a non-engagement letter |
| **3** | We will attempt to contact you 3 times |
| **4** | You may be placed on a Formal Academic Contract or withdrawn |
| **5** | You will receive a WD grade (after 10% of the duration of the course) or a DNC grade (after 80% of the duration of the course) |

**If you are struggling with attendance, we fully encourage you to talk this over as soon as possible with your tutor.**

# Health & Safety

Please refer to the Learner Information Handbook for general Health and Safety information and evacuation details. In an emergency advise a staff member, and if no one is available phone 111.

## Drugs and Alcohol

In line with the expectations of many workplaces, Ara has procedures to ensure the health and safety of all learners, staff and visitors, while undertaking Ara activities.

Ara has **zero tolerance** for the misuse or abuse of alcohol and/or illegal/controlled drugs, possession and/or use of illegal/controlled drugs/substances, or intoxication on all campuses/learning sites.

Many learning activities involve high-risk situations where clear thinking, decision-making, and machinery operation need to be conducted safely. These activities cannot be compromised.

You can download the policy from CPP506 Drugs & Alcohol Policy.

## Artificial Intelligence (AI) Tools

When submitting work for assessment, you must adhere to Ara's Assessment and Academic Misconduct policies and not present AI such as ChatGPT as your own work. Learning Services have resources to help you learn to paraphrase or reference another person's work to avoid academic misconduct.

For more detail, please read the **Kā ture me kā tikaka - Policies & Procedures** section of this handbook Policies.

We recommend that you read your Programme handbook in conjunction with the Learner Information Handbook (also available on MyAra) which has more detailed information about support and services available to learners at Ara.

# Kā Raki whakahirahira – Important Dates

**NZ2630 New Zealand Certificate in Fashion Level 4**
**NZ2869 New Zealand Certificate in Creativity Level 4**
**NZ2629 NZ Certificate in Digital Media and Design**

| **SEMESTER ONE** | **DATES** |
|---|---|
| **TERM 1** | **16 February – 02 April** |
| Waitangi Day | Friday 6 February |
| Whakatau ~ Welcome - Ara | Click on the link for dates & details |
| Good Friday | Friday 3 April |
| Easter Monday | Monday 6 April |
| Easter Tuesday | Tuesday 7 April |
| Anzac Day | Observed Monday 27 April |
| **TERM 2** | **20 April – 26 June** |
| King's Birthday | Monday 1 June |
| Matariki | Friday 10 July |
| **MID YEAR BREAK** | **29 June – 17 July** |

**NZ2869 New Zealand Certificate in Creativity Level 4**
**NZ2630 New Zealand Certificate in Fashion Level 4**
**NZ2629 NZ Certificate in Digital Media and Design**

| **SEMESTER TWO** | **DATES** |
|---|---|
| **TERM 3** | **20 July – 18 September** |
| **TERM 4** | **05 October – 27 November** |
| South Canterbury Anniversary | Monday 28 September |
| Labour Day | Monday 26 October |
| Canterbury Anniversary | Friday 13 November |

# Kā whakapātaka – Contact Details

## Key Staff

**Peter Sawyer**

Dean of Faculty – Culture and Services

022 010 2618
Room: U301B
Peter.Sawyer@ara.ac.nz

**Mark McEntyre**

Portfolio Manager

940 8671
Room: D106B
Mark.McEntyre@ara.ac.nz

**Peter Nock**

Portfolio Manager

03 940 8617
Room: D106a
Peter.Nock@ara.ac.nz

**Deborah Marshall**

Programme Leader | L4 Certificate in Creativity and L4 Certificate in Digital Media & Design

03 940 8417
Room: D207
Deborah.Marshall@ara.ac.nz

**Nathan Ingram**

Programme Leader | Certificate in Fashion

03 940 8205
Room: D106b
Nathan.Ingram@ara.ac.nz

**Holly Liberona**

Programme Leader | Certificate in Fashion

03 940 8804
Room: D106b
Holly.Liberona@ara.ac.nz

## Administration team

**Apeksha Gaonkar**

Operations Administrator

Room: D106
design@ara.ac.nz

## Health & Safety representative, Operations Co-ordinator & Technician team

| Name | Room | Phone | Email |
|---|---|---|---|
| **Belinda Grigg**<br>Operations Co-ordinator<br>Health & Safety representative | D307 | 03 940 8418 | Belinda.Grigg@ara.ac.nz |
| **Kiri Te Wake**<br>Creativity, Digital Media & Design | D312 | 03 940 7539 | Kiri.TeWake@ara.ac.nz |

| | | | |
|---|---|---|---|
| **John Hill**<br>Creativity,<br>Digital Media & Design | D110 | 03 940 8198 | John.Hill@ara.ac.nz |
| **Nicky McPhail**<br>Fashion | C231 | 03 940 8027 | |

## Teaching team

| Name / teaching area | Room | Phone | Email |
|---|---|---|---|
| **Deborah Marshall**<br>Creativity<br>Digital Media & Design | D303a | 03 940 8085 | Deborah.Marshall@ara.ac.nz |
| **Kim Lowe**<br>Creativity | D102b | n/a | Kim.Lowe@ara.ac.nz |
| **Carol King**<br>Creativity | D102b | n/a | Carol.King@ara.ac.nz |
| **Bridget McKendry**<br>Creativity | D102b | n/a | Bridget.Mckendry@ara.ac.nz |
| **Christian Carruthers**<br>Digital Media & Design | D207 | 03 940 8016 | Christian.Carruthers@ara.ac.nz |
| **Stefan Roberts**<br>Digital Media & Design | D303a | n/a | Stefan.Roberts@ara.ac.nz |
| **Wendy Clarke**<br>Digital Media & Design | D303a | n/a | Wendy.Clarke@ara.ac.nz |
| **John Osborne**<br>Digital Media & Design | D207 | 03 940 8216 | John.Osborne@ara.ac.nz |

| | | | |
|---|---|---|---|
| **Holly Liberona**<br>Fashion | D106b | 03 940 8804 | Holly.Liberona@ara.ac.nz |
| **Bridget McKendry**<br>Fashion<br>Creativity | D106a | 03 940 8424 | Bridget.McKendry@ara.ac.nz |
| **Denise Mill**<br>Fashion | D106c | n/a | denise.mill@ara.ac.nz |
| **George Borrie**<br>Fashion | D106c | n/a | George.Borrie@ara.ac.nz |

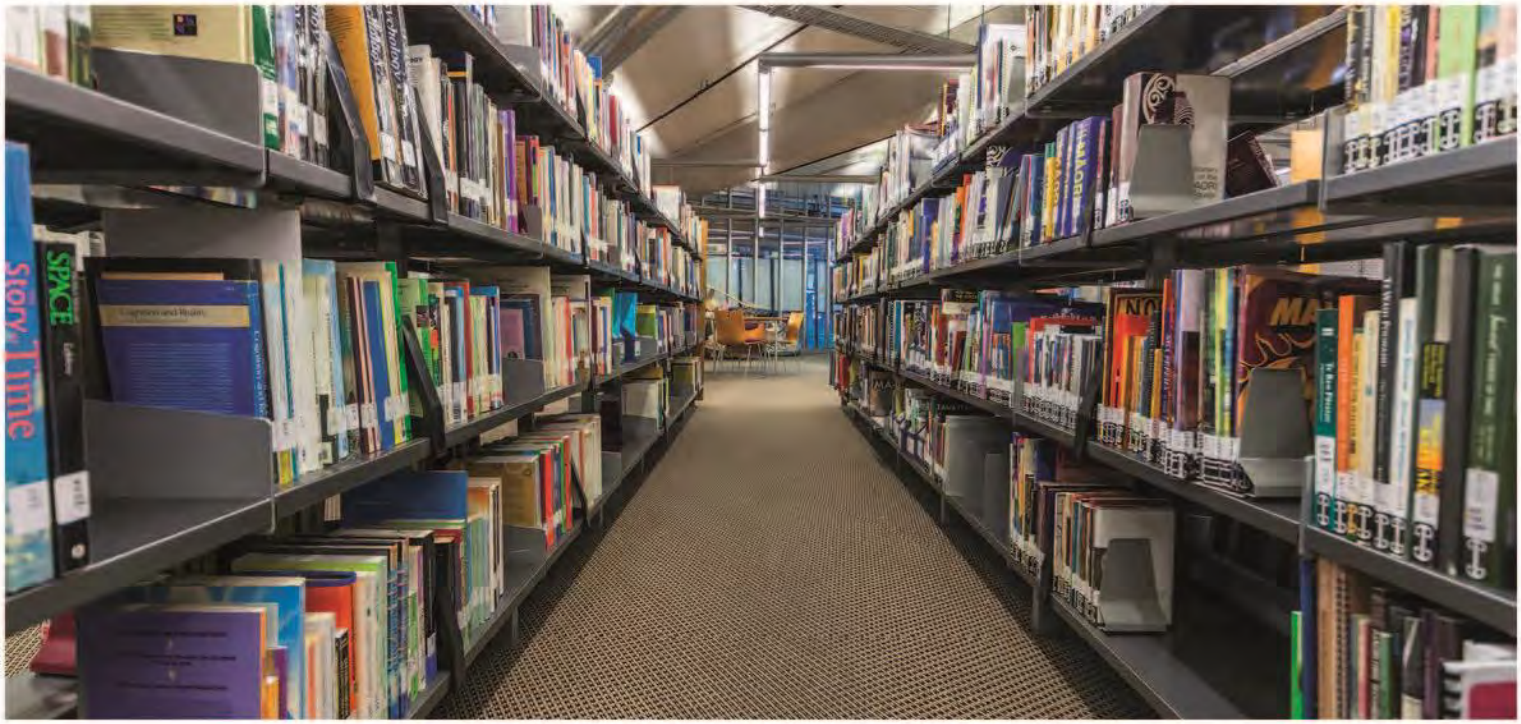
## Faculty Links

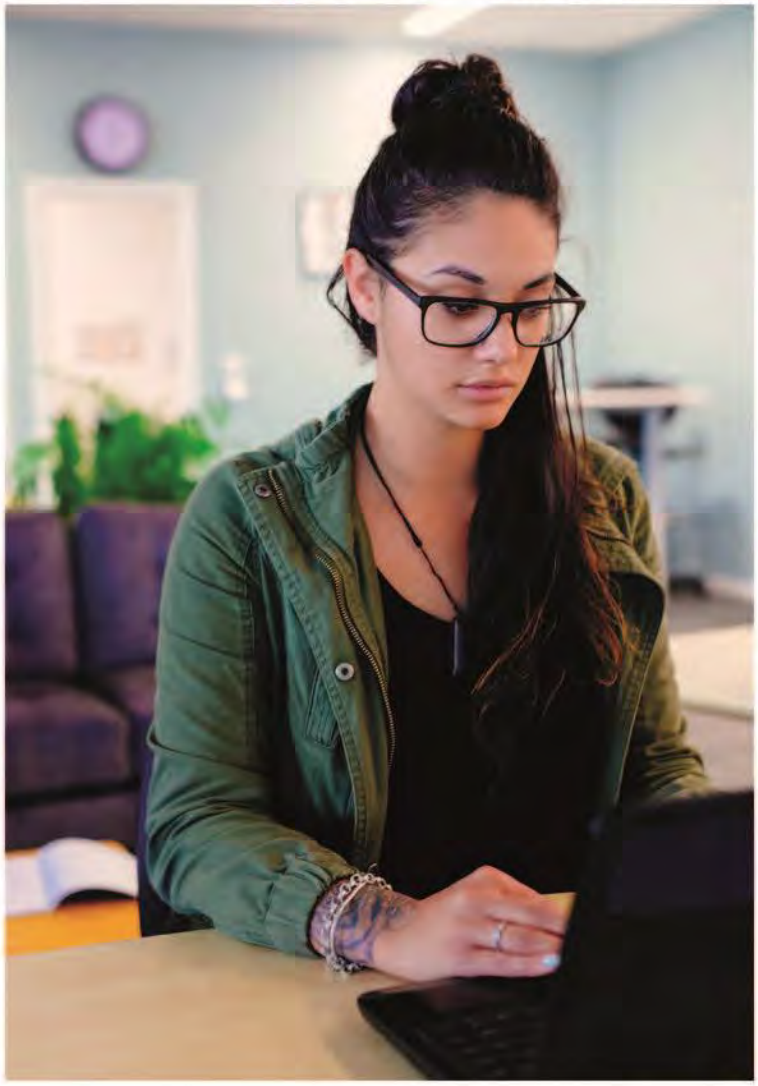
https://www.facebook.com/AraArtDesign

@ara_art_design

https://www.arapitch.co.nz/

# Tō Akoako
# Your study



# Taipitopito akoraka – Programme Details

## Programme Aim

**New Zealand Certificate in Creativity – Level 4 (NZ2869)**
The aim of this programme is to provide an introduction to creative thinking, to prepare learners for further tertiary study, and to develop transferable skills necessary across many industries.

The programme provides opportunities for developing strategies in idea generation, problem solving, visual and oral communication. Learners will be introduced to a variety of digital, visual, interactive and hand-rendered media as tools to communicate creative ideas and solutions to problems.

**New Zealand Certificate in Digital Media & Design – Level 4 (NZ2629)**
The aim of this programme is for people to gain experience in producing creative and effective outcomes using current digital technology. Learners learn to apply creative design theory to produce practical outcomes that will enable them to transfer learned skills to the real world as well as preparing for further academic study, especially but not exclusively in design.

**New Zealand Certificate in Fashion – Level 4 (NZ2630)**
The aim of this programme is to provide learners with entry level skills and knowledge of the fashion industry and to prepare learners for further tertiary study. The programme provides opportunities for developing introductory skills and knowledge of fashion to assist in areas such as design, styling, retail/merchandising, and basic garment construction.

Learners will also be given the opportunity to explore their own cultural and personal interests through research and practical application in design and creative contexts.

## Graduate Profile

**New Zealand Certificate in Creativity – Level 4 (NZ2869)**

Graduates of this qualification will be able to:

- Investigate media and creative processes when producing own work.
- Present work for review that shows evidence of the application of creative processes.
- Examine the role of creativity in practical contexts to change or improve outcomes.
- Explore own creative practice in relation to wider contexts.

**New Zealand Certificate in Digital Media & Design – Level 4 (NZ2629)**

Graduates of this qualification will be able to:

- Apply problem-solving skills in a digital media and design context.
- Apply and manage a design process to project briefs with some guidance.
- Apply fundamental skills in digital media and design to project briefs.
- Define own digital media and design work in a range of contexts, work collaboratively in a team, and critique own work and the work of others.
- Explain the importance of being a responsible digital citizen and explore opportunities for self within the digital media and design industry.

**New Zealand Certificate in Fashion – Level 4 (NZ2630)**

Graduates of this qualification will be able to:

- Understand the fashion supply chain internationally and locally
- Identify and describe potential pathways within fashion
- Apply basic technical skills and knowledge when producing fashion items
- Communicate fashion design concepts to internal and external stakeholders
- Apply knowledge of fashion marketing when liaising with internal and external stakeholders

## Programme Regulations

**New Zealand Certificate in Creativity – Level 4 (NZ2869);**

**New Zealand Certificate in Digital Media & Design – Level 4 (NZ2629)**

The New Zealand Certificate in Creativity; and the New Zealand Certificate in Digital Media & Design are each six-month full-time equivalent programmes of study requiring the successful completion of 60 compulsory course credits at level 4.

Minimum completion time:

- None specified (allowing for Recognition of Prior Learning, Cross Credit and Credit Transfer).

Maximum completion time:

- Three (3) years.

Any extension to this period would require a written application from the Creative Arts and Digital Information Portfolio Manager (or delegate) to the Faculty Group for consideration.

**New Zealand Certificate in Fashion – Level 4 (NZ2630)**

The New Zealand Certificate in Fashion is a six-month full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 4.

**Minimum completion time:** None specified (allowing for Recognition of Prior Learning, Cross Credit and Credit Transfer.

**Maximum completion time**: Two (2) years. Any extension to this period would require a written application from the Creative Industries Portfolio Manager (or delegate) to the Faculty Group for consideration.

# Mahere Ako – Programme Structure

## Programme Matrix

Use the following table as a guide to the courses in your programme. You can find out how many credits each course is worth, and how many credits and courses you need to do to complete your study.

**New Zealand Certificate in Creativity – Level 4 (NZ2869)**

| Code | Course Title | Level | Credits | Course Factor |
|---|---|---|---|---|
| **Core Compulsory** | | | | |
| CRTV401 | Pathways in Creative Thinking | 4 | 15 | 0.1250 |
| CRTV402 | Creative Innovations Investigation | 4 | 15 | 0.1250 |
| CRTV403 | Apply Creative Practice | 4 | 15 | 0.1250 |
| CRTV404 | Group Project – Creative Solutions | 4 | 15 | 0.1250 |
| | **Programme Totals** | | **60** | **0.5000** |

**New Zealand Certificate in Digital Media & Design – Level 4 (NZ2629)**

| Code | Course Title | Level | Credits | Course Factor |
|---|---|---|---|---|
| **Core Compulsory** | | | | |
| DGMD411 | Creative Digital Skills | 4 | 15 | 0.1250 |
| DGMD412 | Creative Online Design | 4 | 15 | 0.1250 |
| DGMD413 | Animation & Interactivity | 4 | 15 | 0.1250 |
| DGMD414 | Symbolism & Identity | 4 | 15 | 0.1250 |
| | **Programme Totals** | | **60** | **0.5000** |

**New Zealand Certificate in Fashion – Level 4 (NZ2630)**

| Code | Course Title | Level | Credits | Course Factor |
|---|---|---|---|---|
| **Core Compulsory** | | | | |
| CFTG400 | Technical Skills – Garment / Product Construction | 4 | 15 | 0.1250 |
| CFTP400 | Technical Skills – Patternmaking | 4 | 15 | 0.1250 |
| CFIP400 | Fashion Industry Practice | 4 | 15 | 0.1250 |
| CFDT400 | Design and Textile Concepts | 4 | 15 | 0.1250 |
| | **Programme Totals** | | **60** | **0.5000** |

## Our Access to Your Work

We may contact you to discuss the right to copy, reproduce, and use your learner work for promotional and education purposes for Ara.

## Shows, Competitions and Exhibitions

The table below lists the main events you will participate in each year. For more information and accurate dates, contact design@ara.ac.nz.

| | |
|---|---|
| **Hono** | Mid-year exhibition, seminars, workshops & learner activities |
| **Pitch Exhibition** | Graduate exhibition for Bachelor of Design year three learners in all specialisations |

For all other events please check the Ara Art & Design | Christchurch | Facebook site.

# Kā tika me kā kaweka o te tauira - Learner Responsibilities and Rights

## Learner Responsibilities and Rights

The Ara community consists of a diverse range of people and cultures, and we respect all members of our community. Our aim is to have a community where learners respect themselves and others, a community where healthy social interactions and academic pursuits are expected. To create and maintain the best possible teaching and learning environment, you are protected by basic rights and are expected to respect the rights and responsibilities of others.

**Useful Contacts:**
Independent Student Advocate: Duncan Dunbar.

Email: duncan.dunbar@ara.ac.nz | Mobile: 027 273 6246

Email: studentvoice@ara.ac.nz

## Your Responsibilities as a Learner

As a learner here, Ara expects you to:

**Behave safely**
- Take care when using equipment and facilities.
- Wear suitable clothing.
- Follow health and safety guidelines and instructions.
- Not endanger yourself or others.
- Follow relevant professional guidelines.
- Ensure you are not intoxicated or under the influence of drugs on Ara premises or when involved in Ara related activities both formal and informal, with your programme, field trips, internships etc.

**Respect others**
- Be sensitive to personal, social, and cultural differences.
- Respect the needs, rights, and freedoms of others.
- Help to uphold the integrity of Ara qualifications by discouraging/reporting dishonest practices.

**Observe Ara rules**
- Behave appropriately for a tertiary education environment.

- Genuinely attempt to meet all course requirements including financial obligations.
- Comply with visa requirements.
- Be honest when completing assignments/other assessments.
- Comply with requirements of programme handbooks.
- Follow Ara policies and regulations (refer: https://www.ara.ac.nz/about-us/policies).

## Your Rights as a Learner

Ara will protect your right to fairness. You have a right to:

**Fairness**

- Open and accurate information.
- Fair evaluation and assessment.
- Have any problems handled as quickly as is practical and consistent with 'natural justice'.
- Personal privacy.
- Support, representation, and advocacy.

**Ara Respects your right to:**

- Academic freedom, defined as 'freedom, within the law, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions.' (Education and Training Act 2020)
- Freedom from any form of harassment, bullying, or unjust discrimination.
- Respect for personal, social, and cultural differences.
- Representation in the development, implementation, and review of policies.

**Ara will protect your right to Standards:**

- Study programmes that meet internal and external standards for approval and registration.
- To have competent and effective teachers.
- Appropriate support services delivered in a professional manner.
- Facilities and resources that meet or exceed Health & Safety legislation.

**Concerns / Complaints:**

Your rights will be upheld by Ara management. If you think they have been infringed, in the first instance please contact your course tutor. If it is not appropriate to contact your tutor regarding your complaint, or the matter has not been resolved, please contact your Portfolio Manager/Programme Manager or Student Advocate and/or the Student Life Team

## Unacceptable Behaviour for Learners, or Visitors at Ara

The following are examples of behaviour which are not acceptable for anyone (learners, or visitors), at Ara or involved in Ara related activities:

- Breaking any NZ law (e.g., assault, theft).
- Any form of cheating (including plagiarism and other dishonest practices).
- Misuse of technology, software, hardware, or communication systems provided by Ara (refer Ara Code of Conduct for ICT Users in particular).
- Any form of harassment, bullying, or unjust discrimination including social media.
- Unacceptable sexual behaviour (e.g., sexual harassment, accessing pornography/other restricted material).
- Misuse of alcohol, drugs or other substances affecting behaviour, health, or safety on-site or when involved in any Ara related events, fieldtrips, or activities.
- Smoking (including vaping) on Ara campuses. (Ara is a smoke free campus).
- Violence or threats of violence.
- Vandalism or other abuse of facilities and buildings.
- Disruptive behaviour in class (e.g., arriving late, use of any electronic device, interfering with the learning of other individuals).
- Inductions (informal) are not permitted at Ōtautahi House or on other Ara premises and are strongly and expressly discouraged by Ara.
- The above is not an exhaustive list of unacceptable behaviours. Where appropriate, Ara reserves the right to contact or report to external authorities.

Academic staff have the responsibility to maintain a safe and effective learning environment.

They may ask you to leave the class if your behaviour indicates limited ability to be safe, disturbance to others learning, or puts others at risk.

Ara takes this code of conduct seriously. Your marks, reports, and references may include an assessment of your behaviour, as well as your educational achievement. Serious infringement may lead to probation, suspension, or cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies). This may be referred to an appropriate external authority e.g., NZ Police.

## Learner Behaviour in class / classroom maintenance

Be respectful of other learners and the classroom environment, following classroom specific rules and requirements. To avoid any distractions, you must ensure any electronic device you have on you/with you is diverted, not set to ring, or switched off. Both staff and students have a responsibility to ensure this happens

## Dress code

There is no written dress code, but you are expected to attend classes dressed in a way which is generally acceptable. However, you're expected to be "dressed for the occasion" when going on a site visit or undertaking a Cooperative Education Project. You may be prevented from going on site visits if the staff member is of the opinion that you're not dressed for the occasion. In specific courses, a "dress code" and standard is required. These will be detailed in the Programme Handbook and Course Outline

# Kā Taunakitaka Mōu – Support for You

## Quick reference – Where to find help if you have feedback or want to raise an issue

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice sets out the expectations that tertiary education organisations need to consider how their overall systems and resources support learners' wellbeing and safety.

For more detailed information on the code, and support areas listed below, please refer to the Learner Information Handbook on MyAra

| Support Area | Details | People | Links |
|---|---|---|---|
| **Faculty Staff** | This team are your first port of call for issues impacting your ability to study | Tutor<br>Programme Leader<br>Portfolio Manager | |
| **Student Reps** | Student reps are invited to attend student rep meetings within your faculty where they can raise issues on your behalf | Student Voice<br>Posters of your student reps are displayed in your faculty | Student Voice |
| **Student Services** | Ara offers a wide range of student services | Student Advisors<br>Health Centre<br>Student Voice | Student Support |
| **Te Pae Ora** | A wellbeing hub for ākonga | | Te Pae Ora \| Te Pūkenga |
| **Independent Student Advocate** | Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study | Duncan Dunbar<br>027 273 6246<br>Duncan.Dunbar@ara.ac.nz<br>X106 (Rakaia Centre) | Student Advocacy |

| Support Area | Details | People | Links |
|---|---|---|---|
| **Complaints Process** | Ara has a process to support you and respond if you have a concern or complaint about a course, tutor, or another aspect of your programme | Complaints Co-ordinator | CPP117-Raising-problems-or-complaints<br>CPP117a-Raising-problems-or-complaints-form |
| **Safeplace** | Safeplace is the tool we use to report risks, accidents and other incidents | Safety & Wellbeing Co-ordinator<br>Safety & Wellbeing Business Partner | SafePlace FAQ for Learners |
| **Important Policies** | All Ara Corporate and Academic Policies can be found at Ara Policy Library | | Student Rights and Responsibilities<br>Addressing Bullying, Harassment and Discrimination |

# Kā Aromatawai – Assessments

## Assessment Information

At the start of each course, you will be given a **Course Outline.** Before each assessment you will be given an **assessment brief.** They will show:

The number, type, and due dates for all assessments, including tests and assignments, and will give you details on:

1. The weighting of each assessment in your course that contributes to your final grade, if applicable.
2. The assessment policy for resits, second results and alternative assessments, if they are different from the policies in this handbook.
3. The time frame for getting your marked assessments back from tutors, if they are different from those stated in this handbook.
4. The penalties for handing assessments in late, if they are different from those stated in this handbook. These may be different for each course.

If you do not receive this information, talk to the course tutor or Manager / Programme Leader.

## Assessment Types

| | |
|---|---|
| **Formative assessment** | Verbal and written feedback that takes place throughout classes and the programme. |
| **Summative assessment** | Assessments throughout the year that are based on learning outcomes for the course and determine how well you have achieved each outcome. You are given grades and written feedback. These assessments may include practical tests and projects. |

The contents of the course work will be explained by the tutor for each course. If at any point your tutor or Programme Leader is concerned about your progress, they will let you know.

## Academic Integrity

Ara requires learners to be honest and act with integrity in their learning and assessments.

You are required to:

- present your own original work for assessment
- acknowledge contributions from other sources by using the referencing format required for the programme (failure to do this correctly may be regarded as plagiarism); this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s
- not cheat in tests or examinations
- ensure you follow all instructions and the correct procedures (e.g., no use of mobile phones or personal electronic devices)
- not enter into any agreements with other learners to collude on assignments
- collaborate only as permitted
- not over- or misrepresent the individual contributions of members of any group assignment
- not knowingly help others to cheat
- not present another person's assessment as your own (this includes purchased assessments)
- not act or behave in a way that prevents others from completing their assessments
- keep written and electronic work secure to prevent others from accessing and copying work.

Any exceptions to the above are clearly stated in the information and requirements for the course.

By enrolling at Ara, you agree to your work being reviewed by various means to confirm an assessment is your own work. This includes the use of similarity detection software.

Any breaches of academic integrity follow the process set out in the academic integrity procedures. For more detailed information, please refer to the Academic Integrity Policy.

## Submitting Your Work

Your tutors will let you know if they have guidelines for presenting your assessments and how to submit your work. Use a computer to create your assessments.

You may be required to submit your work manually or electronically. If you submit your work electronically, keep a copy until your official results are published at the end of the semester. If you have any questions, contact your tutor.

## Quality Assurance

Your assessments and exam scripts may be used for internal and external moderation, monitoring, programme reviews, aegrotats, and the resolution of academic appeals and complaints. This helps Ara meet internal and external academic quality assurance requirements. If your assessments are used this way, before they are used, any information that could reasonably be expected to identify you will be removed.

## The Grade Scale

The various assessments within a course will be combined according to the weightings shown in the course descriptor, and a grade for the course as a whole will be assigned from the table shown below. A "C-" grade and above represents a pass for the course.

The following grade scale (G29aa) will be used for all courses on the programmes unless advised otherwise in the course descriptor:

## Marked Grades

| Grade | Mark range | Pass or fail |
|---|---|---|
| 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 |

## Other Grades

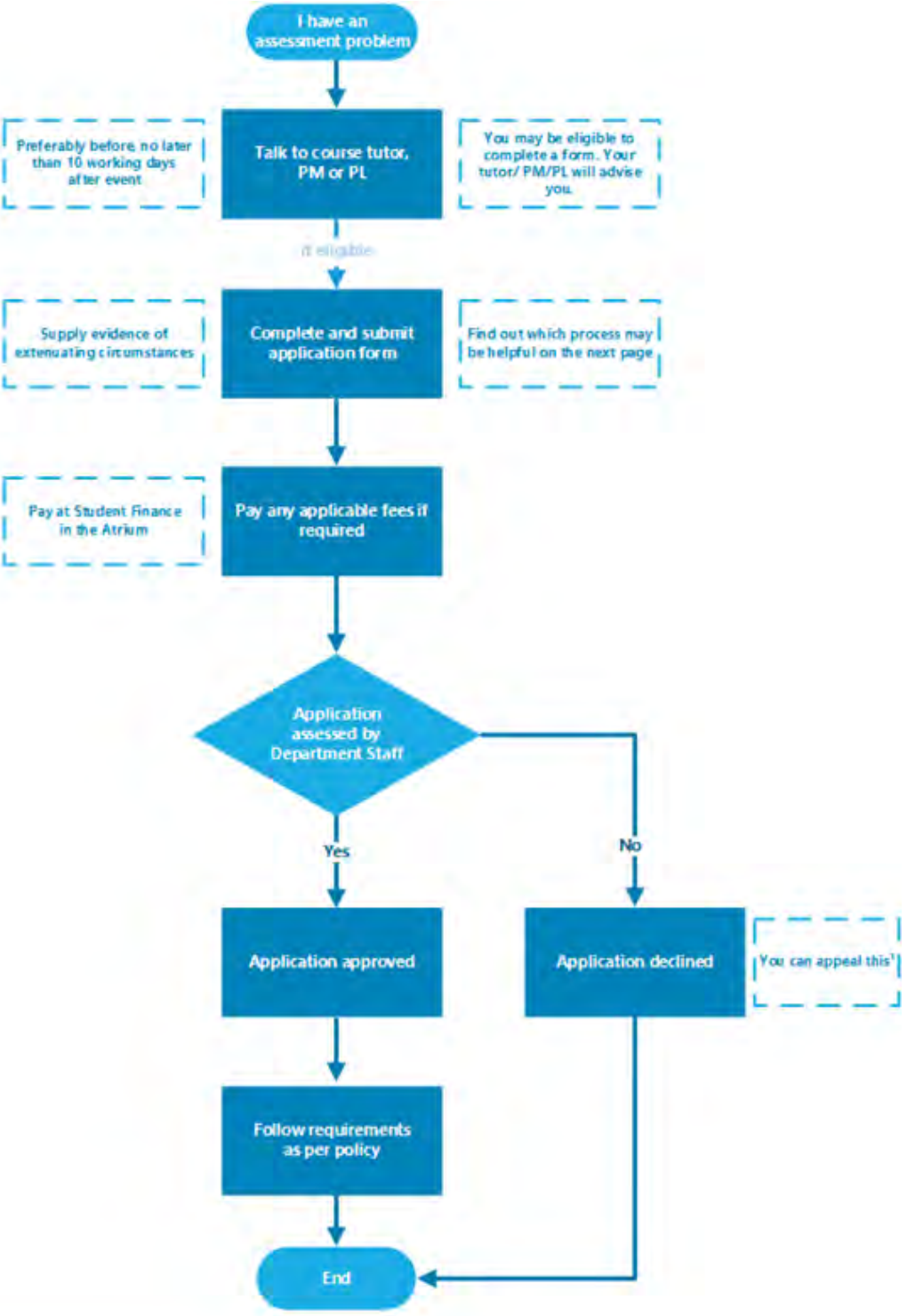
Other grades that may be awarded for particular circumstances in achievement-based courses include:

| Course result | Grade | Description |
|---|---|---|
| Pass | Pass | Awarded pass and no appropriate grade can be awarded |
| Fail | Fail | Not passed and no appropriate grade can be awarded |
| Credit Transfer | CT | Course credit awarded by credit transfer |
| Cross Credit | CC | Course credit awarded by cross credit |
| Recognition of Prior Learning | P | Course credit awarded by Recognition of Prior Learning |
| Did not complete | DNC | Did not complete course requirements |
| Withdrawn | W | Formal withdrawal within the non-academic penalty period |
| Aegrotat | AEG | Awarded pass following consideration of impaired performance / aegrotat application.<br>Where a grade is able to be determined AEG (Grade) will be recorded. |
| Restricted pass | RP | Where a course was narrowly failed (45-49%) and is compensated by overall good performance in the relevant subject.<br>It cannot be used to meet pre-requisite requirements |
| Conceded Pass | CON | Where there is considerable evidence that marginal failure (45-49%) in one course is compensated by good overall performance.<br>Only one conceded pass may be granted to a learner towards a particular qualification |

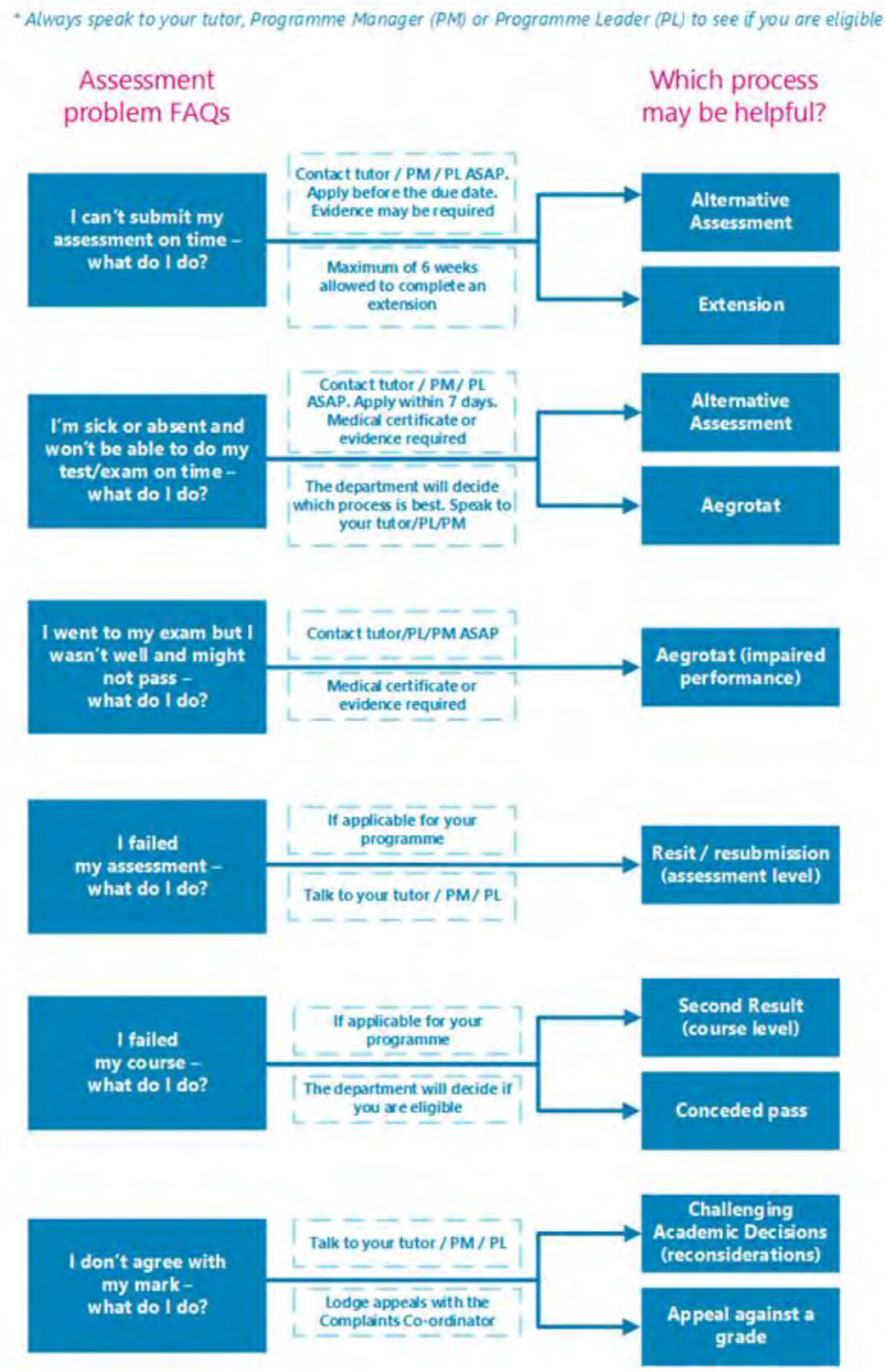
| | | |
|---|---|---|
| Conditional Pass | CP | Where a course was narrowly failed (45-49%) and an agreed portion of work or assessment is to be completed. |

# Kā tikaka aromatawai – Assessment Regulations

## Regulations Flowchart



## Which form do I use?



## Extensions

If you anticipate difficulty in submitting assessments by the due time and date you may be able to request an extension.

For information about how to apply for an extension of time, see Assessment Policy - scroll down and find **3.14 Extensions**. You can download the form from Application for Extension of Time.

## Late submissions

Other than approved extensions, failure to meet deadlines will result in a 10% penalty for each day, up to a maximum of 50%.

Any assessment handed in after five (5) will not be marked and this may result in a default fail grade for the course.

## Resits or resubmission of assessment tasks

If you have submitted and failed an assessment task you may be able to apply for a resubmission resit.

For information about how to apply for a resit or resubmission, see Assessment Policy - scroll down and find **3.15 Resits and Resubmissions.** You can download the form from Application for Resit or Resubmission.

## Second Results (course level)

If you receive a fail grade in a course, you may be able to apply for a reassessment of the course.

For information about how to apply for a second result, see Assessment Policy - scroll down and find **3.16 Second Results**. You can download the form from Application for Second Result.

## Assessment in Te Reo Māori

You can request to have your assessments conducted in Te Reo Māori, except where the task requires English language or other language capability. Other exceptions may apply.

For information about how to apply for assessment in Māori see Assessment Policy - scroll down and find **3.4 Assessment in Te Reo Māori.**

## Marks Carried Forward

You may be able to apply to carry marks forward for completed assessments to the next available occurrence of the course and not redo those assessments.

For information about how to apply for marks carried forward, see Assessment Policy - scroll down and find **3.18 Marks Carried Forward.** You can download the form from Marks Carried Forward Application form.

## Supported assessment

You may be able to apply for special assistance in order to undertake an assessment.

For more information about how to apply for additional assessment arrangements for disabled learners, see Assessment Policy - scroll down and find **3.19 Procedures for additional assessment arrangements for disabled learners.**

## Recognising Prior Knowledge and Skills

If you believe that a qualification, course or unit standard you have previously completed a recognised educational institution, or work/life experience, may be relevant to the qualification you are studying, you could apply for recognition of your prior knowledge and skills.

The previous grade is carried forward for any Cross Credit or Credit Transfer, and the Pass (P) grade given where a standard grade cannot be stated.

For information about how to apply for credit recognition, see Credit Recognition**.** You can download the form from Credit Recognition Application.

## Alternative Arrangements

If you are unable to sit a test or exam on the scheduled date, or complete an assessment on the due date, you may be able to apply for an alternative assessment.

For information about how to apply for an alternative assessment see Assessment Policy - scroll down and find **3.13 Alternative Assessment Arrangements.** You can download the form from Application for Alternative Time for Test / Exam

## Aegrotat

You may be able to apply for an aegrotat when illness, injury, bereavement, childbirth, or other unforeseen critical circumstances occur on or immediately prior to the day of assessment and prevent you from attending the assessment or seriously impair your performance during the assessment itself.

For information about these regulations, see Aegrotat Pass Regulations You can download the form from Aegrotat Application and the Practitioner Statement form from Aegrotat Practitioner Statement.

## Reconsideration of Assessment Decisions

If you have reason to believe that the mark for a particular assessment is incorrect you may be able to apply for a reconsideration.

For information about challenging academic decisions (reconsideration), see Challenging Academic Decisions (Reconsideration) Assessment Policy - scroll down and find **3.20 Reconsiderations and Appeals.** You can also refer to Reconsiderations and Appeals

## Reconsideration of a Course Final Grade

If you have reason to believe that the grade for a particular assessment is incorrect you may be able to apply for a reconsideration.

For information about challenging academic decisions (reconsideration), see Challenging Academic Decisions (Reconsideration) Assessment Policy - scroll down and find **3.20 Reconsiderations and Appeals.** You can also refer to Reconsiderations and Appeals.

## Appeal of Reconsideration Decision

If you consider that the outcome of the reconsideration process is incorrect or unfair, or a reconsideration is not available, you may appeal against the final grade awarded.

For information about challenging academic decisions (reconsideration), see Assessment Policy - scroll down and find **3.20 Reconsiderations and Appeals.** You can also refer to Reconsiderations and Appeals.

## Conceded Pass

You may qualify for a conceded pass if you marginally fail a course.

For information about conceded passes, see Assessment Policy - scroll down and find **3.17 Conceded Pass.**

# Kā putaka me te Whakapōtaetaka – Results & Graduation

## Accessing Your Results

Results of individual assessments will be made available to you within ten (10) working days of your assessment due date.

These results may be returned to you in class or online. Final grades for each course will be available online within fifteen (15) working days of the end date of the course from the Student Portal. This is accessible through MyAra or through the My Ara app.

Any results displayed publicly will use unique identifiers such as student ID numbers, not learner names.

**Note**: Staff members are under no obligation to advise you of your final grade for a course. After you have completed all the assessments in a course, we ask that you allow the staff time to complete the marking. At the end of semester staff members are under great pressure to submit final results to Academic Records so that they can be processed and then made available to all learners as soon as possible.

## Academic Transcripts

If you require your results to be printed, visit Central Academic Records (CAR) in A121 or email academic.records@ara.ac.nz to request a transcript.

## Access to marked assessments

You are entitled to access your written work submitted for assessment.

Where assessed work is to be returned, time limits for collection will be advised by the faculty.

You may view copies of your examinations, but these are retained by Ara. Any time or access limitations will be advised by the faculty.

Please note that in order to meet internal and external academic quality assurance requirements, learner assessments and examination scripts may be used for the purposes of:

1. internal and external moderation
2. programme review
3. aegrotats (if available)
4. resolution of academic appeals and complaints

Assessments used for these purposes will have information, which could reasonably be expected to identify the individual removed before they are copied and used.

## Receiving Your Qualification

Once you have successfully completed your approved programme of study you will receive a notification advising you that your certificate is ready and will be posted to you.

**Note**: Please make sure your address details are up to date when you finish studying. Advise Academic Records if you are updating your address details after you receive the notification, so the correct address is used.

## Graduation

We hold several graduation ceremonies.

If you're eligible to graduate, you'll receive a communication from Ara advising you of this. You'll need to complete the online graduation form, by the date indicated, to register for your ceremony.

**Note**: If you believe you are entitled to graduate and do not hear from Ara please contact the Faculty Administrator or Academic Records.

For all information on graduation, including dates, please see Graduation.

# Kā ture me kā tikaka – Policies & Procedures

## Academic Policies

All policies are accessible on the Ara website Ara Policy Library. Ara provides a student advocacy service.

It is well known that people learn better when they work together, and this is encouraged, but when it comes to assessment, collaboration (working together) is not permitted unless it is a formal part of the assignment set by the tutor(s). Each learner is also responsible for making sure his/her work is not able to be copied by others. Sharing or comparing tests, exams and assessments is prohibited and, if detected, will be treated as "**academic misconduct**".

## Academic Support and Progression

Support is available if you, as a learner, are having difficulty meeting academic standards or you seek guidance, assistance, or support with study related matters.

If you are not achieving satisfactorily, you will receive specifically targeted advice and assistance at an early stage.

Academic staff members will work with you if you are not meeting academic standards to document and implement a plan. This will include identifying and monitoring goals, expected academic progress, timelines, and support.

If satisfactory progress is not made then you will be invited to meet with the Portfolio Manager or his / her delegate, who will explain the circumstances, discuss the consequences, and give you the opportunity to present your view of events leading up to the meeting. Depending on the outcome of the meeting, a Formal Academic Contract may be entered into.

## Formal Academic Contract

If your progress as a learner in a current course is still considered by tutors to not be satisfactory you will be invited to a meeting and advised in writing by the Portfolio Manager or delegate.

The Formal Academic Contract will record the deficiencies or concerns, the progress which must be met, any assistance available, the time within which

progress or change must be demonstrated, and the method and criteria by which such progress or change will be measured.

For more information about Academic Support and Progression, see Academic Support and Progression - scroll down and find **3.3 Formal Academic Contract.**

## Academic Misconduct

Cheating, plagiarism, and other dishonest academic practices have serious consequences in this programme and if you fail to meet academic standards you, as a learner, may be subject to educative processes or penalties.

## Plagiarsm

Copying, taking, or using someone else's work or ideas and presenting them as if they were your own original work or thought, without clear acknowledgement of the actual source.

## Use of Artificial Intelligence (AI) Tools

Generative Artificial Intelligence (AI) services such as ChatGPT can be used for learning. When submitting work for assessment, you must adhere to Ara's Assessment and Academic Misconduct policies. In relation to AI, this means;

- you must not present any output from any AI services as your own work in your assessment.
- you must use your own words.
- if you paraphrase or quote from a source such as a textbook, website and AI service, you must reference correctly

If you submit an assessment using content copied directly from an AI service without acknowledgement, it is a form of academic misconduct.

## Cheating

Acting deceitfully or dishonestly to gain academic recognition or an academic result. Examples include copying answers from another person's work, taking useful information secretly into a test or exam, improperly accessing information about questions and/or answers, arranging for someone else to produce an assignment or to sit a test or exam.

## Dishonest Academic Practice

Any other act or omission that contravenes Ara academic requirements of a programme or course.
Educative Processes

These are actions designed to assist you, as a learner, in understanding the expected standards and skills needed to succeed and may include:

- a facilitated discussion with an appropriate staff member
- a formal contract with Learning Services or other appropriate staff member for skills development including specific learning outcomes and timeframes
- additional work may be required
- a formal written warning may be given, or marks deducted.

## Penalties

These are actions designed to deter misconduct and/or deal with the consequences of it in a fair and appropriate way and may include:

- a decision not to mark or assess the work or record a mark / grade
- formally recorded fail / zero for the work concerned which remains on your academic record
- cancellation of credit already awarded if the academic misconduct is admitted/ established after assessments have been completed and recorded
- formal notice indicating 'Intentional Plagiarism' (or other misconduct) placed on academic record for a specified period of time.
- formal written warning
- probation or suspension from the programme or other penalty.

## Learner Behaviour Management

If you are identified as a learner who displays unacceptable behaviour the faculty will monitor your progress and provide support at the earliest stage. This may include referral to Student Support Services to ensure additional support is provided to you.

If you do not respond you may be placed on a behaviour improvement plan This will include identifying, documenting, implementing, and monitoring goals, expected behavioural progress, timelines, and support. If you do not meet the

outcomes outlined in the behaviour management plan, you may be moved to probation.

## Probation

If your behaviour, as a learner, is unacceptable and of concern to staff or other learners, you will be advised of this in writing by the Portfolio Manager. This written warning is known as probation.

The written advice must briefly record the deficiencies or concerns, the progress or standards of behaviour which must be met, any assistance available, the time within which progress or change must be demonstrated, and the method and criteria by which such progress or change will be measured.

The progress or change required should be reasonable and the criteria for assessing whether the progress or change has been achieved should be easily understood and capable of being clearly demonstrated.

The written advice must include the warning that failure to make progress or achieve change may lead to suspension and/or cancellation of current enrolment(s) and/or refusal of future enrolment(s).

These requirements are known as the "terms and conditions of probation".

For more information about probation, see Probation - scroll down and find **3.4 Probation.**

## Exclusion

An exclusion may apply to one or more specified courses, a whole programme, or all enrolment at Ara. An exclusion may also apply to one or more specified services or facilities.

## Suspension

Suspension is a short-term exclusion and is the formal process by which you, as a learner, are temporarily prohibited from attending classes in one or more courses and/or is refused access to one or more services / facilities provided by Ara. In serious circumstances a Trespass Notice may also be issued.

## Cancellation of Enrolment

Ara may cancel your enrolment as a learner on any of the Education Act (1989) grounds:

- The person is not of good character.
- The person has been guilty of misconduct or a breach of discipline.
- The person is enrolled for full-time instruction in another institution or in a school.
- The person has made insufficient progress in the person's study or training after a reasonable trial at the institution or at another institution.

The decision to cancel or refuse an enrolment may be made only by the Operations Lead or nominee.

Failure to meet the terms and conditions of Academic Contract and/or probation may lead to exclusion.

When a cancellation is being considered, the Portfolio Manager must invite you to an interview.

## Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Operations Lead or by his or her nominee under specific delegation.

Enrolment may be refused on any of the Education Act (1989) grounds.

Failure to meet the terms and conditions of probation may lead to exclusion.

The Portfolio Manager must forward a recommendation to the Operations Lead that the person's application(s) to enrol be refused. The recommendation must state which of the Education Act (1989) grounds is the basis of the recommendation and must include the supporting evidence.

For more information about Exclusion, including Appeal Rights and Other Rights, see Exclusion - scroll down and find **3.4 Refusal of Enrolment.**

## Copyright and Ara Learners

Copyright legislation exists to protect copyright owners from unauthorised copying of their work (literary, dramatic, musical, and artistic), and provides them with exclusive rights to how their work is used.

During your study with us we will endeavour to educate you on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

Infringement of copyright regulations may result in civil or criminal prosecution against you, as the learner, and/or Ara. Infringement by you, as a learner, may also be considered academic misconduct and result in penalties.

For more information about Copyright, see Copyright.

# Kā tū whare me kā rauemi
# Facilities and resources

# Kā rauemi – Resources

## Noticeboards & display stands

Look out for these in your Faculty! They will display learner & events information, employment opportunities & such like. Noticeboards are located throughout Art & Design.

## Lockers – specific to Fashion Learners

You will be allocated a locker to store your assigned equipment and materials in whilst studying. You must supply your own combination lock.  It is recommended you use a combination lock to remove the stress of lost or forgotten keys.

# Kā tū whare – Facilities

## Faculty  related Health & Safety

For more information about how to use the studios and specialist rooms properly, see the **Art & Design Health & Safety Representative, Belinda Grigg** (Office – D303 or email Belinda.Grigg@ara.ac.nz).

**All learners are expected to complete a health and safety session at the start of the year.**

Art & Design is responsible for:

- Making the correct equipment and safety equipment available for you during programme hours.
- Giving you appropriate training.
- Making sure all learners and staff have completed their training.
- You are responsible for following these rules:

## Using studios and specialist rooms

- Keep the furniture in good condition.
- Clean up your personal and shared workspaces.
- Do not drink alcohol, smoke, or take drugs (other than those prescribed by a medical practitioner).

- Do not cook food. Use the kitchen in D215 instead.
- Do not bring any furniture or domestic appliances into the rooms, for fire and safety reasons.

**There are specific rules for each studio and workshop next to the door. You must be familiar with these and follow them at all times.**

## Using studios and rooms after-hours

Please follow the guidelines below when you use Art & Design facilities after hours.

You must have general safety training before you get access to after-hours facilities.

**If you abuse this privilege, Ara has the right to withdraw the after-hours access to any individual at any time.**

## After-hours contract

| | |
|---|---|
| **Definition** | 'After hours' are defined as between 6:30 – 8:30am and 4:30pm -11:00pm during the days of your course(s), and between 6:30am and 11:00pm during weekends, statutory holidays, term breaks and study breaks..<br><br>This does not include the December to January holiday period through to the beginning of Semester One.<br><br>**Note:** If you require access to complete resits or extensions during this period you must negotiate daytime access with your **Specialisation team lead**.<br><br>Access to facilities or resources like computers is not guaranteed. |

| | |
|---|---|
| **Eligibility** | After-hours access is only available to current learners for work directly related to courses. You must make sure staff overseeing specialist rooms have agreed you can use them.<br><br>**Visitors' after-hours access is prohibited, unless you have the specific written permission of Mark McEntyre Art & Design Portfolio Manager. This includes models.** |

## Access and After-hours

You can access D or C Block during the academic year from 6:30am – 11:00pm, seven days a week with your student Ara ID card. Everyone is expected to be out of the buildings by 11:00pm.

Special conditions apply to working after-hours.

| | |
|---|---|
| **Night and weekend use during term time** | You must only access these buildings for course or project related work during semester time.<br><br>You must follow the conditions below:<br><br>• You must not be alone in the building at night. There must be at least two learners present, and if you must leave the building, you should not do so alone.<br><br>• You can access most specialist workshops with your Ara ID card, once you have completed the appropriate health and safety sessions. |
| **Inter / Intra-semester vacation use** | D Block will be open during the term breaks. You are welcome to use studios, but tutors are not formally<br><br>**Note:** You must check with technicians for availability of workshops as they may be closed for routine<br><br>available, and technicians only have limited time available. |
| **Rooms** | All learners have access to the computer suites in D202, D314, D319 and D407 by electronic swipe card.<br><br>You do not have access to unauthorised levels, phones, or rooms such as tutor and technician offices, cleaning rooms. |

| | |
|---|---|
| | A small kitchenette (D215) is available on level 2 for your use in the D Block. **No electrical equipment or other small electrical items may be brought into the building.** |
| **Workshop machinery** | D Block workshop machinery is not available after hours.<br>In certain circumstances, the workshops are available for the use of hand tools and simple assembly or construction.<br>Powered machinery can be dangerous if used incorrectly and some machinery can only be used if supervised. You are expected to consult the **Art & Design Health & Safety Representative, Belinda Grigg or Art & Design Technicians** and are required to observe the policy and safe use rules. |
| **Safety Checks** | You must ensure that where print rooms are in use, a safety check is arranged with another person at intervals no less frequent than two-hourly.<br>That person must check and notify the room user when leaving the building. |
| **Carrying your ID card** | Keep your ID card with you whenever you are on campus, especially after-hours.<br>Security guards and custodians may ask you for it. If you cannot show it to them, they are entitled to ask you to leave the building.<br>You must make arrangements with Kathryn McCully Art & Design Manager, before bringing any guests on site, such as models. Security will be advised. |
| **Security** | External doors and windows must remain locked after hours. Any person found to have left unlocked or wedged open an external door will have their key withdrawn and be denied after-hours access. |

| | |
|---|---|
| | The last person to vacate a building is responsible for locking all doors and windows. |
| **Keeping things secure** | Never leave valuables unattended in studios and workshops. Valuables include laptops and cell phones. |
| **Prohibited uses** | After-hours use of the buildings is not to include cooking or the consumption of alcohol, drugs, or smoking.<br><br>A kitchenette (D215) is available for making tea or coffee. Any food preparation is to be confined to this area.<br><br>No furniture other than that provided for studio use is permitted in the building for fire and safety reasons. |
| **Failure to comply** | Failure to comply with these conditions may result in the withdrawal of after-hours access privileges along with forfeiture of your ID card's swipe access. |
| **Accountability** | **You may be held financially accountable for the replacement / repair of any equipment, tools or facilities which are damaged or lost due to negligence, or other failure to follow workshop rules.**<br><br>In some cases, you may be allowed to borrow equipment for use outside our premises.<br><br>In all cases you must complete a formal loan contract that specifies the equipment and the rules governing loans.<br><br>Loans are managed by the technician that corresponds to your programme. |
| **Health and Safety** | You must complete the training provided by the Health and Safety Coordinator, tutor or technician in health and safety issues pertinent to your areas of study.<br><br>You are expected to comply with all Health and Safety policies, rules, and guidelines contained in the **Art & Design Health & Safety Manual**.<br><br>If you fail to comply with health and safety rules you may be given a written warning. |

| | |
|---|---|
| | At the third written warning, appropriate action will be taken by the Art & Design Manager, under Ara's policy on learner rights and responsibilities. Consequences may include, but not be limited to, loss of after-hours access and / or independent use of rooms, equipment, or services.<br><br>For Health and Safety information, see the **Art & Design Health & Safety Manual** or contact your technician. |
| **Correct use** | You must always use equipment correctly and safely, including the use of safety equipment where required.<br><br>Art & Design will provide appropriate training. |
| **Specialist rooms** | Some areas have specific rules you need to follow.<br><br>These rules are displayed in a prominent place in each area, and in the **Art & Design Health & Safety Manual**. The areas are:<br><br>Printmaking<br>Photography<br>Wood workshop<br>Computer suites<br>3D Modelmaking workshops<br>Jewellery workshops |
| **Dangerous materials and / or specialist workshop equipment** | You must adhere to Ara policy and the safety standards and procedures as set down by the Health and Safety Coordinator, course tutor, and technician.<br><br>Failure to comply with these standards will result in loss or limitation of access to such goods and equipment.<br><br>Ara is liable for any misuse or accidents and will take any action required to ensure safe use of its facilities in the interest of all learners. |

**Disclaimer**:

All care and attention has been given to ensure the information in this document is accurate at the time of publishing. Ara does not take responsibility for any loss or harm incurred as a result of reliance upon any information which is incorrect or out of date. This document was last updated on 6 October 2025.

## Want to find out more?

For details and information about making the most of your study at Ara, visit **www.myara.ac.nz** or get the **downloadable app.**

Get in touch of you have any questions: **0800 24 24 76 | info@ara.ac.nz**