

2027

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 2027

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.

S1 Study Information (February start)

Enrolment Period: 15 February – 26 November 2027

NZ2869 New Zealand Certificate in Creativity

Level: 4, Duration: 19 weeks, Total Credits: 60

New Zealand Certificate in Digital Media and Design (NZ2629)

Level: 4, Duration: 19 weeks, Total Credits: 60

New Zealand Certificate in Fashion (NZ2630)

Level: 4, Duration: 19 weeks, Total Credits: 60



Programme orientation

Date: Monday 15 February 2027

Time: 9.30am – 12.00pm (TBC)

Venue: D Block – D101 and D105 (TBC)

S2 Study Information (July start)

Enrolment Period: 19 July – 26 November 2027

NZ2869 New Zealand Certificate in Creativity

Level: 4, Duration: 19 weeks, Total Credits: 60

New Zealand Certificate in Digital Media and Design (NZ2629)

Level: 4, Duration: 19 weeks, Total Credits: 60

New Zealand Certificate in Fashion (NZ2630)

Level: 4, Duration: 19 weeks, Total Credits: 60



Programme orientation

Date: Monday 19 July 2027

Time: 9.30am – 12.00pm (TBC)

Venue: D Block – D101 and D105 (TBC)

If you are unable to make it to this compulsory orientation & day one of classes, please email CreativeMedia@ara.ac.nz to make other arrangements.

Enrolment Information

Programme Orientation

Orientation is compulsory for all ākonga/students. **International ākonga/students also need to attend an additional orientation.**

You will meet kaimahi/staff and receive important information relevant to your studies, including logging into the Ara network.

Please feel free to contact us if you have any queries related to the programme prior to this first session.

What we'll cover

- Welcome
- Programme overview
- Course details
- Facilities overview
- Policies and procedures
- ICT access
- Health and safety induction
- Ākonga/student photos
- Support services overview

Bring note taking items – pens, highlighter, notebook, or similar and your enrolment confirmation email / letter for issuing your ākonga/student Identification.

Equipment requirements

For equipment requirements see [Appendix 1](#).

Ara Whakatau, your official welcome

You are warmly invited to attend the official welcome to Ara for all ākonga/students, kaimahi/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).

See [Whakatau ~ Welcome](#) for more details.

Logins

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

MyAra

With MyAra you can access everything you need in one place and with notifications to keep you updated. 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). When you first login to MyAra, it will prompt you to change your password. After that, it will ask you to enter more information such as your mobile phone number, personal email address or security questions. This information will be used to reset your password if you forget it.

Key information can be found on the MyAra app and website [MyAra](#), including:

- Ākonga/student email
- Your timetable, calendar, and attendance
- Your ākonga/student portal
- Moodle (from 14 days prior to your course beginning and you cannot login to Moodle until you have changed your password)

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 is required at City Campus. Learn more about parking and biking or find out about bus services [here](#).

If you do not intend to study with us in 2027, let us know as soon as possible so you can be withdrawn and avoid any impact on future study.

Contact Us

To contact the Admissions and Enrolments kaimahi/staff, visit 'Admissions and Enrolments' on campus:

Monday – Friday, 8am – 4.30pm
0800 24 24 76 | info@ara.ac.nz

Kōrero Nui - Important Information

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 kaiaoko/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. which has more detailed information and support services available to ākonga/students at Ara.

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. For more detail about your faculty's requirements and afterhours arrangements please read the **Kā tū whare – Facilities** section of this handbook.

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 ākonga/student 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 Kaiako/tutor or advise the faculty by emailing:
CreativeMedia@ara.ac.nz**

Non-Engagement

Ara has processes to deal with ākonga/students 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:

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

- 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)

Drugs and Alcohol

In line with the expectations of many workplaces, Ara has procedures to ensure the health and safety of all ākonga/students, kaimahi/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 ākonga/students at Ara.

Kā Raki whakahirahira – Important Dates

SEMESTER ONE START

DATES

TERM 1

15 February – 9 April

Waitangi Day

Observed Monday 8 February

Whakatau

TBC

Good Friday

Friday 26 March

Easter Monday

Monday 29 March

Easter Tuesday

Tuesday 30 March

Anzac Day

Observed Monday 26 April

TERM 2

27 April – 24 June

King's Birthday

Monday 7 June

Matariki

Friday 25 June

MID YEAR BREAK

28 June – 16 July

SEMESTER TWO START

DATES

TERM 3

19 July – 24 September

TERM 4

11 October – 26 November

Labour Day

Monday 25 October

Canterbury Anniversary

Friday 12 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

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Room: D106B

Mark.McEntyre@ara.ac.nz

**Peter Nock**

Portfolio Manager

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Room: D106a

Peter.Nock@ara.ac.nz

**Deborah Marshall**

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

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Nathan Ingram

Programme Leader | Certificate in Fashion

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Room: N608

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Holly Liberona

Programme Leader | Certificate in Fashion

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Room: N608

Holly.Liberona@ara.ac.nz



Gretchen McKinley

Operations Administrator

Room: D106

CreativeMedia@ara.ac.nz

Health & Safety representative & Technician team

Name/role	Room	Phone	Email
Matthew Farnell Health & Safety Representative			Matthew.Farnell@ara.ac.nz
Kiri Te Wake Creativity, Digital Media & Design technician	D312	03 940 7539	Kiri.TeWake@ara.ac.nz
Andy Sales Fashion technician	N609	03 940 8027	Andy.Sales@ara.ac.nz

Teaching Kaimahi/team

Name / teaching area	Room	Phone	Email
Deborah Marshall Creativity Digital Media & Design	D106C	03 940 8085	Deborah.Marshall@ara.ac.nz
Bridie McKenna Creativity	D303A	n/a	Bridie.McKenna@ara.ac.nz
Carol King Creativity	D208	n/a	Carol.King@ara.ac.nz
Bridget McKendry Creativity	D102b	n/a	Bridget.Mckendry@ara.ac.nz
Christian Carruthers Digital Media & Design	D303	03 940 8016	Christian.Carruthers@ara.ac.nz
Stefan Roberts Digital Media & Design	D303a	n/a	Stefan.Roberts@ara.ac.nz
John Osborne Digital Media & Design	D303A	03 940 8216	John.Osborne@ara.ac.nz
Holly Liberona Fashion	N608	03 940 8804	Holly.Liberona@ara.ac.nz
Bridget McKendry Fashion Creativity	N603	03 940 8424	Bridget.McKendry@ara.ac.nz
Denise McKee Fashion	N602	n/a	Denise.McKee@ara.ac.nz
George Borrie Fashion	N604	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

NZ2869 New Zealand Certificate in Creativity – Level 4

Programme Aim

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.

Graduate Profile

Graduates of this qualification will be able to:

- Apply a range of technical skills and technologies to extend capabilities to produce and present creative work across a range of contexts.
- Apply creative processes and practices to solve problems and show evolution of ideas in response to creative challenges.
- Apply knowledge of diverse cultures, communities and creative contexts to expand and refine creative practice.
- Evaluate quality and effectiveness of creative work

Programme Regulations

- 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.

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

Programme Aim

The aim of this programme is for people to gain experience in producing creative and effective outcomes using current digital technology.

Ākonga/students 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.

Graduate Profile

Graduates of this qualification will be able to:

- Apply a range of technical skills and technologies to extend capabilities to design, produce and present digital media creative work.
- Apply professional practices and creative processes of discovery, conceptualisation, review, iteration, prototyping and presentation to design digital solutions in response to a project brief.
- Apply knowledge of the elements and principles of digital media design practice to evaluate the quality of design solutions.

Programme Regulations

- 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.

NZ2630 New Zealand Certificate in Fashion – Level 4

Programme Aim

The aim of this programme is to provide ākonga/students with entry level skills and knowledge of the fashion industry and to prepare ākonga/students 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.

Ākonga/students 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

Graduates of this qualification will be able to:

- Understand the fashion supply chain internationally and locally
- Apply a range of technical skills, technologies, textiles knowledge and creative processes to design, construct and present fashion items.
- Apply fashion industry professional practices to safely construct fashion items in response to a design brief.
- Apply knowledge of the elements and principles of fashion design through application of design concepts and creative techniques. Apply knowledge of historical and contemporary fashion and clothing styles to inform the creation of a range of designs.
- Apply knowledge of fashion industry supply chains to inform selection of textiles.
- Apply knowledge of fashion design principles and practice to evaluate the quality of fashion items.

Programme Regulations

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.

NZ2869 New Zealand Certificate in Creativity – Level 4

Code	Course Title	Level	Credits	Course Factor
Core Compulsory				
CRCR401	Pathways in Creative Thinking	4	15	0.1250
CRCR402	Creative Innovations Investigation	4	15	0.1250
CRCR403	Creative Practice	4	15	0.1250
CRCR404	Creative Solutions	4	15	0.1250
Programme Totals			60	0.5000

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

Code	Course Title	Level	Credits	Course Factor
Core Compulsory				
CRDM401	Creative Digital Skills	4	15	0.1250
CRDM402	Creative Online Design	4	15	0.1250
CRDM403	Animation & Interactivity	4	15	0.1250
CRDM404	Symbolism & Identity	4	15	0.1250
Programme Totals			60	0.5000

NZ2630 New Zealand Certificate in Fashion – Level 4

Code	Course Title	Level	Credits	Course Factor
Core Compulsory				
CFGC400	Garment Construction	4	15	0.1250
CFPM400	Patternmaking	4	15	0.1250
CFDC400	Design Concepts	4	15	0.1250
CFTX400	Textiles	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 CreativeMedia@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 - Ākonga/Student Responsibilities and Rights

Ākonga/Student 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.

These can be viewed in the [Learner Information Handbook](#).

Kā Taunakitaka Mōu – Support for You

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 ākonga/students, wellbeing and safety.

For more detailed information on the code, please refer to the [Learner Information Handbook](#).

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

Academic Integrity

Ara requires ākonga/students 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 kaiako/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 kaiako/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 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. 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. 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. 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

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

If you submit an assessment later than the due date, and no application for extension of time has been applied for, and/or granted, the late assessment will be downgraded 10% per calendar day (including weekends).

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

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 ākonga/student ID numbers, not ākonga/student names.

Note: Kaia mahi/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 kaia mahi/staff time to complete the marking. At the end of semester kaia mahi/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 ākonga/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 their work cannot 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 ākonga/student, 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 kaimahi/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 ākonga/student in a current course is still considered by kaikako/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.

Plagiarism

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. or using artificial intelligence (AI) programmes/applications to write assessments.

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 an ākonga/student, in understanding the expected standards and skills needed to succeed and may include:

- a facilitated discussion with an appropriate kaimahi/staff member
- a formal contract with Learning Services or other appropriate kaimahi/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.

Ākonga/Student Behaviour Management

If you are identified as an ākonga/student 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 an ākonga/student, is unacceptable and of concern to kaimahi/staff or other ākonga/students, 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 an ākonga/student, 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 an ākonga/student 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 Chief Executive 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 Chief Executive or by their 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 Chief Executive 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 Ākonga/Students

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 an ākonga/student, 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 ākonga/student & events information, employment opportunities & such like. Noticeboards are located throughout Art & Design.

Lockers – specific to Fashion Ākonga/Students

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, Matthew Farnell** (email Matthew.Farnell@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 ākonga/students and kaimahi/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.

This does not include the December to January holiday period through to the beginning of Semester One.

Note: If you require access to complete resits or extensions during this period you must negotiate daytime access with your **Specialisation team lead**.

Access to facilities or resources like computers is not guaranteed.

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

You can access D or N Block during the academic year from 6:30am – 11:00pm, seven days a week with your your ākonga/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. You must follow the conditions below: • You must not be alone in the building at night. There must be at least two ākonga/students present, and if you must leave the building, you should not do so alone. • You can access most specialist workshops with your Ara ID card, once you have completed the appropriate health and safety sessions.
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Inter / Intra-semester vacation use	D Block will be open during the term breaks. You are welcome to use studios, but kaimahi/staff are not formally available, and technicians only have limited time available. • Note: You must check with Technicians for availability of workshops as they may be closed for routine maintenance.
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Ākonga/Students Behaviour in class / classroom maintenance

All ākonga/students are expected to contribute to a positive, respectful, and safe learning environment. This includes respecting fellow ākonga/students, kaimahi/staff, classroom facilities, and following any classroom-specific rules and requirements.

To minimise distractions and support effective learning, electronic devices must be set to silent, diverted, or switched off during class unless their use has been authorised for learning purposes. Both kaimahi/staff and ākonga/students share responsibility for ensuring that classroom disruptions are kept to a minimum.

Use of Headphones and Personal Audio Devices

To support a safe working environment, the use of headphones or personal audio devices is not permitted within workshops and practical spaces. Ākonga/students are required to always remain alert and responsive to their surroundings, including being able to hear instructions, warnings, and activity occurring nearby. This is a key expectation for maintaining health and safety standards within creative workshop environments.

In limited circumstances, and only where the kaiako/tutor considers it safe to do so, a single earbud may be permitted for accessing course-related tutorial content. This must not compromise the ākonga/students awareness of their surroundings or their ability to respond promptly to instructions and safety requirements.

Rooms	All ākonga/students have access to the computer suites in D202, D314, D319 and D407 by electronic swipe card. You do not have access to unauthorised levels, phones, or rooms such as kaiako/tutor and technician offices, cleaning rooms. A small kitchenette (D215) is available on level 2 for your use in the D Block and there is a small common room in N Block with a fridge, microwave and sink for your use. All we ask is that you keep it clean and tidy. 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. In certain circumstances, the workshops are available for the use of hand tools and simple assembly or construction. 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, Matthew Farnell 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. 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. 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.

	You must make arrangements with Mark McEntyre Art & Design Portfolio 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. A kitchenette (D215) is available for making tea or coffee. Any food preparation is to be confined to this area. 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. In some cases, you may be allowed to borrow equipment for use outside our premises. In all cases you must complete a formal loan contract that specifies the equipment and the rules governing loans. 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, kaiako/tutor or technician in health and safety issues pertinent to your areas of study. You are expected to comply with all Health and Safety policies, rules, and guidelines contained in the Art & Design Health & Safety Manual. 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. 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. Art & Design will provide appropriate training.						
Specialist rooms	Some areas have specific rules you need to follow. These rules are displayed in a prominent place in each area, and in the Art & Design Health & Safety Manual. The areas are: <table data-bbox="496 1391 1362 1532"> <tr> <td>Printmaking</td><td>Computer suites</td></tr> <tr> <td>Photography</td><td>3D Modelmaking workshops</td></tr> <tr> <td>Wood workshop</td><td>Jewellery workshops</td></tr> </table>	Printmaking	Computer suites	Photography	3D Modelmaking workshops	Wood workshop	Jewellery workshops
Printmaking	Computer suites						
Photography	3D Modelmaking workshops						
Wood workshop	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 kaimahi/ Health and Safety Coordinator, kaiako/course tutor, and technician. Failure to comply with these standards will result in loss or limitation of access to such goods and equipment. 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 ākonga/students'						

Appendix 1

Equipment Requirements

NZ2869 New Zealand Certificate in Creativity

Equipment you need:

Please ensure that you have the following items on hand **on your first day of class**. This is a Starter Kit only; your kaiako/tutors will tell you what other materials are needed later.

- | | |
|---|--|
| ▪ Scissors 8" handle | ▪ 2x Glue sticks |
| ▪ Cutter knife (large) | ▪ 2x Erasers |
| ▪ Cutter knife blades | ▪ 2x Vivid markers (Black) |
| ▪ Spray fixative | ▪ Range of small art brushes for painting |
| ▪ 4x A3 Visual diaries 1x A6 Visual diary | ▪ Artline 210.6 black set of pens ^ |
| ▪ Masking tape (18mm roll) | ▪ Note taking items |
| ▪ Lumograph pencils ^ 2B, 4B, 6B | ▪ 8 -16GB Pen drive/s or other personal digital storage device |
| ▪ 1 x set of acrylic paints | ▪ 30cm Metal ruler |
| ▪ Double-sided tape (18mm) roll | ▪ 1x A2 Art bag or A2 Card envelope |

*^ Alternative brands of equivalent or better quality are acceptable; local suppliers **Gordon Harris** and **The Drawing Room** will be able to advise you and may have pre-assembled Starter Kits, or Build-your-own Kits, at discounted rates.*

Optional, although highly recommended:

- 1x Digital camera or Smartphone with camera capability

NOTE:

- It is important to make sure that you have put your name clearly on the front cover of your workbooks and your art supplies before you start your course.

- Ākonga/Students receive 1TB of free online storage for the duration of your programme.
- **Remember** you will need to budget for your printing and photocopying costs!

As well as providing specialist equipment for your studies, we supply most of the basic materials which you need. Reasonable quantities of these materials are provided to you at no extra cost in addition to your fees. Where you require larger quantities of these basic materials for a given project, they may be purchased from technicians.

Ākonga/Students paying by the Student Loan Scheme can apply to StudyLink for up to \$500 in course-related costs. Learners can expect to spend most of this. Remember, receipts for all related materials (including money spent on loading your Ara ID card for printing) must be kept as evidence should StudyLink request these from you.

The faculty is unable to supply or have in stock more specialised materials that may be required by ākonga/students, and if you require these you will need to purchase most of them externally. Kaiako/Tutors and kaimahi/technicians can advise you about suitable suppliers.

Equipment Requirements

NZ2629 New Zealand Certificate in Digital Media and Design

Equipment you need:

Please ensure that you have the following items on hand at the start of the semester. Note this is a Starter Kit only; your tutors will tell you what other materials are needed later.

- 16 GB Pen drive or a cloud storage system (dropbox or similar)
- Note taking items
- A selection of drawing pencils & pens
- 1 x craft knife
- 2 x glue sticks
- Digital camera or Smartphone with camera capability (optional and cameras are available for in class use if required)
- 4 x A3 or A4 workbooks (one for each course)
- 1x pair of scissors
- 1 x pencil sharpener

It is important to make sure that you have put your name clearly on your Art Supplies before you start your course.

*Alternative brands of equivalent or better quality are acceptable; local suppliers **Gordon Harris** and **The Drawing Room** will be able to advise you and may have pre-assembled Starter Kits at discounted rates.*

Equipment you need:

As well as providing specialist equipment for your studies, the faculty undertakes to supply most of the basic materials which you need. Reasonable quantities of these materials are provided to you at no extra cost in addition to your fees. Where you require larger quantities of these basic materials for a given project, they may be purchased from kaimahi/technicians.

Ākonga/Students paying by Student Loan Scheme can apply to StudyLink for up to \$500 in course-related costs. Learners can expect to spend most of this. Remember, receipts for all related materials (including money spent on loading your Ara ID card for printing) must be kept as evidence should StudyLink request these from you.

The faculty is unable to supply or have in stock more specialised materials that may be required by learners, and if you require these you will need to purchase most of them externally. Kaiako/Tutors and kaimahi/technicians can advise you about suitable suppliers. If you are having difficulty with getting any of this equipment, please talk to your Kaiako/tutor.

Equipment Requirements

NZ2630 New Zealand Certificate in Fashion

Equipment you need:

Please ensure that you have the following items on hand **at the start of the semester**. Note this is a Starter Kit only; your tutors will tell you what other materials are needed later.

- | | |
|--|--|
| ▪ Mechanical pencil (HB 0.7mm lead) | ▪ Notetaking items |
| ▪ 1x packet of HB 0.7mm Leads | ▪ 1 x Biro |
| ▪ Sharpie permanent markers (assorted 4-pack) | ▪ 2x Erasers |
| ▪ Calculator – your mobile is not suitable
(For example, Deskwise Pocket calculator from The Warehouse) | ▪ 12x A4 Clear file sleeves (individual sleeves not a clear file book) |
| ▪ A4 Ring Binder | ▪ Combination lock (medium sized) |
| | ▪ 2 x Glue sticks |
| | ▪ 1 each black pigment liner pens (0.5 & 1.0) |

NOTE:

- It is important to make sure that you have put your name clearly on your supplies before you start your course.
- Wear comfortable shoes for standing at your patternmaking table.
- Ākonga/Students receive 1TB of free online storage for the duration of your programme.
- **Remember** you will need to budget for your printing and photocopying costs!

On your first day

Please **bring a combination lock** with you. You will be issued with a locker and a bin of course materials that need to be locked away.

As well as providing specialist equipment for your studies, we aim to supply most of the basic materials which you need. Reasonable quantities of these materials are provided to you at no extra cost in addition to your fees. Where you require larger quantities of these basic materials for a given project, they may be purchased from kaimahi/technicians.

Ākonga/Students using the Student Loan Scheme can apply to StudyLink for up to \$500 in course-related costs. Learners can expect to spend most of this. Remember, receipts for all related materials (including money spent on loading your Ara ID card for printing) must be kept as evidence should StudyLink request these from you.

We are unable to supply or have in stock more specialised materials that may be required by learners, and if you require these you will need to purchase most of them externally. Kaiako/Tutors and kaimahi/technicians can advise you about suitable suppliers.

Disclaimer:

All care and attention have 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 2026.



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 if you have any questions: **0800 24 24 76 | info@ara.ac.nz**