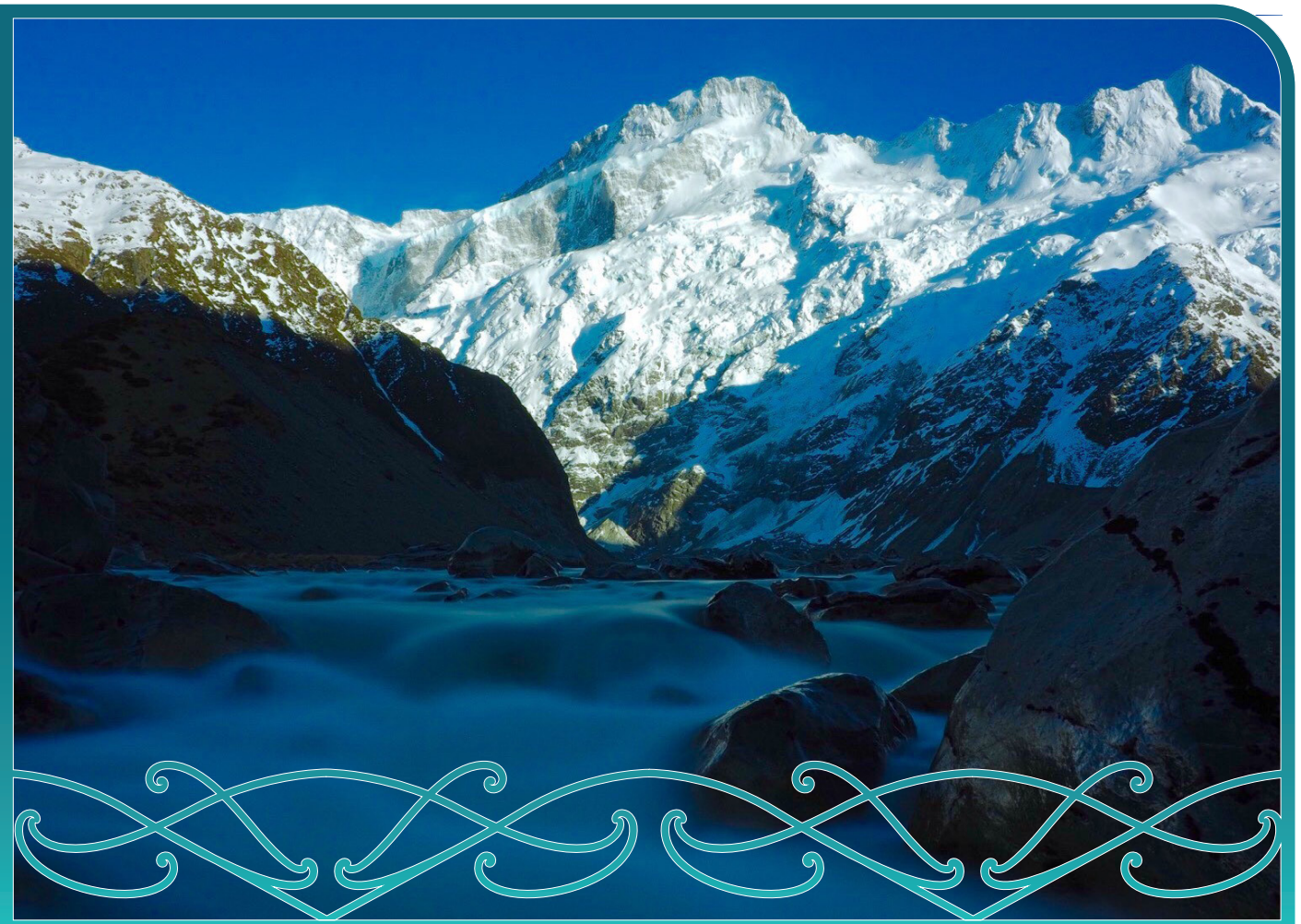


2027

Programme Handbook

Māori and Samoan Language and Indigenous Studies
Programmes



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Nau mai ki Ara - Welcome to Ara

Ko ngā pae tawhiti, whāia kia tata.

Ko ngā pae tata, whakamaua kia tina!

Welcome to the Faculty of Culture and Services and your enrolment as an ākonga/student studying for a Certificate in Te Reo Māori (Level 6, 5 4, 3 or 2). We look forward to working with you to help you reach your goals and assist you to gain higher qualifications.

This student programme document is your essential guide for your study, so please read it carefully and keep it handy for future reference.

Your kaiako/tutors and support kaimahi/staff are approachable, friendly and committed to creating a positive, enthusiastic and interesting learning environment. Please do not hesitate to ask questions or request help – that is why we are here.

Make the most of your time at Ara so that you achieve the best possible outcomes. We, as kaimahi/staff, will do all that we can to help you be successful, but it is only you who can do the learning.

Good luck!

Stan Tawa

Te Pouwhakahaere Te Puna Wanaka - Manager
Faculty of Culture and Services
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.

Enrolment and Orientation Information

Study Information if you start in S1/Full year (February start)

Enrolment period: 15 February – 24 June 2027 (19 Weeks)

NZ3044 Te Pokaitahi Reo (Reo Rua) (Te Kaupae 2) part time. Level: 2.

NZ3045 Te Pokaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3) part time and full time. Level: 3.

NZ3046 Te Pokaitahi Reo (Reo Rua) (Te Kaupae 4) part time. Level: 4.

NZ3047 Te Pokaitahi Reo (Rumaki) (Te Kaupae 5) part time and full time. Level: 5.

NZ3049 Te Pokaitahi Reo (Rumaki) (Te Kaupae 6) part time. Level: 6.



Programme orientation

Full time:

Monday 15 February, Te Puna Wānaka

Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus
Mihi whakatau will start at 9.30am followed by orientation activities.



Programme orientation

Part time: Level 2

Wednesday 17 February, Te Puna Wānaka

Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus
Mihi whakatau will start at 5.30pm followed by orientation activities.

Part time: Level 3-6

Tuesday 16 February, Te Puna Wānaka

Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus
Mihi whakatau will start at 5.30pm followed by orientation activities.

Study Information if you start in S2 (July start)

Enrolment period: 12 July – 18 November 2027. (19 Weeks)

NZ3044 Te Pokaitahi Reo (Reo Rua) (Te Kaupae 2) part time.
Level: 2.

NZ3046 Te Pokaitahi Reo (Reo Rua) (Te Kaupae 4) full time.
Level: 4.

NZ3049 Te Pokaitahi Reo (Rumaki) (Te Kaupae 6) part time.
Level: 6.



Programme orientation

Full time:

Monday 19 July, Te Puna Wānaka.

Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus

Mihi whakatau will start at 9.30am followed by orientation activities.

Part time: Level 2

Wednesday 21 July, Te Puna Wānaka.

Assemble in front of TM Block, corner of Williams Street and Coventry Street, City Campus

Mihi whakatau will start at 5.30pm followed by orientation activities.

Returning ākonga/students

Please check your [timetable](#) for your class details.

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
- Campus familiarisation
- Policies and procedures
- ICT access
- Programme handbook and timetable

Bring note taking items – pens and highlighters

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)

Bring Your Own Device (BYOD)

We strongly encourage ākonga/students bring a personal Wi-Fi capable device to connect to our network. Devices should be able to connect to the internet, run Office 365, support Teams and have a keyboard.

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.

Kōrero Nui - Important Information

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

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 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 afterhours access arrangements

Ask your kaiako/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 (also available on MyAra) which has more

detailed information about support and services available to ākonga/students at Ara.

Health and Safety

Please refer to the [Learner Information Handbook](#) for general Health and Safety information and evacuation details. In an emergency advise a kaimahi/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**

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 ākonga/students 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 ākonga/students:

- 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 kaiako/tutor.

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.

Kā Raki whakahirahira - Important Dates

SEMESTER ONE

DATES

TERM 1

15 February – 10 April

Waitangi Day

Observed Monday 8 February

Whakatau

Click [here](#) for details

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 – 26 June

King's Birthday

Monday 7 June

Matariki

Friday 25 June

MID YEAR BREAK

28 June – 18 July

SEMESTER TWO

DATES

TERM 3

19 July – 26 September

TERM 4

12 October – 27 November

South Canterbury Anniversary

Monday 27 September

Labour Day

Monday 25 October

Canterbury Anniversary

Friday 12 November

Kā whakapātaka - Contact Details

Key Kaimahi/staff

Peter Sawyer

Dean of Faculty

Phone: (022) 010 2618

Room: U301b

Peter.Sawyer@ara.ac.nz



Stanley Tawa

Te Pouwhakahaere Te Puna Wanaka - Manager

Phone: (03) 940 8206

Room: TM130B

Stanley.Tawa@ara.ac.nz



Erin Gilchrist

Kaiwhakatau Manuhiri -

Reception/Facility Co-ordinator

Phone: (03) 940 8631

Room: TM130

Erin.Gilchrist@ara.ac.nz



Permanent Teaching Kaimahi/staff

Name/teaching area	Room	Phone	Email
Charmaine Tukua Te Reo Māori and Society, Tikanga Māori, Foundation Education, Literacy and Numeracy, Adult Education and Mental Health	TM130	940 8657	Charmaine.Tukua@ara.ac.nz
Tawhiri Ruru Te Reo Māori and Tikanga Māori	TM130	940 8234	Tawhiri.Ruru@ara.ac.nz
Rachael Wilson Te Reo Māori and Māori Development	TM130	940 7627	Rachael.Wilson@ara.ac.nz
Te Manuiti Whata Te Reo Māori and Tikanga Māori	TM130	940 8762	Manu.Whata@ara.ac.nz
Te Kurawhiti Hitchens Te Reo Māori and Tikanga Māori	TM130		TeKurawhiti.Hitchens@ara.ac.nz

Casual Teaching Kaimahi/staff

Name/teaching area	Room	Phone	Email
Suayd Hakaria Te Reo Māori and Tikanga Māori	TM130		Suayd.Hakaria@ara.ac.nz
Nicky Ward Te Reo Māori and Tikanga Māori	TM130		Nicky.Ward@ara.ac.nz
Amiria Stirling Te Reo Māori and Tikanga Māori	TM130		Amiria.Stirling@ara.ac.nz
Pairama Wright Te Reo Māori and Tikanga Māori	TM130		Pairama.Wright@ara.ac.nz

Faculty Links



<https://www.facebook.com/TePunaWanakaAra/>

[Facebook](#)

[Instagram](#)

Tō Akoako

Your study



Taipitopito akoraka - Programme Details

Programme Aims

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)

To be able to communicate independently with spontaneity and precision to articulate ideas and theories on a range of topics in whānau, marae, professional and/or academic contexts; and will also be able to research Te Reo Māori related topics.

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

To be able to communicate independently in Te Reo Māori and express ideas and theories in a wide range of familiar and some less-familiar situations with fluency and flexibility. In addition to the acquisition of the language, graduates will have developed technical knowledge in Te Reo Māori.

NZ3046 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 4)

New Zealand Certificate in Te Reo Māori (Bilingual) (Level 4)

The aim of this programme is to provide graduates with the skills and knowledge to communicate independently in familiar, and some less familiar, situations with fluency and increasing flexibility in everyday whānau, marae, social/community workplace and/or academic contexts, and in broader aspects of te ao Māori.

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)

New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)

The aim of this programme is to provide graduates with the skills and knowledge to communicate in Te Reo Māori, with some independence and confidence in everyday whānau, marae, social/community, workplace and/or academic contexts; and in Māori environments where they feel comfortable.

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)

New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

The aim of this programme is to provide graduates with the language skills required to communicate, with little support, in familiar everyday contexts, and in Māori environments where they feel comfortable.

Graduate Profiles

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)

On successful completion of the programme graduates will be able to:

- use technical skills in Te Reo Māori at an advanced level to communicate and express ideas across a wide range of contexts as an expression of *mana tangata*;
- use advanced language and expressions in Te Reo Māori to show a broad understanding of their connections to the land and the environment, prominent places, people, histories, stories, and local proverbs; as well as those from beyond their immediate environs as an expression of *mana whenua*;
- apply advanced level Te Reo Māori and technical skills to communicate effectively in Te Reo Māori, creatively and with linguistic embellishments in a wide range of contexts, as an expression of *mana reo*;
- demonstrate the observance of tikanga, to independently lead tasks and confidently guide people in a range of prescribed, and some unfamiliar contexts, as an expression of *mana ao tūroa*;

Employment pathways

Graduates are able to pursue careers in the following areas:

administration roles; (senior) policy analysts; liaison person; Māori Cultural advisors; (senior) educators/ teachers– general and reo Māori; Kaiāwhina, kaiārahi i Te Reo Māori in Kōhanga Reo, Kura Kaupapa Māori, Primary Schools, or in the workplace; broadcasters in Māori Radio; senior health care workers in the Health sector; roles in the Arts sector – singers, composers, writers, artists, actors; senior roles as tour guides or instructors in the Tourism sector; hospitality positions; senior positions in Government Departments; Politics – advisory roles on Hospital Boards, Regional Boards, Local Council, Parliament; advisor roles within Museums; Foreign Embassies in New Zealand, or overseas.

Education pathways

Graduates may progress to Degree level studies, or other mātauranga Māori related fields.

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

On successful completion of the programme graduates will be able to:

- use Te Reo Māori vocabulary, grammatical structures, and technical skills at an advanced level in a range of familiar and unfamiliar settings as an expression of *mana tangata*;
- use advanced language and expressions independently to show a broad understanding of own connections to the land and the environment, prominent places, people, histories and stories, and local proverbs and colloquial sayings in a range of familiar and unfamiliar settings as an expression of *mana whenua*;
- apply advanced-level technical skills, to independently communicate and use Te Reo Māori creatively in familiar and some unfamiliar contexts, and promote the use and development of Te Reo Māori, as an expression of *mana reo*;
- demonstrate observance of tikanga to independently lead tasks in familiar, and some unfamiliar contexts, as an expression of *mana ao tūroa*.

Employment pathways

Administration support roles; junior policy analysts; liaison support

Māori cultural advisors; educator/teacher – general and reo Māori

Kaiāwhina, kaiārahi i Te Reo Māori in Kōhanga Reo, Kura Kaupapa Māori, Primary Schools, or in the workplace

Māori radio trainees; health care support workers; trainee/apprentice roles in the Arts sector – singers, composers, writers, artists, actors, tour guides
hospitality positions, politics – administration roles for Hospital Boards, Regional Boards, Local Council, and in Parliament; workers in Museums; administration roles at Foreign Embassies in New Zealand, or overseas.

Education pathways

Graduates are able to pursue study in the following areas:

Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

NZ3046 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 4)

New Zealand Certificate in Te Reo Māori (immersion, Bilingual) (Level 4)

On successful completion of the programme graduates will be able to:

- Use Te Reo Māori vocabulary and grammatical structures at an advanced-intermediate level as an expression of mana tangata;
- Use Te Reo Māori at an advanced intermediate-level to show a broad understanding of connections to the land and the environment, prominent places, people, histories and stories, and local proverbs and colloquial sayings as an expression of mana whenua;
- Apply advanced intermediate-level Te Reo Māori and technical skills in selected places and contexts to develop a growing knowledge of, and respect for Te Reo Māori, as an expression of mana reo;
- Use advanced-intermediate level Te Reo Māori to achieve and lead tasks in specified contexts, and some unfamiliar settings as an expression of mana ao tūroa.

Employment pathways

Contribution to community and cultural roles may include the following:

support roles in a range of Māori and non-Māori organisations, broadcasting, tourism, health sector, education, foreign embassies in New Zealand.

trainee/apprentice roles in the arts - singers, composers, writers, artists, actors.

trainees in museums.

dedicated and committed speakers of intermediate level Te Reo Māori in homes within whānau and communities.

support the use of Te Reo Māori amongst whānau and hapū in everyday settings.

Education Pathways

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)

New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)

On successful completion of the programme graduates will be able to:

- use Te Reo Māori vocabulary and grammatical structures at an intermediate level as an expression of mana tangata;
- use Te Reo Māori at an intermediate level to show an understanding of their connections to the land and the environment, prominent places, people, histories and stories, as an expression of mana whenua;
- use Te Reo Māori at an intermediate level in selected contexts to develop a growing knowledge base of, and an emerging respect for Te Reo Māori, as an expression of mana reo;
- use Te Reo Māori at an intermediate level to achieve tasks and guide others in specified contexts as an expression of mana ao tūroa.

Employment pathways

Graduates will have an intermediate level understanding and awareness of Te Reo Māori that can be utilised to support and complement current skills and knowledge in their area of employment, in the public and private sectors.

This qualification provides a pathway for graduates to develop capability to maintain the worth of Te Reo Māori and enrich mātauranga Māori taonga tuku iho for whānau, hapū, iwi and community for current and future generations.

Contribution to kāinga, marae, hāpori in cultural roles may include the following:

- support and engage in kaupapa Māori as intermediate level reo speakers.

Education Pathways

NZ3046 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (immersion, Bilingual) (Level 4)

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)

New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

On successful completion of the programme graduates will be able to:

- Use Te Reo Māori vocabulary and grammatical structures at a foundation level as an expression of mana tangata;
- Use foundation-level reo Māori to express connections to the land and the environment, prominent places and people of the area, as an expression of mana whenua;
- Apply technical knowledge of foundation-level reo Māori in selected contexts and develop an emerging respect for Te Reo Māori as an expression of mana reo;
- Use foundation level Te Reo Māori to achieve tasks in specified contexts as an expression of mana ao tūroa.

Employment pathways

Contribution to community and cultural roles may include the following:

Administrative support in a range of Māori and non-Māori organisations, Radio station, Tourism, Health sector.

support roles in broadcasting, tourism, health sector, education, foreign embassies in New Zealand.

Education Pathways

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (immersion, Bilingual) (Level 3)

Certificate in Samoan Language (Gagana Sāmoa)

Graduates of this training scheme will be able to:

- Apply their language skills in everyday social or professional settings to enable communication and cultural understanding.
- Participate and contribute confidently in a range of community and social contexts underpinned by Pasifika customs, protocols and practice.

Programme Regulations

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)

- Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6) – is a 19-week full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 6.
- Minimum completion time: None specified (allowing for Recognition of Prior Learning, Cross Credit and Credit Transfer) programme length and structure
- The maximum period of time to complete the programme is two years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

- Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5) – is a 19-week full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 5.
- Minimum completion time: None specified (allowing for Recognition of Prior Learning, Cross Credit and Credit Transfer) programme length and structure
- The maximum period of time to complete the programme is two years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

NZ3046 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 4)

- Te Pōkaitahi Reo (Reo Rua) (Kaupae 4) is a 19-week full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 4.
- The maximum period of time to complete the programme is two years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)

- Te Pōkaitahi Reo (Rumaki, Reo Rua) (Kaupae 3) is a 19-week full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 3.
- The maximum period of time to complete the programme is two years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

- Te Pōkaitahi Reo (Reo Rua) (Kaupae 2) is a 19-week full-time equivalent programme of study requiring the successful completion of 60 compulsory course credits at level 2.
- The maximum period of time to complete the programme is two years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

Certificate in Samoan Language (Gagana Sāmoa)

The Certificate in Samoan Language (Gagana Sāmoa) is a ten-week full time equivalent training scheme requiring the successful completion of 30 course credits.

For Government funding purposes, one credit is equal to ten notional learning hours and a full-time single year programme is equal to 10 credits (however, the credit system does allow for a range of programme structures).

Applications for entry to the training scheme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in brochures.

The maximum period of time to complete the training scheme is 2 years. Any extension to this period would require a written application from the Dean of Faculty or delegate to the Faculty of Culture and Services Programme Group.

The training scheme comprises 30 compulsory credits with a minimum of 30 credits at Level 5.

All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) according to the Ara standard policy and procedure.

The Certificate in Samoan Language will be awarded to all ākonga/students who successfully complete all the requirements laid down by the Faculty of Culture and Services and approved by the Academic Board.

Mahere Ako- Programme Structure

Programme Matrices

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.

NZ3049 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

New Zealand Certificate in Te Reo Māori (Immersion) (Level 6)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO601	Mana Reo 6	6	15	0.1250
REO602	Mana Whenua 6	6	15	0.1250
REO603	Mana Atua 6	6	15	0.1250
REO604	Mana Tangata 6	6	15	0.1250
Elective	Any approved* course at level 4 or above		15	0.1250
	Note: Level 4 courses cannot give credit towards the degree.			
Programme Totals			60	0.5000

NZ3047 Te Pōkaitahi Reo (Rumaki) (Te Kaupae 5)
New Zealand Certificate in Te Reo Māori (Immersion) (Level 5)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO501	Mana Reo 5	5	15	0.1250
REO502	Mana Whenua 5	5	15	0.1250
REO503	Mana Atua 5	5	15	0.1250
REO504	Mana Tangata 5	5	15	0.1250
Programme Totals			60	0.5000

NZ3046 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 4)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 4)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO401	Mana Reo 4	4	15	0.1250
REO402	Mana Whenua 4	4	15	0.1250
REO403	Mana atua 4	4	15	0.1250
REO404	Mana Tangata 4	4	15	0.1250
Programme Totals			60	0.5000

NZ3045 Te Pōkaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
New Zealand Certificate in Te Reo Māori (Immersion, Bilingual) (Level 3)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO301	Mana Reo 3	2	15	0.1250
REO302	Mana Whenua 3	3	15	0.1250
REO303	Mana atua 3	3	15	0.1250
REO304	Mana Tangata 3	3	15	0.1250
Programme Totals			60	0.5000

NZ3044 Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2)
New Zealand Certificate in Te Reo Māori (Bilingual) (Level 2)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
REO201	Mana Reo 2	2	15	0.1250
REO202	Mana Whenua 2	2	15	0.1250
REO203	Mana Atua 2	2	15	0.1250
REO204	Mana Tangata 2	2	15	0.1250
Programme Totals			60	0.5000

Certificate in Samoan Language (Gagana Sāmoa)

Code	Course Title	Level	Credits	Course Factor
Compulsory Courses				
SAMO501	Samoan Language 1	5	15	0.1250
SAMO502	Samoan Language 2	5	15	0.1250
Programme Totals			30	0.2500

Our Access to Your Work

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

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 ākonga/students 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:

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

If you do not receive this information, talk to the course kaiako/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 ākonga/students 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, ākonga 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. Use a computer to create your assessments. 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.

Assignment cover sheet templates will be made available for each course on Moodle. Assignments can be delivered to Reception at Te Puna Wānaka and will be forwarded to the relevant kaiako/tutor.

If you have any questions, contact your Programme Leader.

Note: Ara uses as part of its assessment processes electronic plagiarism detection. You will, from time to time, be required to submit assessments for scanning. Electronic copies of assessments must be retained by you until the official results are published after the end of semester or year.

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. 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 an ākonga/student 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

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](#)

Resits or resubmission of assessment tasks

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

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.

NB: marks carried forward are not available for NZ3045, NZ3047 or NZ4049

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 ākonga/students, 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 at 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](#).

Challenging Academic Decisions (Reconsideration)

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

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](#)

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

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 assessments will be returned 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 and accessible through [MyAra](#) or through the MyAra app.

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

Note: Kaimahi/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 kaimahi/staff time to complete the marking. At the end of semester kaimahi/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 ākonga/students 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 to your written work submitted for assessment.

Where assessed work is to be returned, time limits for collection will be advised by the Programme Leader/Portfolio Manager.

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

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

- internal and external moderation

- programme review
- aegrotats (if available)
- 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 kaiako/tutor(s). Each ākonga/student 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 an 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 an ākonga/student in a current course is still considered by kaiako/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 an ākonga/student, 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.

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 Portfolio Manager 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/Dean of Faculty. 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 Dean of Faculty 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 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 or nominee 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 ākonga/student, 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 tū whare - Facilities

Faculty related Health and Safety

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

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 28 September 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**