

2027

Programme Handbook

CH3890 Graduate Certificate in Nursing (Level 7)



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Nau mai ki Ara – Welcome to Ara

Welcome to the Faculty of Health, Science and Sustainability, and congratulations on your enrolment in the Graduate Cert in Nursing. We are delighted to welcome you and look forward to supporting you as you work towards your goals and gain a qualification.

This programme information document is an important guide to your studies. Please take the time to read it carefully and keep it for future reference throughout your programme.

Our lecturers and support kaimahi/staff are approachable, supportive, and committed to creating a positive, engaging, and inclusive learning environment. If you have any questions or need assistance at any stage of your journey, please do not hesitate to ask. We are here to support your success.

Make the most of the opportunities available to you during your time at Ara. We will do everything we can to help you achieve your goals, but your success will depend on your commitment to learning, participation, and growth. We wish you every success in your studies and look forward to being part of your nursing journey.

Dr Claire Minton
Head of Nursing

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.

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)
- 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 lecturer 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) [Learner Information Handbook](#) 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 student/ākonga 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 lecturer or advise the faculty by emailing
FacultyHealthSciSust@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 do not attend 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 lecturer.

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](#).

Kā Raki whakahirahira – Important Dates

Waitangi Day	Observed Monday 8 February
Whakatau	See Whakatau ~ Welcome for more details.
Good Friday	Friday 26 March
Easter Monday	Monday 29 March
Easter Tuesday	Tuesday 30 March
Anzac Day	Observed Monday 26 April
King's Birthday	Monday 7 June
Matariki	Friday 25 June
South Canterbury Anniversary	Monday 27 September
Labour Day	Monday 25 October
Canterbury Anniversary	Friday 12 November

Kā whakapātaka – Contact Details

All kaimahi/staff are located on the 5th floor of the Manawa Campus

Key kaimahi/staff

Dr Claire Minton

Head of Nursing

Phone: 022 018 8315

Claire.minton@ara.ac.nz



Kirsty Donaldson

Portfolio Manager - Nursing

Phone: 021 273 8721

Kirsty.Donaldson@ara.ac.nz



Gayle Rose

Programme Co-ordinator

Phone: 021 248 8651

Email: Gayle.Rose@ara.ac.nz



Admin kaimahi/staff

Name	Phone	Email
Kerry Chisholm Team Leader - Administration	022 019 3358	
Anne Snelling Operations Administrator	021 271 8569	FacultyHealthSciSust@ara.ac.nz
Ali Irvine Operations Administrator	03 940 8254	

Tō Akoako

Your study



Taipitopito akoraka – Programme Details

Programme Aim

The aim of the programme is for Registered Nurses to further develop the necessary knowledge, expertise and practice skills to plan, coordinate and meet multiple, complex patient care demands in professional practice.

Graduate Profile

Graduates of the **Graduate Certificate in Nursing** will be able to:

- Demonstrate intellectual independence, critical thinking and analytic rigour in their nursing practice.
- Critically review practice and engage in lifelong learning required to work effectively with future developments in Nursing.
- Critically apply knowledge of culturally safe practice that reflects a broad understanding of health and wellness.
- Utilise a range of theories, frameworks and models in practice with individuals, families, whānau and communities to engage with complex practice issues.
- Competently utilise health assessment skills within a range of contexts.
- Critically apply evidence-based practice to inform their nursing practice.

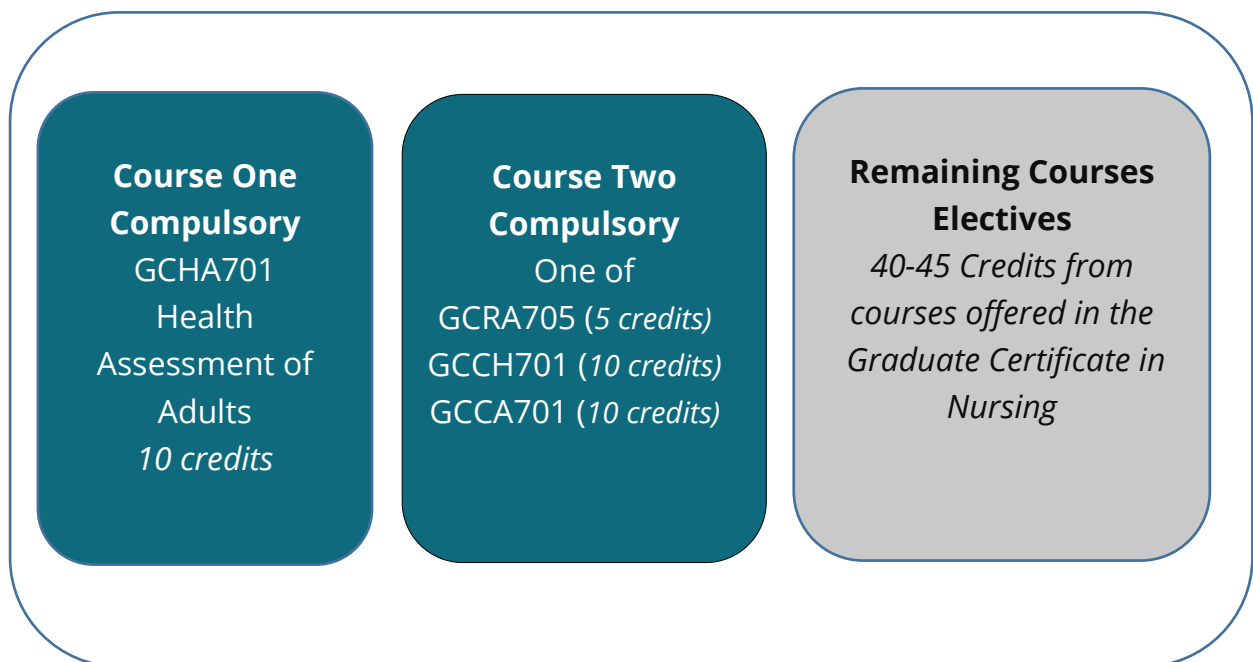
Programme Regulations

- The Graduate Certificate in Nursing is a six-month full-time equivalent programme of study requiring the successful completion of 60 course credits. The programme is completed part time.
- Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually on the Ara website and in programme brochures.
- The maximum period of time to complete the programme is six years. Any extension to this period would require a written application from the Portfolio Manager or delegate to the Faculty Programme Group for consideration.
- The programme comprises 15 to 20 compulsory course credits and 40 to 45 elective course credits, with a minimum of 40 credits at Level 7.
- All relevant credits from other approved programmes will be considered for credit recognition (cross credits, credit transfers and recognition of prior learning) according to Ara standard policy and procedure. Refer Section 7.3 below for a summary.

- An ākonga/student showing insufficient academic progress will be advised in writing of the student support services available, and their academic performance (including class attendance) will be monitored by the faculty. Should performance not improve, the Programme Leader will discuss with the Portfolio Manager the benefit of placing the ākonga/student on a Formal Academic Contract according to Ara standard policy and procedures.
- The Graduate Certificate in Nursing will be awarded to all ākonga/students who successfully complete all the requirements laid down by the Faculty of Health, Science and Sustainability and approved by the Academic Board. Awarding of the qualification requires verification that the nurse holds a current practising certificate with the Nursing Council of New Zealand.

Programme Structure

This is a 60 credit, level 7 part-time programme which consists of two compulsory courses: course one is GCHA701: Health Assessment of Adults, and course two which is selected from three options. The remaining credits are chosen by the ākonga/student and reflect their practice and/or professional development needs.



Professional Development for Enrolled Nurses

Professional Development for Enrolled Nurses (G21132) is offered alongside the **Graduate Certificate for Registered Nurses**, providing flexible opportunities for professional learning and career development.

Courses are available at **Level 5** and can be taken as either **5-credit** or **10-credit** options. A **5-credit course** represents approximately **50 hours** of professional development, while a **10-credit course** represents approximately **100 hours** of professional development.

These courses are designed to support Enrolled Nurses in advancing their knowledge, skills, and practice in a range of clinical and professional areas.

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 taurira - Learner Responsibilities and Rights

Learner Responsibilities and Rights

The Ara community consists of a diverse range of people and cultures, and we respect all members of our community. Our aim is to have a community where 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

Course information is available on Moodle. Moodle also contains an assignment brief for each assessment which 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 handbook.
- The time frame for getting your marked assessments back from lecturers, if they are different from those stated in this handbook.
- 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 lecturer or Manager / Programme Leader.

Assessment Types

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

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

Academic Integrity

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 lecturers 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 lecturer.

Note: Ara uses as part of its assessment processes electronic plagiarism detection. You will 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 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 certain 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
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. For information about how to apply for a resit or resubmission, 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)

Second Results are not available for this programme.

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.

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 ākonga/students**.

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

Aegrotats are not available for this programme.

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 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 student ID numbers, not ākonga/student names.

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 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 graduation information, 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 lecturer(s). You are also responsible for making sure your 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, you may have to sign a Formal Academic Contract.

Formal Academic Contract

If your progress as an ākonga/student in a current course is still considered by lecturers 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.
- formal written warning.
- probation or suspension from the programme or other penalty.

Learner 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 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 Learners

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

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

Infringement of copyright regulations may result in civil or criminal prosecution against you, as the 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 rauemi – Resources

Manawa Building Emergency Procedures

Emergency calls

In an emergency dial 111 for all emergency services.

Kaimahi/staff should follow the emergency procedures on the **Emergency Flip Charts** which will be available at reception, manual call points and on the H&S noticeboards around the building

Fire and Evacuation

Manawa Address: **276 Antigua Street**

Fire Alarm Manual Call Point

When activated, any manual call point fire alarm will automatically raise the alarm with the Fire Service. There are several manual call points located in all areas of the facility – see floor maps at the back of this paper.



N.B Call 111 and ask for Fire Service

Voice messages will tell you what action should be taken.

Fire Extinguishers & Hoses

There are no fire hoses within the building. Fire extinguishers are placed on each floor in the corridors or near the fire alarm manual call point – see floor maps in your packs.

The building does have a sprinkler system. All occupants exiting via the stairwells are reminded to use the designated safe exit path leading to final exits on Tuam Street. Once reaching the ground floor, walk to the riverbank assembly area

Earthquake

In the event of a **serious** earthquake, kaimahi/staff should Drop, Cover and Hold. Kaimahi/staff should then evacuate the building via the stairs if damage is evident.

The Emergency Assembly Point for Manawa is: Riverside on the riverbank.

Civil Defence

There is emergency lighting in the building.

First Aid

First aid supplies are located on the ground floor, in the simulation centre and on the fifth floor. Their specific location will be covered in your onsite orientation.

There are two AEDs in the Manawa building which are located ground floor in the reception area on the wall and on the 5th Floor in the reception area on the wall. In an emergency call **111 – Address: 276 Antigua Street.**

**The Emergency Assembly Point for Manawa is:
Riverside on the riverbank**

Disclaimer:

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