Ara
Institute of Canterbury
Ara rau, taumata rau

2027

Programme Handbook

NZ4316 New Zealand Certificate in Electrical Engineering (Level 3)



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Nau mai ki Ara - Welcome to Ara

Kia ora

Welcome to the Faculty of Applied Technology, Ara Institute of Canterbury, and congratulations on being accepted into one of our training programmes. I trust you will find your time here as a learner rewarding and I look forward to seeing you progress through your study.

The Trades Campuses have a long tradition of providing quality trades training to support a range of industries regionally and nationally. Our staff are experts in their respective trades and are committed to providing you with the best possible opportunities to be successful in the pursuit of your qualifications. They will provide sound guidance, assistance and support as you work towards your goals.

With strong support from industry partners and employers in the region, there are great opportunities for you to transition from trade training into employment. Now more than ever, you can play a vital role in the future of our region and take advantage of the opportunities at hand.

As a learner you will have access to the full range of Ara facilities and services that are aimed at supporting your achievement. I encourage you to make the most of the opportunities offered to you and I am confident that your commitment to your studies will ensure your success and lead to a fulfilling career.

I wish you all the best with your programme of study.



Peter Sauer
Dean of Faculty
Faculty of Applied Technology
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 Information

Study Information for 2027:

NZ4316 New Zealand Certificate in Electrical Pre-Trade (Level 3)

Level: 3, Duration: 42 Weeks, Total Credits: 121

Enrolment periods:
Woolston/Madras Street (varies)
FW1 09 February – 24 November
FW2 09 February – 24 November
APR 27 April – 09 February
FY-8 10 May – 25 February
AUG5 02 August – 19 May
AUG6 02 August – 19 May

Timaru
FT1 09 February – 24 November

Programme orientation

Woolston

On your first day please come to:

Ara Woolston Campus – Student Services Building at your **normal start time**

Please **see your timetable** for confirmation of your start time.

Timaru

On your first day please come to:

Ara Timaru Campus – Student Central

8am

Returning learners
Please check your timetable for your class details.

Programme Orientation

Orientation is compulsory for all learners. **International learners also need to attend an additional orientation**. You will meet staff and receive important information relevant to your studies, including logging into the Ara network.

Ara invites all new and returning learners and staff to join us for our Whakatau ceremony and official welcome.

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 –

- Sensible, work appropriate clothing and sturdy lace up shoes
- Pen and paper
- Windows based laptop or tablet

Ara Whakatau, your official welcome

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

timotimo (light refreshments).

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:

- Learner email
- Your timetable, calendar, and attendance
- Your learner 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 learners 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.

If you require support to purchase a device, please contact our Student Support Team
studentsupport@ara.ac.nz

Timetable information

All timetables are available on MyAra.

How to find your way around

Campus maps can be found here.

Parking and bus information

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

If you do not intend to study with us, 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 staff,
visit 'Admissions and Enrolments' on campus:
Monday – Friday, 8am – 4.30pm
0800 24 24 76 | info@ara.ac.nz

Korero 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 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 learners at Ara.

Attendance

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

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

Let Ara know when you are absent from classes or if you are sick.

Contact your tutor.

Non-Engagement

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

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

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

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

Our faculty process follows these steps for disengaged learners:

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

Drugs and Alcohol

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

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

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

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

Artificial Intelligence (AI) Tools

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

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

Kā Raki whakahirahira - Important Dates

TERM DATES WOOLSTON	
NZ4316-27-FY-FW1 **(4 Learner Groups)**	Monday to Friday (AM)
Course start and finish date	09 February 2027 – 24 November 2027
Term dates	Tuesday 09 February – 09 April, Tuesday 27 April – 02 July 19 July – 24 September 11 October – 26 November
NZ4316-27-FY-FW2 **(2 Learner Groups)**	Monday to Friday (PM)
Course start and finish date	09 February 2027 – 24 November 2027
Term dates	Tuesday 09 February – 09 April, Tuesday 27 April – 02 July 19 July – 24 September 11 October – 26 November
NZ4316-27-FY-APR **(2 Learner Groups)**	Monday to Friday (PM)
Course start and finish dates	27 April 2027 – 09 February 2028
Term dates	Tuesday 27 April – 02 July 19 July – 24 September 04 October – 17 December 10 January 2028 – 09 February
NZ4316-27-FY-8 **(1 Learner Group)**	Monday to Friday (PM)
Course start and finish date	10 May 2027 – 25 February 2028

Term dates	10 May 2026 – 02 July 19 July - 24 September 04 October – 17 December 10 January 2028 - 25 February
NZ4316-27-FY-AUG5 **(2 Learner Groups)**	Monday to Friday (AM)
Course start and finish date	02 August 2027 – 19 May 2028
Term dates	02 August – 24 September 04 October – 17 December 10 January 2028 – 07 April 24 April – 19 May
NZ4316-27-FY-AUG6 **(1 Learner Groups)**	Monday to Friday (PM)
Course start and finish date	02 August 2027 – 19 May 2028
Term dates	02 August – 24 September 04 October – 17 December 10 January 2028 – 07 April 24 April – 19 May
TIMARU	
NZ4316-27-FY-FT1	Mondays, Tuesdays, Wednesdays
Course start and finish dates	09 February 2027 – 24 November 2027
Term dates	Tuesday 09 February – 30 June, 19 July - 22 September, 11 October - 24 November

Public Holidays	
Waitangi Day	Monday 08 February (observed)
Good Friday	Friday 26 March
Easter Monday	Monday 29 March
Easter Tuesday	Tuesday 30 March
Anzac Day	Monday 26 April (observed)
King's Birthday	Monday 7 June
Matariki	Friday 25 July
South Canterbury Anniversary	Monday 27 September
Labour Day	Monday 25 October
Canterbury Anniversary	Friday 12 November

Tō ake taputapu - BYOD (Bring Your Own Device)

As the majority of learning materials and most theory assessments are done online, it is beneficial that you have a device of your own to complete these assessments on. It is strongly recommended that you have a Windows based device as we have found that other products often have issues with readability of information and connection to some of the sites that we use.

You do not need a high specification device, a computer with reliable internet connection, self-facing webcam for online classes and basic email software will suffice. Microsoft Office suite is preferable but not essential.

Course materials and assessments are administered through Moodle.

A device such as a Chromebook would meet the minimum requirements to able to participate in the online component of this programme. It is not recommended that you try to complete this work on a cell phone – learners that have tried this in the past have struggled accessing some information and answering assessment questions.

As a learner at Ara, you will receive a login to access wi-fi when you are on site.

There are a number of computer suites available across Ara campus sites for both classroom and individual use, as well as a small number of loan laptops for use in specific learning spaces (e.g., the library at Christchurch City Campus). In addition, Ara strongly encourages you to bring any personal wi-fi capable device on campus to connect to our network.

- If you are looking to purchase a device, we recommend you consider trusted brands
- PC and Mac platforms can be used, depending on the programme you are enrolled in.
- If you are in the market for new IT devices, please check out this list of recommended products and what specifications to look for when purchasing Bring Your Own Device

Kā whakapātaka - Contact Details

Key Staff



Peter Sauer

Dean of Faculty

Phone: (03) 940 6016
Room: V123

Peter.Sauer@ara.ac.nz



Mandy Gould

Portfolio Manager
Construction

Phone: (03) 940 8577
Room: V113
Mandy.Gould@ara.ac.nz

Teaching Staff

Name/teaching area	Room	Phone	Email
WOOLSTON CAMPUS			
Baljit Kaur	V109	(03) 940 6138	Baljit.Kaur@ara.ac.nz
Steve Edwards	V109	(03) 940 7615	Steve.Edwards@ara.ac.nz
Shaun Rahman	V109	(03) 940 8408	Shaun.Rahman@ara.ac.nz
Mahmoud Ibrahim	V109	(03) 940 8658	Mahmoud.Ibrahim@ara.ac.nz
Ray Jenkins	V109	(03) 940 7596	Ray.Jenkins@ara.ac.nz
Colin Iggo	V109	(03) 940 6079	Colin.Iggo@ara.ac.nz
Tony Godfrey	V109	-	Tony.Godfrey@ara.ac.nz
Godsave Mafoche	V109	-	Godsave.Mafoche@ara.ac.nz
Paul McGowan	V109	(03) 940 8153	Paul.McGowan@ara.ac.nz
Rich Holmes	V109	(03) 940 6068	Rich.Holmes@ara.ac.nz

Peter Kiernan	V109	(03) 940 6110	Peter.Kiernan@ara.ac.nz
Raj Rajanah	V109	(03) 940 7583	Raj.Rajanah@ara.ac.nz
Cody Newman	V109	(03) 940 6033	Cody.Newman@ara.ac.nz
Nick Hardaker	V109	-	Nick.Hardaker@ara.ac.nz
Rob Bird	V109	-	Rob.Bird@ara.ac.nz
David Scarle	V109	(03) 940 6076	David.Scarle@ara.ac.nz
TIMARU CAMPUS			
Phil Newman	TC301	(03) 687 1869	Phillip.Newman@ara.ac.nz

Tō Akoako
Your study









Taipitopito akoraka - Programme Details

Programme Aim

The aim of this programme is to provide learners with an operational and theoretical knowledge of electricity production, distribution, and utilisation, to enable them to carry out a limited range of prescribed electrical work safely and ethically under general supervision in accordance with the Electricity Act 1992.

Graduate Profile

Graduates of this qualification will, in the context of the wider electrical industry and under supervision and in a controlled environment, be able to:

- Apply electrical workplace standards and health and safety practices
- Apply fundamental theory and principles of Direct Current (DC) circuits and systems
- Apply fundamental theory and principles of magnetism and electromagnetism and demonstrate the safe use of the tools and equipment used in an electrical workplace
- Install, test and fault-find electrical cords, cables, and equipment in accordance with legislation
- Apply knowledge of the New Zealand electricity supply system and methods used to ensure the protection of users and installations
- Apply knowledge of circuit protection, electrical drawing conventions, switching circuits and lighting
- Apply knowledge of cable and wiring systems, damp situations and special installations
- Apply theories underpinning the operation of transformers, electrical machines, and isolation procedures.
- Work ethically and professionally within the electrical industry, as an electrical apprentice, including maintaining current competency and communicating with stakeholders on electrical and related matters

Programme Regulations

The New Zealand Certificate in Electrical Pre-Trade (Level 3) is a one-year full time equivalent programme of study requiring the successful completion of 121 course credits.

The programme comprises 121 compulsory course credits, with a minimum of 121 credits at Level 3 or above.

Maximum completion time: 2 years. Any extension to this period would require a written application from the Portfolio Manager or delegate to the Faculty Group.

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.

Code	Course Title	Level	Credits	Course Factor
NZEP301	Workplace Skills and Safety	3	15	0.1250
NZEP302	DC Fundamentals	3	15	0.1250
NZEP303	AC Fundamentals	3	15	0.1250
NZEP304	Cables, Fittings and Testing	3	15	0.1250
NZEP305	Supply Systems	3	15	0.1250
NZEP306	Protection, Plans and Circuits	3	15	0.1250
NZEP307	Installations	3	15	0.1250
NZEP308	Transformers, Electrical Machines and Isolation	3	15	0.1250
NZEP309	Capstone Assessment	3	1	0.0083
Programme Totals			**121**	**1.0083**

Transition Arrangements

Learners enrolled in replaced programmes will complete the requirements of those programmes – there is no specific need to transition to the new qualification.

Transition arrangements adhere to the principle that no learner will be disadvantaged by this transition. The transition plan may vary across ITPs depending on previous programmes of study delivered.

Our Access to Your Work

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

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

Learner Responsibilities and Rights

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

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 learners' wellbeing and safety.

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

Kā Aromatawai - Assessments

Assessment Information

At the start of each course, you will be given workbooks and/or training manuals and other handouts to help you through your programme of learning.

Before each assessment you will be given the following information:

- The number, type, and due dates for all assessments. This includes tests and assignments
- 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 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

Assessment Types

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

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

Academic Integrity

Ara requires ākonga to be honest and act with integrity in their learning and assessments. All ākonga are required to:

- Present their own original work for assessment

- Acknowledge contributions from other sources by using correct apa referencing format; this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s
- Not cheat in tests or examinations
- Ensure they follow all instructions and the correct procedures
- Not collude on assessments with other ākonga
- 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 their own (**this includes purchased and AI-generated 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

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

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

Submitting Your Work

Your tutors will let you know if they have guidelines for presenting your assessments and how to submit your work. Use a computer to create your assessments.
You may be required to submit your work manually or electronically. If you submit your work electronically, keep a copy until your official results are published at the end of the semester. If you have any questions, contact your 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 (if available), 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.

Grade Scale

The following grade scale (M1) will be used for all courses on the programmes unless advised otherwise in the course descriptor:

Grade	Result	Definition
P	Pass	Pass
#P	Pass	Pass on resit
##P	Pass	Pass on second resit
P~	Pass	Pass on second result
NP	Fail	Not passed/No credit

Other Grades

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

Course result	Grade	Description
Credit Transfer	CT	Course credit awarded by credit transfer
Cross Credit	CC	Course credit awarded by cross credit
Recognition of Prior Learning	RPL	Course credit awarded by Recognition of Prior Learning
Unfinished at time of reporting	U	Did not complete course requirements
Withdrawn	W	Formal withdrawal within the non-academic penalty period

Kā tikaka aromatawai - Assessment Regulations

You must attempt and submit all summative assessment items within the timeframe or by due date indicated in the course outline **unless an extension has been granted.**

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

Late submissions do **not** have to be accepted for marking, accepting a late submission is at the discretion of the Assessor and Programme Manager.

Resits or resubmission of assessment tasks

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

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

Second Results (course level)

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

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

Assessment in Te Reo Māori

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

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

Marks Carried Forward

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

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

Supported Assessment

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

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

Recognising Prior Knowledge and Skills

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

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

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

Alternative Arrangements

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

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

Aegrotat

Aegrotats are not available on this programme.

For information about these regulations, see Aegrotat Pass Regulations.

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

A conceded pass is not available on this programme.

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 fifteen (15) 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 at accessible through MyAra or through the My Ara app.

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

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

Academic Transcripts

If you require your results to be printed, visit Central Academic Records (CAR) in A121 (City Campus), 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 to meet internal and external academic quality assurance requirements, learner 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 tutor(s). Each learner is also responsible for making sure his/her work is not able to be copied by others. Sharing or comparing tests, exams and assessments is prohibited and, if detected, will be treated as "academic misconduct".

Academic Support and Progression

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

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

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

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

Formal Academic Contract

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

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

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

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

Academic Misconduct

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

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 a learner, in understanding the expected standards and skills needed to succeed and may include:

- A facilitated discussion with an appropriate staff member
- A formal contract with learning services or other appropriate staff member for skills development including specific learning outcomes and timeframes
- Additional work may be required
- A formal written warning may be given, or marks deducted

Penalties

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

- A decision not to mark or assess the work or record a mark/grade
- Formally recorded fail / zero for the work concerned which remains on your academic record
- Cancellation of credit already awarded if the academic misconduct is admitted/ established after assessments have been completed and recorded
- Formal notice indicating 'intentional plagiarism' (or other misconduct) placed on academic record for a specified period of time
- Formal written warning
- Probation or suspension from the programme or other penalty

Learner Behaviour Management

- If you are identified as a learner who displays unacceptable behaviour the faculty will monitor your progress and provide support at the earliest stage.
- This may include referral to Student Support Services to ensure additional support is provided to you
- If you do not respond you may be placed on a behaviour improvement plan This will include identifying, documenting, implementing, and monitoring goals, expected behavioural progress, timelines, and support. If you do not meet the outcomes outlined in the behaviour management plan, you may be moved to probation

Probation

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

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

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

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

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

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

Exclusion

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

Suspension

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

Cancellation of Enrolment

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

- The person is not of good character
- The person has been guilty of misconduct or a breach of discipline

- The person is enrolled for full-time instruction in another institution or in a school
- The person has made insufficient progress in the person's study or training after a reasonable trial at the institution or at another institution

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

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

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

Refusal of Future Enrolment

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

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

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

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

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

Copyright and Ara Learners

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

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

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

For more information about Copyright, see Copyright**.**

Kā tū whare me kā rauemi
Facilities and resources









Kā 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 staff member, and if no one is available phone 111.

Refer to your tutors and laboratory managers for instructions and specific Health & Safety information related to laboratory and field activities.

Personal Protective Equipment (PPE)

The following safety equipment (PPE) will be provided by Ara:

Safety glasses	Safety boots	Hi vis vest	Safety gloves
			

Every workshop has a first aid kit and staff trained in first aid - if you are off site as part of your programme, your tutor will carry an appropriate first aid kit.

Defibrillators

There are defibrillators located in the following locations in **V Block** at **Woolston campus**:

- Staffroom
- On the wall in the corridor outside the Electrical Technician's office (Room V207– 2nd Floor)

There are defibrillators on the **Timaru campus** – they are in the following locations:

- Student Central, TA Block
- TG Block between the male and female toilets

We encourage you to report 'near miss' incidents to Faculty staff as Ara is keen to minimise hazards on campus and will use this information to inform changes that reduce risks.

Please note: Headphones or earbuds are NOT to be worn in class or on site

After Hours Access

Woolston Campus	Learners can access V Block until 9pm Monday – Thursday when night classes are on. Staff and learners have access to SSB from 7.30am-6pm Monday – Thursday, and 4.30pm Fridays.
Timaru Campus	Learners have access to their specialist buildings during their class hours.

Disclaimer:

All care and attention has been given to ensure the information in this document is accurate at the time of publishing. Ara does not take responsibility for any loss or harm incurred as a result of reliance upon any information which is incorrect or out of date. This document was last updated on 27 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 of you have any questions: **0800 24 24 76 | info@ara.ac.nz**