

2026

# Programme Handbook

NZ2889 NZ Diploma of Enrolled Nursing (Level 5)  
Year 2



# Rāraki Upoko – Contents

<b>Nau mai ki Ara - Welcome to Ara.....</b>	<b>3</b>
<b>Tō Rangi Tuatahi - Your First Day .....</b>	<b>5</b>
Where to come on your first day Semester 1 2026 .....	5
Timetable information .....	6
How to find your way around .....	6
<b>Korero Nui - Important Information .....</b>	<b>7</b>
Attendance.....	7
Non-Engagement .....	8
Drugs and Alcohol .....	9
Artificial Intelligence (AI) Tools .....	9
<b>Kā Raki whakahirahira - Important Dates.....</b>	<b>10</b>
<b>Kā whakapātaka - Contact Details .....</b>	<b>11</b>
<b>Taipitopito akoraka - Programme Details .....</b>	<b>14</b>
<b>Mahere Ako – Programme Structure .....</b>	<b>16</b>
Table for Guidelines for Professional Attitudes and Behaviour .....	20
<b>Kā tika me kā kaweka o te tauira - Learner Responsibilities and Rights .....</b>	<b>21</b>
Unacceptable Behaviour for Learners, or Visitors at Ara.....	23
Learner Behaviour in Class / Classroom Maintenance .....	24
<b>Kā Taunakitaka Mōu – Support for You .....</b>	<b>25</b>
Quick reference – Where to find help if you have feedback or want to raise an issue .....	25
<b>Kā Aromatawai - Assessments.....</b>	<b>27</b>
Assessment Information .....	27
Academic Integrity .....	28
Submitting Your Work .....	30
Withdrawal from Clinical Practice.....	33
The Grade Scale.....	34
<b>Kā tikaka aromatawai - Assessment Regulations.....</b>	<b>36</b>
Regulations Flowchart .....	36
Which form do I use? .....	37
<b>Kā tikaka aromatawai - Assessment Regulations .....</b>	<b>38</b>
Extensions.....	38

Resits or resubmission of assessment tasks.....	38
Assessment in Te Reo Māori .....	38
Marks Carried Forward.....	38
Supported Assessment.....	39
Recognising Prior Knowledge and Skills .....	39
Alternative Arrangements .....	39
Reconsideration of Assessment Decisions .....	39
Reconsideration of a Course Final Grade .....	40
Appeal of Reconsideration Decision .....	40
Conceded Pass .....	40
<b>Other regulations.....</b>	<b>40</b>
NCNZ Assessment Regulations.....	40
NCNZ Regulations .....	40
Safety Regulation .....	41
<b>Kā putaka me te Whakapōtaetaka - Results &amp; Graduation .....</b>	<b>42</b>
Accessing Your Results .....	42
Academic Transcripts.....	42
Access to marked assessments .....	42
Receiving Your Qualification .....	43
Graduation.....	43
Health Practitioners Competence Assurance Act (2003) [including applications for registration] .....	43
Application for Registration as an Enrolled Nurse.....	45
<b>Kā ture me kā tikaka - Policies &amp; Procedures.....</b>	<b>46</b>
Academic Policies .....	46
Exclusion .....	49
Suspension .....	49
Cancellation of Enrolment.....	49
Refusal of Future Enrolment.....	50
Copyright and Ara Learners .....	50
<b>Kā tū whare - Facilities .....</b>	<b>53</b>
Faculty Related Health and Safety.....	53

## Nau mai ki Ara - Welcome to Ara

Welcome to the Faculty of Health, Science, and Sustainability and to your enrolment as a learner studying for the Diploma of Enrolled Nursing. We look forward to working with you to help you reach your goals and assist you in the gaining of a health sector qualification.

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

Your lecturers and support 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 staff, will do all that we can to help you be successful, but it is only you who can do the learning. All the best with your studies.

**Dr Michael Shone**

**Dean of Faculty – Health, Science, and Sustainability | Te Waka Toiora  
2026**



# Kia rite ki te ako Getting ready for study





## Tō Rangi Tuatahi - Your First Day

Are you ready for your first day of class? Check out your start date and where you need to be. Please check your [timetable](#) for your first-class details.

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

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

Date: Tuesday 13 January 2026

Time: 9am

Venue: HP109 Manawa Campus, 276 Antigua Street

*Please note you are **not** required to wear your uniform on the first day*

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

#### Regional Learners

During the 2nd year of the program, those learners enrolled in the regions and studying in either Timaru or on the West Coast, are required to attend compulsory classes with the Christchurch based learners, at Manawa campus, for the following weeks:

**26 January – 29 January**

**30 March – 2<sup>nd</sup> April**

**28 May (one day)**

#### Returning students

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

### What we'll cover

- Welcome
- Programme overview
- Course details
- Campus familiarization

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

## What you will need

**Notetaking items** – pens and highlighters

## Logins

If you need assistance with logins etc, contact ICT [ictservicedesk@ara.ac.nz](mailto:ictservicedesk@ara.ac.nz) or call 03 940 8800.

## Timetable information

All timetables are available on [MyAra](#).

## How to find your way around

Campus maps can be found [here](#).

## Parking and bus information

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

Ara students can ride the #3 bus (Sumner/Airport) between Madras and Manawa campus's for free by showing their Ara student ID. To use this service, board the bus at the Ferry Road stop outside Ara and get off at the hospital stop. For the return trip, catch the #3 bus from the hospital stop heading back toward Sumner, and get off at the Ferry Road stop.

## 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 mihi (speeches), waiata (song) and will conclude with kai timotimo (light refreshments).

Click [here](#) to find out when the whakatau will be.

## International learners

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

## Korero Nui - Important Information

### 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 [2025-learner-information-handbook.pdf](#) (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 or advise the Faculty by emailing  
[deptofhealthpractice@ara.ac.nz](mailto:deptofhealthpractice@ara.ac.nz)**

## Non-Engagement

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

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

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

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

- |   |   |
|---|---|
| 1 | The registers are checked and if your engagement and attendance is a concern, we will talk with you                     |
| 2 | You will receive an email or phone call asking why you have not been attending. You may receive a non-engagement letter |
| 3 | We will attempt to contact you 3 times  |

- 4 You may be placed on a Formal Academic Contract or withdrawn
- 5 You will receive a WD grade (after 10% of the duration of the course) or a DNC grade (after 80% of the duration of the course)

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

## Drugs and Alcohol

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

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

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

You can download the policy from [CPP506 Drugs & Alcohol Policy](#).

## Artificial Intelligence (AI) Tools

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

For more detail please read the **Kā ture me kā tikaka - Policies & Procedures** section of this handbook [Policies](#).

## Kā Raki whakahirahira - Important Dates

Nelson Anniversary	Monday 2 February
Waitangi Day	Friday 6 February
Good Friday	Friday 3 April
Easter Monday	Monday 6 April
Easter Tuesday	Tuesday 7 April
Anzac Day	Observed Monday 27 April
King's Birthday	Monday 1 June
Matariki	Friday 10 July
South Canterbury Anniversary	Monday 28 September
Labour Day	Monday 26 October
Canterbury Anniversary	Friday 13 November
Westland Anniversary	Monday 30 November

## Kā whakapātaka - Contact Details

All staff are located on the 5<sup>th</sup> floor of the Manawa Campus

### Key Staff

#### Roxane Will

Portfolio Manager – Nursing/Co Head of School

021 273 7646

[Roxane.Will@ara.ac.nz](mailto:Roxane.Will@ara.ac.nz)



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#### Rachel Burt

Clinical Manager

021 274 6095

[Rachel.burt@ara.ac.nz](mailto:Rachel.burt@ara.ac.nz)



### Teaching Staff

Name	Phone	Email
Gladys Muza	021 271 7507	<a href="mailto:Gladys.Muza@ara.ac.nz">Gladys.Muza@ara.ac.nz</a>
Melanie Morete	021 278 8225	<a href="mailto:Melanie.Morete@ara.ac.nz">Melanie.Morete@ara.ac.nz</a>



## Admin Staff

Name	Phone	Email
<b>Charlotte Li-Preuss/</b>	021 285 6157/	
<b>Candace Nicklin</b> Placement Coordinator	03 940 6013	<a href="mailto:Clinical.Placement@ara.ac.nz">Clinical.Placement@ara.ac.nz</a>
<b>Kerry Chisholm</b> Team Leader – Administration Operat	022 019 3358	
<b>Anne Snelling</b> Operations Administrator	021 271 8569	<a href="mailto:deptofhealthpractice@ara.ac.nz">deptofhealthpractice@ara.ac.nz</a>
<b>Ali Irvine</b> Operations Administrator	03 940 8254	

## Faculty Links



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

# Tō Akoako Your study



## Taipitopito akoraka - Programme Details

### About the Programme

The key belief underpinning this programme is that nursing is a negotiated partnership between client/family/community and nurses to care, advocate, rehabilitate, teach, learn, promote health and support health practices. Implicit in this is the understanding and practice of therapeutic communication, cultural safety and the adherence to professional standards.

To enable learners to access a nursing qualification that prepares them for practice under the direction and delegation of a registered nurse in a variety of health care settings. It also enables learners to meet the Nursing Council of New Zealand competencies for enrolled nurses.

### Graduate Profile

Graduates of this programme will be able to:

- Apply nursing knowledge and skills to safely deliver health care.
- Assess health status and undertake appropriate interventions in a manner that supports best outcomes for health consumers.
- Establish, maintain and conclude therapeutic interpersonal relationships.
- Work collaboratively and communicate effectively within the interdisciplinary health care team.
- Apply professional judgement, accountability and responsibility in ensuring that nursing practice and conduct meets professional, ethical and legal requirements and standards.
- Practice in a manner that is culturally safe and promotes health, autonomy, self-determination and quality of life for health consumers.
- Apply the principles of Te Tiriti o Waitangi to enrolled nursing practice.
- Identify and advocate for the needs of the health consumer and work in partnership with the health consumer and/or family/whanau or support person/s.



## Programme Regulations

The New Zealand Diploma in Enrolled Nursing is an 18-month full time equivalent programme of study requiring the successful completion of 180 course credits.

Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually on the Ara Institute of Canterbury website and in programme brochures.

The maximum period of time to complete the programme is three years. Any extension to this period would require a written application from a Portfolio Manager or delegate (beyond three years will not meet the Nursing Council of New Zealand registration requirement).

The programme comprises 180 compulsory course credits with 90 credits at Level 5. A minimum of 900 work integrated learning hours is required. 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 Institute of Canterbury standard policy and procedure.

Progression through the courses is dependent on meeting the prerequisites for each course.

A learner 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 Programme Leader. Should performance not improve, the Programme Leader will discuss with the Portfolio Manager (or delegate) the benefit of placing the learner on a Formal Academic Contract.

The New Zealand Diploma in Enrolled Nursing will be awarded to all learners who successfully complete all the requirements laid down by the Faculty of Health, Science and Sustainability and approved by the Academic Board.

The formal document certifying the award of this qualification will display the NZQF logo and the Ara Institute of Canterbury logo.

Learners must demonstrate clinical competence in the *Competencies for the enrolled nurse scope of practice* (NCNZ, 2012). This is achieved through a minimum of 700 clinical practice hours in clinical placements and 200 simulation hours. Learners may only enrol in a clinical course (NURS4415, NURS5411, NURS5412, and NURS5413) twice. Learners must attend at least the minimum number of clinical hours for each clinical course.



On successful completion of all Ara Institute of Canterbury requirements, and other requirements as specified by the Nursing Council of New Zealand (NCNZ), learners are eligible to apply to the NCNZ for the Application for Examination/Registration for enrolled nurses. The learner must pay the registration fee set by NCNZ.

## 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	Work Integrated Learning	Notional Learning Hours	Course Factor
<b>Year 1 – Compulsory Courses</b>						
NURS4411	Nursing as a Profession: Enrolled Nursing	4	15	0	150	0.1250
NURS4412	Applied Social Science for Enrolled Nurses	4	15	0	150	0.1250
NURS4413	Applied Structure and Function of the Human Body	4	15	0	150	0.1250
NURS4414	Clinical Skills for Enrolled Nursing	4	15	0	150	0.1250
NURS4415	Foundations for Enrolled Nursing Practice	4	30	300	300	0.2500
NURS5412	Enrolled Nursing Practice: Mental Health and Addictions	5	30	200	300	0.2500
<b>Total</b>			<b>120</b>	<b>500</b>	<b>1200</b>	<b>1.0000</b>

Code	Course Title	Level	Credits	Work Integrated Learning	Notional Learning Hours	Course Factor
<b>Year 2 – Compulsory Courses</b>						
NURS5411	Enrolled Nursing practice: Acute Care	5	30	200	300	0.250
NURS5413	Enrolled Nursing Practice: Rehabilitation and Community	5	30	200	300	0.2500
<b>Total</b>			<b>60</b>	<b>400</b>	<b>600</b>	<b>0.5000</b>
<b>Programme Totals</b>						

## Our Access to your Work

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

## Confidentiality

All learners are required to sign the non-disclosure of patient/client information form at the commencement of the programme.

Learners are reminded that they shall not disclose to any person who is not:

- (a) either employed by the authority controlling the organisation or institution in which they undertake professional practice as part of their nursing education, and is in the proper course of their duty, or
- (b) employed to provide tuition to nursing learners at the Ara Institute of Canterbury and is in the proper course in their work as a lecturer, or
- (c) enrolled by Ara Institute of Canterbury as a learner in the Faculty of Health, Science and Sustainability and for whom it is appropriate to have access to the information in the proper course in their role as a learner, for example, as part of their course/programme work/learning, any information concerning the condition, treatment or circumstances, or history of any patient or client, or any knowledge or information concerning the business, affairs, property or other activities of the controlling authority which has come to their knowledge in the course of their training.

Learners should also be aware that web pages, 'blogs' or internet social utility sites such as 'Bebo', 'Facebook' or 'Myspace' should not contain any information

that relates to clinical practice and/or could breach confidentiality. If this does occur the learner will be asked to remove the information as quickly as possible and will be called to discuss the matter further with the Portfolio Manager. Breaches of confidentiality are viewed seriously and bring into question the learner's awareness of professional responsibilities and commitment to the programme. A fail grade for a clinical course is the outcome for a learner who breaches confidentiality. If a lecturer gives consent for a learner to tape or record some teaching this must also be treated as confidential for the learner's personal use only.

## **Legal Convictions**

Any learner who receives a legal conviction (other than a minor traffic violation) during the course of the programme is required to meet with the Head of Faculty of Health, Science and Sustainability to discuss any implications for access to clinical placements and registration with the Nursing Council of New Zealand. It is the responsibility of the learner to organise this meeting to occur as soon as possible after receiving the conviction.

## **Dealing with problems**

Learners are asked to go first to the relevant lecturer or someone else they think can help to talk over their concerns. If the situation is not resolved the Year Coordinator can be approached.

The people who may be able to help for issues related to NZ DEN programme work:

- the lecturer concerned
- the course leader
- the Programme Leader
- Learning Services staff (situated in the Learning Resource Centre)

People who may be able to help with other issues are:

- Counsellor
- Health Centre staff
- a lecturer
- class representatives

- student advocate
- the Portfolio Manager - Nursing and/or the Clinical Manager and/or the Programme Leader
- the Student Services



## Table for Guidelines for Professional Attitudes and Behaviour

	Respect for Self & Others	Problem Ownership	Communication Skills	Group Participation	Logical Process	Planning & Organisation	Professional Boundaries	Professional Behaviours
Professional Expectations	Demonstrates respect for new or different attitudes, beliefs, values and practices. Demonstrates commitment to Cultural Safety. Maintains client dignity and safety and promotes client rights.	Validates perceptions about others' behaviour when upset by it. Acknowledges other's position. Takes responsibility for own actions. Accepts responsibility to work collaboratively with peers, lecturers and clinicians.	Actively listens, able to discuss and allows others to state their opinions. Able to maintain and terminate professional relationships with clients and colleagues. Uses appropriate communication channels with peers, lecturers and clinical agencies.	Contributes appropriately and effectively to groups. Demonstrates commitment to programme. Seeks new learning opportunities. Seeks guidance when necessary.	Comments are appropriate to the topic. Able to identify key points and generalise. Able to make ideas real. Able to problem solve. Able to apply concepts. Able to put ideas into context.	Able to plan and prepare for classes, study, assignment work and clinical practice. Meets deadlines. Follows processes and policies accurately. Appropriate use of supports.	Is aware of the professional responsibility of nursing and maintains a therapeutic relationship with client and families at all times. Maintains inter-professional relationships. Maintains professional boundaries.	Works within professional frameworks. Works within Ara, BN and agency policies, guidelines and standards. Speaks for self (support person provides support only). Demonstrates honesty and high level of personal integrity. Provides safe nursing care. Wears uniform professionally.
Below Professional Expectations (continuance in the programme may be reviewed).	Is unwilling to allow others to have opinions or values different from their own. Labels others. Makes statements insulting to another person/s or group. Displays contempt for others.	Makes assumption about others or assumes own perceptions are the only correct ones. May misread others as hostile. Gestures anger or disinterest towards others. Avoids problem ownership. Responds with blame. Complains about others without satisfactory reason.	Fails to listen. Reframes topic/s and is unaware of doing so. Talks while others are talking. Dominates a discussion or talks over others. Makes statements that leave others afraid to speak. Is suspicious of others intent. Has difficulty maintaining professional relationships with clients or colleagues.	Unable to respond to questions or speak spontaneously. Some avoidance behaviours in interpersonal situations. Attendance minimal. Has difficulty hearing feedback or responding to guidance.	Comments (verbal or written) often off topic. Over-generalises in discussions. Has difficulty problem solving. Has difficulty staying on task. Unable to acknowledge context.	Ineffective study/work plan. Consistently absent or arrives late for class or clinical practice. Does not hand in or complete work on time. Frequent requests for extensions for assessments. Minimal or no use of available professional supports. Frequent personal crises/relationship upheaval. Failing course.	Personal and professional roles merge or become personal. Difficulty in distinguishing between a social / personal and a therapeutic relationship between nurse / client and nurse / interdisciplinary team. Has difficulty or is unable to terminate a relationship with client. Uses social media or a public place to discuss class or clinical issues.	Demonstrates behaviours outside professional frameworks or relevant policies, guidelines and standards. Allows others to speak for them. Uses any substance which could potentially affect clinical judgement. Does not recognise or have strategies to manage own health issues. Provides unsafe nursing care. Demonstrates dishonesty. Uniform not worn professionally.

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

## Learner Responsibilities and Rights

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

### Useful Contacts:

Independent Learner Advocate: Duncan Dunbar.

Email: [duncan.dunbar@ara.ac.nz](mailto:duncan.dunbar@ara.ac.nz) | Mobile: 027 273 6246

Email: [student.voice@ara.ac.nz](mailto:student.voice@ara.ac.nz)

## Your Responsibilities as a Learner

As a learner here, Ara expects you to:

### Behave safely

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

### Respect others

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

### **Observe Ara rules**

- Behave appropriately for a tertiary education environment.
- Genuinely attempt to meet all course requirements including financial obligations.
- Comply with visa requirements.
- Be honest when completing assignments/other assessments.
- Comply with requirements of programme handbooks.
- Follow Ara policies and regulations (refer [Ara Policy Library](#)).

## **Your Rights as a Learner**

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

### **Fairness**

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

### **Ara Respects your right to:**

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

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

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

### **Concerns / Complaints:**

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

## Unacceptable Behaviour for Learners, or Visitors at Ara

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

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

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

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

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



## **Learner Behaviour in Class / Classroom Maintenance**

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

## **Dress Code**

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

## Kā Taunakitaka Mōu – Support for You

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

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

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

Support Area	Details	People	Links
<b>Faculty Staff</b>	This team are your first port of call for issues impacting your ability to study	Lecturer Programme Leader Portfolio Manager- Nursing Dean	
<b>Student Reps</b>	Student reps are invited to attend student rep meetings within your faculty where they can raise issues on your behalf	<ul style="list-style-type: none"> <li>- Student Voice</li> <li>- Posters of your student reps are displayed in your faculty</li> </ul>	<a href="#">Student Voice</a>
<b>Student Services</b>	Ara offers a wide range of student services	Student Advisors Health Centre Student Voice	<a href="#">Learner Support</a>
<b>Te Pae Ora</b>	A wellbeing hub for ākonga		<a href="#">Te Pae Ora   Te Pūkenga</a>
<b>Independent Student Advocate</b>	Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study	Duncan Dunbar 027 273 6246 <a href="mailto:Duncan.Dunbar@ara.ac.nz">Duncan.Dunbar@ara.ac.nz</a> X106 (Rakaia Centre)	<a href="#">Student Advocacy</a>

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

# Kā Aromatawai - Assessments

## Assessment Information

At the start of each course, you will be given a **Course Outline**. 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 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 Coordinator or Programme Leader.

Before each assessment you will be given an **assessment brief**.

## Assessment Types

<b>Formative assessment</b>	Verbal and written feedback that takes place throughout classes and the programme.
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<b>Summative assessment</b>	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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A Course Descriptor included within each Course Outline has a summary of the assessments to be undertaken, the pass criteria for each assessment in the course and the weighting that each contributes to the final course grade. The assessment categories used in the programme are as follows:

## Assessment Methods

In order to reflect the learning outcomes, a wide range of assessment methods will be used.

These may include:

- written examinations
- presentations
- workbooks
- competency assessments
- essays
- individual or group projects
- practical assessment
- concept mapping
- case studies
- client health assessments
- e-portfolios

## Academic Integrity

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

You are required to:

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

- not present another person's assessment as your own (this includes purchased assessments)
- not act or behave in a way that prevents others from completing their assessments
- keep written and electronic work secure to prevent others from accessing and copying work.

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

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

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

## Examinations

The supervision of examinations conducted within the Faculty of Health, Science and Sustainability (with the exception of the NCNZ examination for the enrolled nurse scope of practice), will follow the Ara Academic Board guidelines. All learners are to be familiar with the Ara Written Examinations: Rules for Candidates. Note: Rules 2-5 may vary in relation to the length of examination time. Examinations will be held in designated sites or may be conducted offsite and invigilated if this is agreed to by the Programme Leader. Examinations may be conducted in the evenings.

All learners must provide their Ara Student ID card as ID.

## Sickness on the day of an Examination

If a learner is sick on the day of the examination, they must contact the Course Leader and obtain a Medical Certificate dated on the day of the examination. The learner will then be able to sit the resit examination as their first attempt.

## Sickness Immediately Prior to or During an Examination

The exam supervisor must be immediately notified if a learner has an acute onset of illness or personal distress immediately prior to or during an exam. A



medical certificate must be obtained that day. The Course Leader must also be notified by the learner.

## **Sickness or Bereavement on the Day of a Resit Examination**

The learner must contact the Programme Leader and must obtain a medical certificate dated on the day of the resit examination.

### **Assignments - Handing in and Collection**

All written assessments must be submitted by the date and time, on-line. Late submission will receive zero marks, and the learner will fail the assessment.

Learners must retain a copy of all assignments. Learners should back up all work while assignments are being prepared for submission.

Learners must complete the Assignment Cover Sheet and initial the declaration that the assignment is their own original work and is exactly the same as the assignment submitted to 'Turnitin', i.e., no changes have been made.

Assignment Cover Sheets may be downloaded via the Ara Moodle site under 'Diploma in Enrolled Nursing NZ Diploma in Enrolled Nursing'.

Assignments handed in without a cover sheet will not be marked.

Every care is taken to avoid loss of learner work, but learners are strongly advised to save a back-up copy of any assignment in their home directory at Ara prior to handing in. *Reception staff will not provide staplers, twink, pens or cover sheets.*

Learners must submit an electronic copy of written assignments to Turnitin assignment via the course Moodle site unless directed otherwise by the Course Leader. Draft submissions are not allowed. The assessment submitted on or before the due date and time, will be assessed for matches and must match the hard copy submitted for marking. This must be an exact copy of the printed copy submitted. The receipt must be attached to the assignment cover sheet prior to submission. This will be removed prior to marking.

## **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.

The standard Faculty of Health, Science and Sustainability Assignment Cover Sheet is available to all learners via Moodle (<http://moodle.ara.ac.nz/login/index.php>)

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

Marked assignments and portfolios may be collected on dates identified by the Course Leader or returned either electronically or by mail. Any uncollected work will be kept for the remainder of the semester, plus one subsequent semester, and will then be destroyed.

**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.

## Assessment Marking

Learner's assessment work is not necessarily marked by the course lecturer. The Ara course leader is responsible for moderation of assessments to ensure there is consistency in the application of marking criteria by all those involved in marking a particular assessment.

Learners will be given a required word count for written assignments which includes a range of +/-10%. For example, a required word count of 1,000 may result in an assignment of 900-1,100 words.

If a learner submits an assignment that has a word count over 10% of the required word count, for example, over 1,100 words as per the example above, a penalty of 5% will be deducted from their final mark.

There is no penalty if below 10%, for example, 800 words as per the example above, as either the learner has provided a very concise assignment or there is insufficient detail to obtain a pass mark.

## Assessment Requirements and Progression: Theoretical Courses

A pass in each summative assessment is required.

**Time Extension for a Theoretical Assessment:** Assessments must be completed on the scheduled dates and times except where application for an extension has been made to the Course Leader and granted prior to the due date. Extension requests must be made to the Course Leader on the appropriate form at least 24 hours before an assessment is due and must be accompanied by documentation that reflects sickness or extenuating circumstances. A copy of the approved extension will be kept in the learner's file. Assessments handed in after the due date and time (or extension date and time) will not be marked and no resit/resubmission will be available for this assessment.

## Assessment Requirements and Progression: Clinical Practice Courses

Learners are expected to attend all **clinical practice hours** in order to meet NCNZ competency requirements. Learners unable to attend clinical practice must notify the clinical agency **and also the** Faculty of Health, Science and Sustainability via email at [deptofhealthpractice@ara.ac.nz](mailto:deptofhealthpractice@ara.ac.nz), or by phone to the Contact Centre on 0800 24 24 76, or phone the Faculty of Health, Science and Sustainability Reception on 03 940 8254. An absence of three or more consecutive days will require a medical certificate or Practitioners Statement. Learners may view their attendance and results via Tribal on completion of each semester.

Learners must demonstrate safe practice and the achievement of all learning outcomes and competencies to gain a pass grade for clinical practice courses. All clinical practice courses include a clinical practice component, and may also include additional assessment points (e.g., clinical portfolios). Clinical practice components are assessed summatively over a specified time span using the **clinical assessment form**, which is based on the NCNZ (2010) *Competencies for enrolled nurse scope of practice*. Learners not meeting learning outcomes and competencies will develop specific learning goals with their clinical lecturers. Documentation will occur on Record of Contact (with student) forms, and relevant emails or other forms of documentation will also be included.

Learners who do not demonstrate confidentiality, safe practice at all times, and the achievement of all clinical course learning outcomes and competencies will receive a fail grade for that course. Re-enrolment in clinical courses can only occur once, in accordance with NCNZ policy.

Any repeating of clinical courses will be subject to availability of clinical placements. Learners who receive a fail grade in a clinical course will be placed on formal academic contract by the Portfolio Manager – Nursing or delegate and may be required to undertake an assessment of knowledge and practice competency before re-entering clinical practice. This is to promote patient safety and will be determined by the Programme Leader/Academic Manager. Learners who fail clinical courses will be required to undertake clinical experiences in the Christchurch area and may require Portfolio Manager approval of the clinical placement.

For more information refer to the Clinical Practice Handbook for the Bachelor of Nursing and NZ Diploma in Enrolled Nursing.

## **Withdrawal from Clinical Practice**

A learner may be immediately withdrawn from clinical practice by agency staff and/or clinical lecturer for unsafe practice, unprofessional behaviour or professional misconduct; or if in the professional opinion of the registered nurse(s), the agency or academic staff, considers the ongoing presence of an individual learner may compromise patient safety. The Portfolio Manager will be immediately notified and the reasons for, and consequences of, withdrawal will be reviewed with the learner at the earliest opportunity.

## **Quality Assurance**

Your assessments may be used for internal and external moderation, monitoring, programme reviews, 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

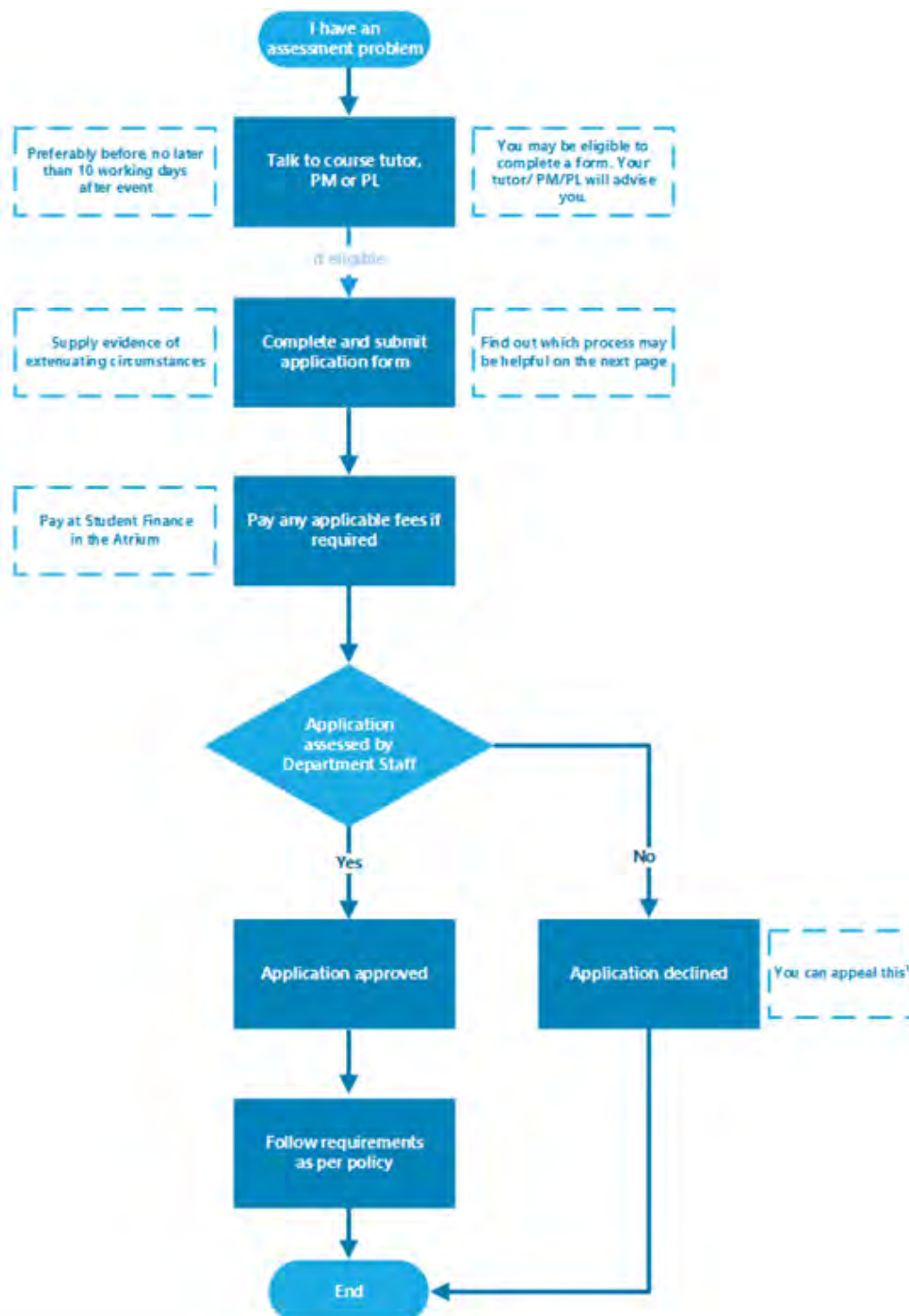
Other grades that may be awarded for particular circumstances in achievement-based courses include:

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	<p>Awarded pass following consideration of impaired performance / aegrotat application.</p> <p>Where a grade is able to be determined AEG (Grade) will be recorded.</p> <p><b>Aegrotats do not apply to this programme.</b></p>
Restricted pass	RP	<p>Where a course was narrowly failed (45-49%) and is compensated by overall good performance in the relevant subject.</p> <p>It cannot be used to meet pre-requisite requirements.</p>
Conceded Pass	CON	<p>Where there is considerable evidence that marginal failure (45-49%) in one course is compensated by good overall performance.</p> <p>Only one conceded pass may be granted to a learner towards a particular qualification.</p>
Conditional Pass	CP	Where a course was narrowly failed (45-49%) and an agreed portion of work or assessment is to be completed.



# Kā tikaka aromatawai - Assessment Regulations

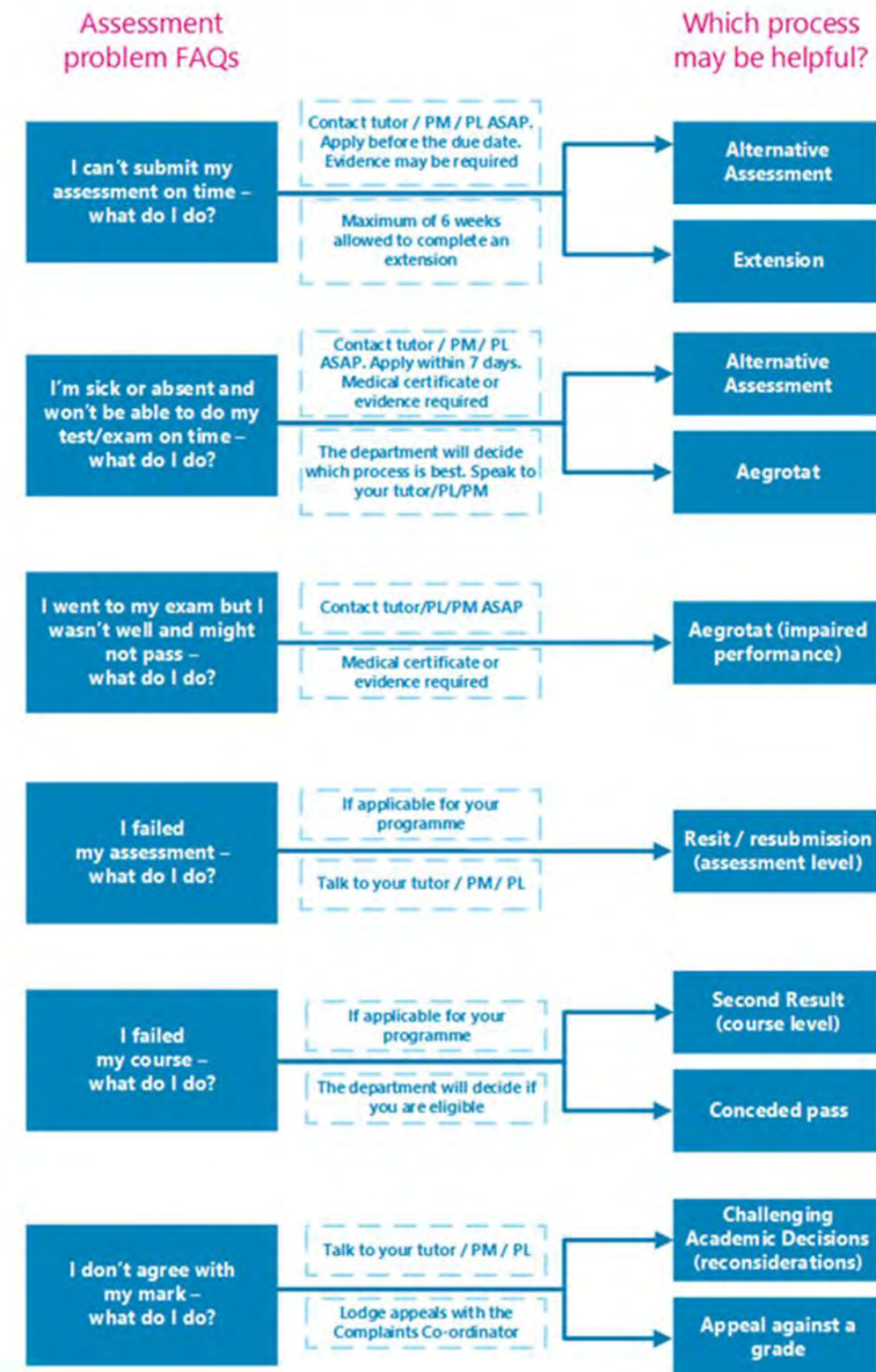
## Regulations Flowchart



\*The student lodges the appeal in writing with the Complaints Coordinator with a copy to the Head of Department

## Which form do I use?

*\* Always speak to your tutor, Programme Manager (PM) or Programme Leader (PL) to see if you are eligible*



# Kā tikaka aromatawai - Assessment Regulations

## Extensions

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

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

## 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)

Second results are not available in this programme.

## 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 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 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.

## 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**.

## Other regulations

### NCNZ Assessment Regulations

Learners may only enrol in a clinical course twice.

### NCNZ Regulations

In order to meet Nursing Council of New Zealand requirements:

- 1 Regular attendance in scheduled classes and clinical practice placements is required (100% attendance is expected) but absence for genuine reasons is accepted, provided learning outcomes are met.
- 2 Clinical competence consistent with Nursing Council of New Zealand requirements is achieved.
- 3 A pass grade in all summative assessments is achieved.

Learners are reminded that the Faculty of Health, Science and Sustainability and the Nursing Council of New Zealand require the above standards to be met before a learner is recommended for registration.

Any learner who does not meet programme requirements will have their eligibility to re-enrol reviewed by the Nursing Council of New Zealand. In such matters the Nursing Council of New Zealand will have jurisdiction over the learner's eligibility to continue with their application for registration.

## **Safety Regulation**

A learner may be immediately withdrawn from clinical practice by the agency staff and/or the clinical lecturer for unsafe practice, unprofessional behaviour or professional misconduct or where there is a perceived risk to the safety of patients or others.

## **Reading, Writing and English Literacy**

There is a requirement that on admission to the EN programme, the learner is able to read and write unassisted because they will be required to independently and accurately read and write case notes and other documentation including medication orders when in clinical practice.

Misinterpretation of documentation or imprecise case notes or misreading medication orders and/or medication labels would create a risk of harm to others. The learner must also be able to understand, interpret and speak English at a level which is safe in clinical practice as the inability to do so would create the risk of harm to others.

# Kā putaka me te Whakapōtaetaka - Results & Graduation

## Accessing Your Results

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

These results may be returned to you in class or online. Final grades for each course will be available online within 15 working days of the end date of the course and accessible through [MyAra](#) or through the My Ara app.

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

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

## Academic Transcripts

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

## Access to marked assessments

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

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

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

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

- 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](#).

## Health Practitioners Competence Assurance Act (2003) [including applications for registration]

The attention of all learners is drawn to the Health Practitioners Competence Assurance Act (2003) (HPCA Act).

During the eighteen months a learner is enrolled in the New Zealand Diploma in Enrolled Nursing programme the Portfolio Manager is required under Section

45(5) of the HPCA Act to notify the Registrar of the Nursing Council of New Zealand in writing (as the authority appointed in respect of the practice of nursing), if she/he has reason to believe that a learner who is completing the course would be unable to perform the functions required for the practice of nursing because of some mental or physical condition.

Section 15(1) of the HPCA Act (2003) states that the Nursing Council of New Zealand may register an applicant if the applicant:

- (a) is fit for registration in accordance with Section 16; and
- (b) has the qualifications that are prescribed, under Section 12, for that scope of practice; and
- (c) is competent to practise within that scope of practice.

When the learner applies to the Nursing Council of New Zealand to sit the Examination for Registration, the learner and the Portfolio Manager must each declare that the learner is fit for registration.

The Portfolio Manager declaration concerning fitness for registration includes that the Portfolio Manager believes the learner:

- has completed a programme approved by the Nursing Council of New Zealand.
- has been assessed as meeting the Nursing Council of New Zealand's competencies for an enrolled nurse.
- is/is not fit for registration in terms of Section 16 of the Health Practitioners Competence Assurance Act (2003).
- is/is not of good standing with this institution's Faculty in terms of Section 19 of the Health Practitioners Competence Assurance Act (2003).

It is important that all learners understand that whilst Ara awards the diploma New Zealand Diploma in Enrolled Nursing, the decision to register a person as a nurse is the responsibility of Nursing Council of New Zealand under the HPCA Act.

## Application for Registration as an Enrolled Nurse

On successful completion of the programme, the learner will be eligible to be awarded the New Zealand Diploma in Enrolled Nursing which is an academic qualification. The right to call oneself a nurse and the right to practise as a Registered Nurse under the Health Practitioners Competence Assurance Act (2003) is subject to registration by the Nursing Council of New Zealand.

(a) Requirements for the Award of New Zealand Diploma in Enrolled Nursing:

- A pass grade for all courses.

(b) Requirements for obtaining Entry to the Enrolled Nurse scope of practice which are stipulated under the Health Practitioners Competence Assurance Act (2003):

- Completion of the New Zealand Diploma in Enrolled Nursing within the Nursing Council of New Zealand's approved timeframe within three years.
- Pass the examination set by Nursing Council of New Zealand.
- Be deemed fit for registration.
- Pay the registration fee set by Nursing Council of New Zealand.

Competencies for Entry to the Enrolled Nurse scope of practice can be found on the Nursing Council of New Zealand website [www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz) under 'publications'.

# 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 Academic Staff 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 you, 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.

## Manawa Building Emergency Procedures

### Emergency calls

In an emergency dial 111 for all emergency services. Staff/learners 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

#### 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**

**Manawa Address: 276 Antigua Street**

**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, staff should Drop, Cover and Hold. Staff should then evacuate the building via the stairs if damage is evident.

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**Civil Defence**

There is emergency lighting in the building.

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**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 AED's in the Manawa building which are located ground floor in the reception area on the wall and on the 5<sup>th</sup> floor in the reception area on the wall. In an emergency call **111**.

**Address: 276 Antigua Street.**

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The Emergency Assembly Point for Manawa is:

**Riverside on the riverbank**

**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 2 October 2025.



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## Want to find out more?

For details and information about making the most of your study at Ara, visit **[www.myara.ac.nz](http://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](mailto:info@ara.ac.nz)**