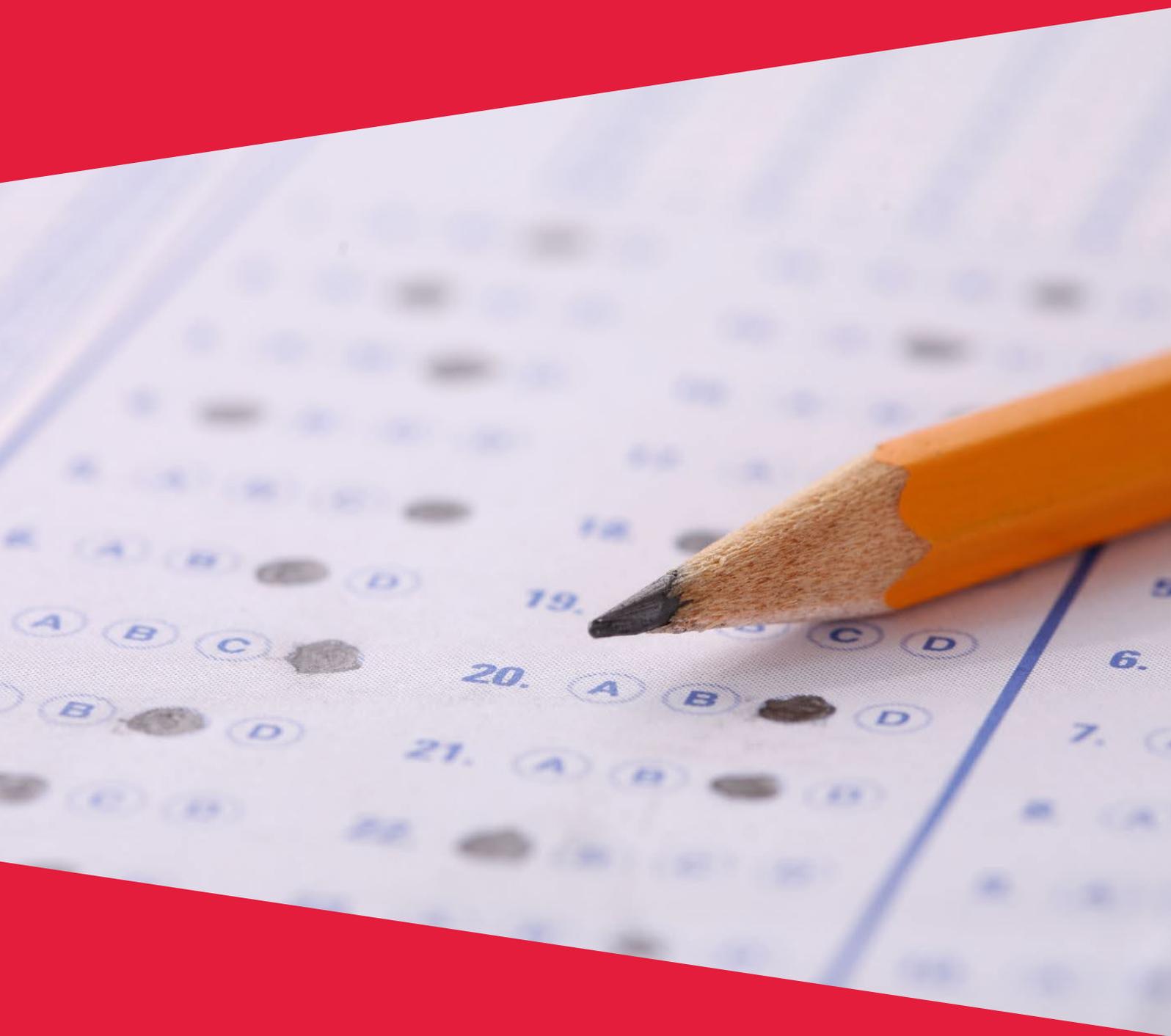




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Disclaimer: This Student Handbook and the contents within were correct at the time of printing. We reserve the right to alter any information as listed in this Student Handbook or on our Web site. While every effort is made to ensure the information presented is up-to-date and accurate, this Student Handbook should only be indicative, and students should check the Downloads section on our Web site for the current version of this document. Some dates within this document are indicative and may be subject to change. Some information may be subject to approval and / or audit by external agencies.



Assessments and Grades

Assessments are the way you and we can gauge how well you are studying and learning during your programme. They also give us evidence of your competency in skills and knowledge you are learning. In this section, we discuss the different ways we assess you and how your grades are calculated.

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Introduction to Assessments and Grades

Your grade is determined throughout your programme by two different sections:

Attendance	Your attendance in scheduled classes and assessments
Assessments	Your theory and practical assessments you complete either inside or outside class. These can be assignments, projects, case studies or tests.

How We Allocate Your Grades

We allocate your grades as follows:

Section	Percent of Overall Grade	Minimum Pass (Percentage)	Requirements
Attendance	You must meet the minimum requirement of hours to pass.		
Assessments	100%	60% on each assessment	All <u>must</u> be completed and passed.

Types of Assessments

Assessments are your theory and practical assessments you complete either inside or outside class.

These can be:

- Assignments
- Projects
- Case studies
- Portfolio work
- Tests
- Final examinations

Assessments form 100% of your final grade.

We issue assessment notices with due dates listed for all formal assessments.

You must complete all assessments and pass each one by at least 60%.

Definitions of Types of Assessments

Assessments are **marked** assessments that count towards your final grade.

Please note: We may give you things like homework and spot tests / quizzes to help you gain knowledge or test your skills. These are to help you and us, but they may not count towards your final grade.

Assignment

An assignment is a piece of work, often open book, which you need to take home and complete in your own time.

You will then need to turn the assignment in to the correct tutor by the due date.

Project

A project is a larger piece of work, often open book, which you need to take home and complete in your own time.

This tends to be a lot larger than an assignment and may take several days to complete.

You will then need to turn the project in to the correct tutor by the due date.

Case Study

A case study is where you perform a treatment and document that treatment on a template, usually a consultation form.

In the consultation form, you will need to make sure you meet all the requirements and reflect on what you did during the treatment.

You will complete more than one case study per subject.

You will then need to turn the case studies in to the correct tutor by the due date.

You can find more about the case studies on [our Case Studies page](#) on our Web site.

The case study templates are located on your Teams page. You will need a full, current version of Microsoft Word to use the form.

Portfolio

A portfolio is like a case study but has a more holistic approach.

You will need to make sure you meet all the requirements and reflect on what you did during the treatment.

You most likely will need to supply photographic evidence as well.

You will need to complete several portfolio entries over a certain period of time.

You will then need to turn the portfolio in to the correct tutor by the due date.

You can find out more about your portfolio on [our Portfolio page](#) on our Web site.

The portfolio templates are located on your Teams page. You will need a full, current version of Microsoft Word to use the form.

Test

Tests cover information or skills you covered in previous classes. We try to give you two (2) to three (3) weeks' notice before a test.

Information on marking criteria and other vital requirements is either emailed to students, placed on their Teams page, and / or placed on the student notice board for you to access. This information makes the assessment process more transparent for you.

Most of your practical skills will be assessed via a practical test.

Final Examination

A final examination covers information or skills towards the end of your programme to determine your final competency.

Information on marking criteria, timing, and other vital requirements is either emailed to students, placed on their Teams page, and / or placed on the student notice board for you to access. This information makes the assessment process more transparent for you and allows you to arrange models, if required.

Most of your practical skills will be assessed in a final examination.

Number of Formal Assessments in Our Programmes

Formal Assessments – New Zealand Certificate and Diploma in Beauty Therapy

You will have approximately:

- A dozen formal theory assessments; and
- Over two dozen formal practical assessments.

Formal Assessments – New Zealand Certificate in Nail Technology

You will have approximately:

- Half a dozen formal theory assessments; and
- Many formal practical assessments, many of which are your portfolio entries in the second half of your programme.

Informal Assessments Are Important to Your Success

Tutors may assign you homework and give you other non-formal assessments to help you and your learning. To succeed and achieve in your programme, we highly suggest you complete these.

Extensions on Assessments, Missed Assessments or Failed Assessments

Extensions on Assessments

In this instance, assessments refer to:

- Assignments
- Projects
- Case studies
- Portfolio work

If you need an extension on your assessment, you must apply for the extension five (5) days or more before the due date.

To do this, you must:

- Email the request for the extension directly to the assessor.
- Have extenuating circumstances for us to consider an extension.
- Understand the assessor will deal with extension requests on a case-by-case basis and has the right to seek input from other members of our team to come to a decision.

If you fail your assessment on the first attempt (and this includes not handing the assessment in), you must resubmit your assessment to a passing standard on or before the due date assigned by the assessor.

Sitting a Missed Assessment

If you miss an assessment for a legitimate documented reason (e.g. illness, bereavement), your missed assessment does not count as an attempt at that assessment.

You must:

- Have contacted the Student Liaison Officer to report your absenteeism on the day.
- Supply a legitimate documented reason for your absenteeism from the initial assessment.
- Sit the missed assessment at the next available opportunity. (You may be taken out of class to do this.)

Resitting a Failed Assessment

If you failed an assessment, you will need to resit the assessment and pass it to pass your programme.

You are entitled to one resit opportunity per assessment where a reasonable attempt has been made on the first try of the assessment.

The maximum mark you can achieve on a resit is the minimum pass mark of 60%.

You must:

- Have made a legitimate attempt to sit and pass your assessment on the first try (e.g. answered all the questions in a theory assessment).
- Sit the failed assessment at the next available opportunity. (You may be taken out of class to do this.)

If you do not pass your assessment on your second attempt, we may consider another assessment attempt for you; however, you may need to pay a fee for resitting any assessment beyond the second attempt.

Attendance and Absenteeism

Your attendance is recorded every day. You are marked:

Absent	You are not in class
Late	You have arrived in class after class has started
Present	You are in class and on-time

We mark attendance more than one time a day. If you leave and a tutor hasn't dismissed you, we will mark you absent for the whole period or the whole day.

You must let us know if you are leaving class or the school early so we can account for you in an emergency.

You must text or call in away every day you will not be in class.

Minimum Attendance Requirement

You need to meet the minimum number of hours to pass the programme. Even if you pass all the other sections, you will not qualify if you haven't met the attendance requirements.

If you are considering taking a day off, make absolutely sure you need to take that day off.

If you need to take a day off for sickness, you should go to your doctor and get a medical certificate to cover that day's absence.

Absenteeism Waymarks

This structured policy clarifies the actions we will take when a student reaches the hours of absenteeism listed in the column for the programme they are studying.

Beauty Cert and Dip (starting in February)		Beauty Cert and Dip (starting in July)		Nails	Waymark
First 12 months	Last 6 months	First 6 months	Last 12 months		
32	12	12	32	11	First warning Approaching general absenteeism limit
36	16	16	36	16.5	Second warning Approaching general absenteeism limit
40	20	20	40	22	Final warning Standing at general absenteeism limit Meeting to discuss
Requires medical certificate or excused absence from this point forward					
72	32	32	72	33	First final warning Approaching documented excused absenteeism limit
76	36	36	76	38.5	Second final warning Approaching documented excused absenteeism limit
80	40	40	80	44	Third and final warning letter Final limit No more absenteeism allowed Meeting to discuss
80+	40+	40+	80+	44+	Unable to qualify Failed the programme Options are – can stay on and not qualify; or withdraw

Not Reporting Absenteeism

If you do not report your absenteeism, we may take disciplinary actions against you.

Not reporting your absenteeism is inconsiderate to both your classmates and us. Imagine not reporting you were going to be away from work, and everyone else had to cover for you.

Not reporting your absenteeism to the school is the same.

If you are away from class for 3 school days in a row, and we are unable to get a hold of you, we may contact your nominated next-of-kin to check in on you and your wellbeing.

If you do not report absenteeism 5 days in a row, you will be reported to StudyLink and the government as delinquent. This may see your student loan, student allowance and other funding revoked temporarily or permanently.

We are required to do this by law. If we do not, we threaten all entitlements for Student Loans, etc. for all students.

Examples of Acceptable, Sometimes Acceptable, and Not Acceptable Reasons for Absenteeism

Acceptable Reasons for Absenteeism

- Genuine medical illness (substantiated by a medical certificate) if it is not excessive
- Hospitalisation (substantiated by evidence) if it is not excessive
- Funeral of a close friend or family member (substantiated by evidence) if it is not excessive
- Wedding of a close friend or family member (substantiated by evidence and approved by the Principal) if it is not excessive

Sometimes Acceptable Reasons for Absenteeism

- A one-off or rare time where your child is ill and no one can look after him / her (sometimes substantiated by a medical certificate). This cannot happen frequently as you should have back-up plans for childcare if your child is sick which do not involve you taking time off school
- Specialist medical appointment you cannot change (substantiated by evidence) if it is not excessive

Not Acceptable Reasons for Absenteeism

- Driving test
- A normal medical appointment that can be made outside school hours
- Cup Day
- After a night out
- A long holiday or vacation

Planned Absences

If you are planning to be away from classes for any scheduled reason (wedding, et cetera), you must apply to the Principal for approval. You must download the [Application for Planned Absence Form](#) from the downloads section on our Web site and turn it in with as much time before the planned absence as possible.

The Principal then considers the request in line with the timetable.

You will not be approved to be absent during examinations.

Absenteeism Due to Medical Reasons

Any absenteeism you claim as medical must be substantiated by a medical certificate.

Even if you have medical certificates for your absenteeism, excessive absenteeism may prevent you from sitting your final examinations or gaining your qualification(s).

Medical Certificate

A medical certificate is a note from your doctor, usually typed, stating that he / she had an appointment with you, checked you over, found you had sickness or an illness, and wrote a note to excuse you from work or school. Our policies and those of our international governing bodies require medical certificates for evidence of illness.

Your doctor or medical specialist can give you a medical certificate. It's best to ask him / her in the appointment if you can get one.

Your medical certificate must contain the words (or equivalent), "was examined by me (the doctor)" and "in my (the doctor's) opinion, was medically unfit / unwell to attend class / work". The certificate is your doctor's declaration that you were medically unfit to attend school.

Your medical certificate must not say that it was your opinion that you were ill or unwell, or that you had felt unwell on a previous date but the doctor did not see you around that time.

You turn in your medical certificate to the Student Liaison Officer within 7 days of returning from illness.

Absenteeism Due to Bereavement

If a loved one dies, it can be traumatic. During the course, if you have a loved one pass away, and you need to go to the funeral or meet other obligations related to the death, please see the Student Liaison Officer or Principal to discuss this with them.

You must inform us of bereavement leave as soon as possible.

Legally, you are allowed to miss up to 3 days for a bereavement when the deceased falls into a close family member category, and up to 1 day for a bereavement when the deceased falls into one of the other categories and is approved by the Student Liaison Officer or Principal (as defined by the Holidays Act 2003 and its subsequent amendments). You will need to supply evidence of bereavement to us upon return.

Relationship to the Deceased

According to the Holidays Act 2003 and its subsequent amendments, you can miss up to 3 days for bereavement when the deceased has one of the following relationships to you:

- Spouse
- Parent
- Sibling (brother or sister)
- Child (including the miscarriage or stillbirth of your child)
- Grandparent
- Grandchild
- Spouse's parent

You can miss up to 1 day for bereavement when the deceased has one of the following relationships to you:

- Any other person after discussion with the Student Liaison Officer or Principal

In this latter case, the Act urges us to consider:

- how close your relationship with the deceased is;
- if you are responsible for any part of the ceremonies for the deceased; and/or
- if you have to fulfil any cultural obligations or needs in respect of the deceased.

We do approach the latter on a case-by-case basis.

Evidence of Bereavement

In order to prove bereavement for any audits or evaluations, we ask that you bring in the following combination of things for our records:

- A letter from you outlining your relationship to the deceased, the day(s) you had off due to bereavement, and a photocopy of the obituary; or
- A letter from you outlining your relationship to the deceased, the day(s) you had off due to bereavement, and a photocopy of any evidence of attending the wake and / or funeral

These should be turned in to the Student Liaison Officer within 7 days of returning to class.

If you do not do this, your time off will be counted against your normal days off instead of separately.

Combination of Classes

We reserve the right to combine some classes, where applicable, including but is not limited to A & P and Cosmetic Science, introductory lessons and when special guests are lecturing.

Self-Directed Study Hours

You will need to complete approximately 10 to 15 hours of self-directed study per week in order to complete your assignments, projects, case studies and other assignments, as well as keep up-to-date with your theory knowledge and practical skills.

You will be expected to complete theory study from home to ensure you remain up-to-standard in theory and practical assessments and classes throughout the year.

You must spend at least 10 to 15 hours per week outside of class on reading, assignments, case studies, projects, preparing for class, and preparing for assessment.

Create a time budget or realistic schedule to make sure you have enough time to meet your commitments to your programme through both attendance and self-directed study hours.