

2021

Programme Handbook



Sustainability and Outdoor Education Programmes - Christchurch

Te Hoe Aronui
Department of Humanities



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NAU MAI KI ARA - WELCOME TO ARA

Welcome to the Department of Humanities and your enrolment as a student studying for a Sustainability and Outdoor Education qualification. We look forward to working with you to help you reach your goals and assist you to gain higher qualifications.

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

Your 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.

Good luck!

Hemi Hoskins

Tumuaki – Te Hoe Aronui
Head of Department
Department of Humanities

February 2021

COVID-19

As an Ara student we know you may have questions about how things will operate on campus as we respond to COVID-19 and remain open for learning. Full, up-to-date information is available from myara.ara.ac.nz or using the MyAra app.

KĀ RAKI WHAKAHIRAHIRA - IMPORTANT DATES

SEMESTER ONE

DATES

TERM 1	Tues 9th Feb – Thurs 1st April
Waitangi Day	Monday 8 February
Whakatau	Monday 1 March (Christchurch)
Good Friday	Friday 2 April
Easter Monday	Monday 5 April
Easter Tuesday	Tuesday 6 April
Anzac Day	Monday 26 April
TERM 2	Tues 19th April – Fri 11th June
Queen's Birthday	Monday 7 June
MID YEAR BREAK	Mon 14th June – Fri 7th July
Final Course Results published	03 July

SEMESTER TWO

DATES

TERM 3	Mon 5th July – Fri 27th Aug
TERM 4	Mon 13th Sep – Fri 5th Nov
South Canterbury Anniversary Day	Monday 27 September
Labour Day	Monday 25 October
Canterbury Show Day	Friday 12 November
Final Course Results published	27 Nov

KĀ WHAKAPĀTAKA - CONTACT DETAILS

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Tō akoako Your study



TAIPITOPITO AKORAKA - PROGRAMME DETAILS

Programme Aim

NZ Certificate in Outdoor and Adventure Education (Multi-Skilled) (Level 4)

The aim of this certificate is to provide a unique combination of theory and practice to produce high quality graduates with foundational knowledge of environmental and outdoor leadership.

Bachelor of Sustainability and Outdoor Education (Level 7)

The aim of this degree is to provide a unique combination of theory and practice to produce high quality graduates with a sound understanding of contemporary social and cultural issues, geography and sustainability, and capability in outdoor education.

Graduate Diploma in Sustainability and Outdoor Education: Level 7

The aim of this graduate diploma is to provide a combination of theory and practice with a recommended content that is intended to provide advanced professional development for established teachers, outdoor educators or instructors, or retraining opportunities for graduates of other degrees.

Graduate Profile

NZ Certificate in Outdoor and Adventure Education (Multi-Skilled) (Level 4)

Graduates of this qualification will be able to:

- Manage themselves across a range of outdoor activities, taking into account equipment, weather, local conditions, logistics and safety management.
- Apply principles of health, physical, and psychological performance to enhance personal competence and safe participation for a range of outdoor activities.
- Apply a framework of kaitiakitanga that incorporates respect for the tikanga and kawa of local iwi and/or hapū, sustainability, and the environment in which they are operating.
- Use leadership theories to inform personal leadership and leadership of peers in a range of outdoor activities.
- Apply the safety management system of an organisation, including being able to respond appropriately within an emergency care situation.
- Plan, prepare, and lead outdoor activities in low-risk, low-technical outdoor environments, under direct supervision.

Bachelor of Sustainability and Outdoor Education (Level 7)

The Graduate Profile provides a “picture” of a student’s skill, knowledge, attributes and capability as they progress through the Bachelor of Sustainability and Outdoor Education. The Profile is broken into three components representing a student at the conclusion of full-time equivalent successful study at years three, two and one.

On successful completion of year three, students will have the ability to:

- Promote sustainability education and outdoor education as a means of developing bicultural understanding, healthy lifestyles and other positive social, cultural and environmental attitudes and behaviours which enhance Aotearoa NZ society.
- Implement sound judgment principles, risk assessment and safe professional practice.
- Critically analyse and evaluate one’s own work and the work of others, provide feedback to colleagues and make positive behavioural changes as a result of the feedback received.
- Implement sustainable practice.
- Use and critique research and undertake an independent inquiry.
- Develop and deliver sustainability education and outdoor education in a range of contexts (in terms of gender, age, cultures, abilities and socio-economic backgrounds) demonstrating a sound theoretical base in educational concepts, learning styles and leadership models.
- Employ creative skills and apply them in an organised approach to problem solving.

- Display well-developed critical thinking capabilities, including analysing, evaluating and critically reflecting on information, decisions and behaviour. These abilities also enable strategic thinking and adaptability in a constantly changing global environment.
- Exercise self-direction and adopt independent working practices, and an ability to foster these in others.
- Safely lead and instruct others in outdoor settings.
- Accept responsibility for the quality of their own work outcomes, and where applicable, for the quality of others' work outcomes.
- Apply independent learning skills that encourage the regular accessing of new knowledge, information and practices.
- Use effective written communication and well-developed inter-personal skills, and an ability to foster these in others.
- Initiate, inspire, guide, supervise, high quality outdoor experiences and reward the work of others.
- Work effectively in group situations, as a leader or a follower, as appropriate.
- Adapt to, and work effectively in, diverse cultural contexts and work environments, encouraging others to do likewise.
- Write, review, analyse and critique policy and curricula statements related to sustainability and outdoor education.
- Demonstrate and advocate professional practice underpinned by a sound personal philosophy and contemporary practice.
- Pursue graduate and/or post-graduate study.
- Work effectively in diverse cultural contexts.
- Recognise the ethical dimensions inherent in decision making.

On successful completion of year two, students will have the ability to:

- Demonstrate critical thinking on issues of ethics and practice.
- Recognise local and global implications of dominant paradigm thinking.
- Demonstrate an organised approach to problem solving.
- Display effective communication and well-developed inter-personal skills.
- Exercise self-direction and independent working practices and accept responsibility for the quality of own work outcomes.
- Instruct others while under supervision.
- Accept responsibility for, and ability to manage, own further learning and development.
- Work effectively in group situations (including co-operatively and collaboratively) to negotiate successful outcomes to a range of issues.

- Articulate ideas clearly in a variety of forms.
- Work in outdoor settings to enhance environmental, historical and cultural knowledge of others.
- Demonstrate proficiency in chosen outdoor education pursuit activities.
- Identify, critique and report on personal instructional performances and personal values.

On successful completion of year one, students will have:

- Enhanced verbal communication, literacy, and numeracy skills.
- Developed a range of knowledge and skills in social studies and outdoor education, namely in social geography, practical land and water pursuits, teaching and learning, health and physical education, environmental education and leadership in the outdoors.
- Developed personal and inter-personal skills towards personal responsibility of self and group work outcomes in diverse contexts.
- The ability to engage in open and constructive dialogue about social, cultural and environmental perspectives.
- Work independently and cooperatively to set and achieve goals in an organised and motivated manner.

Graduate Diploma in Sustainability and Outdoor Education (Level 7)

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

- Demonstrate critical thinking on issues of philosophy, ethics and practice.
- Promote sustainability education and outdoor education as a means of developing bicultural understanding, healthy lifestyles and other positive social, cultural and environmental attitudes which enhance Aotearoa NZ society.
- Demonstrate and advocate professional practice underpinned by a sound personal philosophy.
- Review, analyse and critique policy and curricula statements related to sustainability and outdoor education.
- Implement sustainable practice.
- Work independently to set and achieve goals through reflection, review, analysis, reasoning and an organised and motivated approach to work.
- Work co-operatively and collaboratively to negotiate successful outcomes to a range of issues.
- Develop and deliver sustainability education and outdoor education for a range of groups (in terms of gender, age, cultures, abilities and socio-economic backgrounds) demonstrating a sound theoretical base in educational concepts, learning styles and leadership models.
- Implement sound judgment principles, risk assessment and safe professional practice.

- Critically analyse and evaluate one's own work and the work of others, provide feedback to colleagues and make positive behavioural changes as a result of the feedback received.
- Articulate ideas clearly in a variety of forms.

Programme Regulations

NZ Certificate in Outdoor and Adventure Education (Multi-Skilled) (Level 4)

NZ Certificate in Outdoor and Adventure Education (Multi-Skilled) (Level 4) is a one-year full time equivalent programme of study requiring the successful completion of 120 course credits. One credit, as defined by the New Zealand Qualification Authority, is equivalent to approximately 10 hours of total student learning.

Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually in the Prospectus.

The maximum period of time to complete the programme is 3 years. Any extension to this period would require a written application by the student to the Department Group. Applications are considered by the Group only if accompanied by a written recommendation from the Head of Department or delegate. In granting an extension of time, the Department Group will take into account the need for additional courses or credit recognition due to changed industry practice or composition of the degree.

The programme comprises 120 compulsory course credits at Level 4.

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

Full time students are expected to maintain an approximate workload of 120 credits per year, although some variations may be negotiated, within funding and time restrictions. Each year of study is divided into two semesters.

Failure to pass a minimum of 50% of courses taken in a semester may result in any of the following actions:

- Student being placed on probation conditions
- Conditions being applied to future enrolment
- Future enrolment being refused
- Cancellation of current enrolment

In addition, a student's success in individual courses will be monitored by the Head of School or delegate. Failure to pass a course after two attempts may result in conditions being applied to future enrolments or future enrolment in that course being refused.

NZ Certificate in Outdoor and Adventure Education (Multi-Skilled) (Level 4) will be awarded to all students who successfully complete all the requirements laid down by the Academic Board and the Humanities Department Group.

Note: The specifics of how Industry Awards may be offered are still being finalised by the national professional bodies responsible for issuing those awards and Ara.

Bachelor of Sustainability and Outdoor Education (Level 7)

The Bachelor of Sustainability and Outdoor Education (Level 7) is a three-year full time equivalent programme of study requiring the successful completion of 360 course credits of which a minimum of 75 credits are at Level 7. One credit, as defined by the New Zealand Qualification Authority, is equivalent to approximately 10 hours of total student learning.

Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually in the Prospectus.

The maximum period of time to complete the programme is 6 years. Any extension to this period would require a written application by the student to the Department Group. Applications are considered by the Group only if accompanied by a written recommendation from the Head of Department or delegate. In granting an extension of time, the Department Group will take into account the need for additional courses or credit recognition due to changed industry practice or composition of the degree.

The programme comprises 300 compulsory course credits and 60 elective course credits.

Electives

The 60 elective credits (specified and unspecified) of the Bachelor of Sustainability and Outdoor Education are a principal feature of its design. They allow a student to complement compulsory courses with courses of their choice and to credit previous study towards attainment of the degree. Elective credits must combine theory and practical courses as defined in the Regulations above.

Specified elective credits

Specified elective credits may be chosen from the approved list of degree courses.

Unspecified elective credits

The Head of Department or delegate is responsible for approving unspecified credits for study where there is no equivalent course within the degree, but which nevertheless contributes to the achievement of the graduate profile. These credits may be awarded from previous study or concurrent study in a programme other than the Bachelor of Sustainability and Outdoor Education.

Elective courses must not duplicate content in other courses contributing to the degree and may come from courses at Level 5, 6 or 7 as defined by NZQA including those assessed in a language other than English.

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

Full time students are expected to maintain an approximate workload of 120 credits per year, although some variations may be negotiated, within funding and time restrictions. Each year of study is divided into two semesters.

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

Full-time students who pass at least half of their courses in each semester may progress to the following semester's programme provided the relevant pre-requisites have been achieved. Students who pass less than half of their courses in a semester will not be eligible to continue in that programme without academic approval. Usually, such students will be advised that they must pass one or two selected courses before further full-time study in the same programme is permitted. Failure to pass a minimum of 50% of courses taken in a semester may result in any of the following actions:

- Student being placed on probation conditions
- Conditions being applied to future enrolment
- Future enrolment being refused
- Cancellation of current enrolment

In addition, a student's success in individual courses will be monitored by the Head of Department or delegate. Failure to pass a course after two attempts may result in conditions being applied to future enrolments or future enrolment in that course being refused.

The Bachelor of Sustainability and Outdoor Education will be awarded to all students who successfully complete all the requirements laid down by the Academic Board and the Humanities Department Group.

Any student who gains an A grade pass for 180 credits of the 240 required credits at Level 6 and Level 7 courses will be awarded the BSOE with Distinction.

Note: The specifics of how Industry Awards may be offered are still being finalised by the national professional bodies responsible for issuing those awards and Ara.

Graduate Diploma in Sustainability and Outdoor Education (Level 7)

Graduate Diploma in Sustainability and Outdoor Education (Level 7) is a one-year full time equivalent programme of study requiring the successful completion of 120 course credits of which 75 credits are at Level 7. One credit, as defined by the New Zealand Qualification Authority, is equivalent to approximately 10 hours of total student learning.

Applications for entry to the programme are evaluated against the stated entry and selection criteria, published annually in the Prospectus.

The maximum period of time to complete the programme is 3 years. Any extension to this period would require a written application by the student to the Department Group. Applications are considered by the Group only if accompanied by a written

recommendation from the Head of Department or delegate. In granting an extension of time, the Department Group will take into account the need for additional courses or credit recognition due to changed industry practice or composition of the degree.

The programme comprises 90 compulsory course credits and 30 elective course credits. A minimum of 75 credits must be at Level 7. At least one elective course must be one of the following: BSOE609, BSOE610, BSOE611 BSOE613, or otherwise as negotiated with the degree leader.

Electives

The 30 elective credits (specified and unspecified) of the Graduate Diploma in Sustainability and Outdoor Education allow a student to complement compulsory courses with courses of their choice and to credit previous study towards attainment of the Graduate Diploma. Elective credits must combine theory and practical courses as defined in the Regulations above.

Specified elective credits

Specified elective credits may be chosen from the approved list of degree courses.

Unspecified elective credits

The Head of Department or delegate is responsible for approving unspecified credits to a maximum of 15 credits for study where there is no equivalent course within the degree, but which nevertheless contributes to the achievement of the graduate profile. These credits may be awarded from previous study or concurrent study in a programme other than the Graduate Diploma in Sustainability and Outdoor Education.

Elective courses must not duplicate content in other courses contributing to the degree and may come from courses at Level 5-7 as defined by NZQA including those assessed in a language other than English.

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

Full time students are expected to maintain an approximate workload of 120 credits per year, although some variations may be negotiated, within funding and time restrictions. Each year of study is divided into two semesters.

Prerequisites for compulsory courses that make up the graduate diploma are waived upon entry to the programme.

Full-time students who pass at least half of their courses in each semester may progress to the following semester's programme provided the relevant pre-requisites have been achieved. Students who pass less than half of their courses in a semester will not be eligible to continue in that programme without academic approval.

Usually, such students will be advised that they must pass one or two selected courses before further full-time study in the same programme is permitted. Failure to pass a minimum of 50% of courses taken in a semester may result in any of the following actions:

- Student being placed on probation conditions
- Conditions being applied to future enrolment
- Future enrolment being refused
- Cancellation of current enrolment

In addition, a student's success in individual courses will be monitored by the Head of Department or delegate. Failure to pass a course after two attempts may result in conditions being applied to future enrolments or future enrolment in that course being refused.

Graduate Diploma in Sustainability and Outdoor Education (Level 7) will be awarded to all students who successfully complete all the requirements laid down by the Academic Board and the Humanities Department Group.

MAHERE AKO- PROGRAMME STRUCTURE

Programme Matrix

Use the following table as a guide to the courses in your programme. You can find out how many credits each course is worth, and how many credits and courses you need to do to complete your study.

NZ Certificate in Outdoor and Adventure Education (Multi-Skilled) (Level 4)

Code	Course Title	Level	Credits	Course Factor
COAE400	Adventure Leadership	5	15	0.1250
COAE401	Performance and Health	5	15	0.1250
COAE402	Sea Kayaking	5	15	0.1250
COAE403	Rock Climbing	5	15	0.1250
COAE404	Kaitiakitanga and Environmental Education	5	15	0.1250
COAE405	Bush Walking	5	15	0.1250
COAE506	Leadership in Bush Walking	5	15	0.1250
COAE407	Leadership in Mountain Biking	5	15	0.1250
Total			120	1.0000

Bachelor of Sustainability and Outdoor Education Programme Matrix

Elective courses are indicative only and will vary according to student choice and circumstances.

Code	Course Title	Level	Credits	Course Factor
Year 1 (Compulsory Courses)				
BSOE521	Teaching and Learning	5	15	0.1250
BSOE522	Te Ao Maori Outdoors	5	15	0.1250
BSOE523	Water Based Practical Skills	5	15	0.1250
BSOE524	Land Based Practical Skills 1	5	15	0.1250
BSOE525	Human geography of Aotearoa	5	15	0.1250
BSOE526	Physical geography of Aotearoa	5	15	0.1250
BSOE527	Hauora and Well-being	5	15	0.1250
BSOE528	Land Based Practical Skills 2	5	15	0.1250
Total			120	1.0000
Year 2 (Compulsory Courses)				
BSOE621	Teaching and Learning 2	6	15	0.1250
BSOE622	Leadership and Decision Making	6	15	0.1250
BSOE623	Wai Tai Wai Maori: Water based Systems and Environs	6	15	0.1250
BSOE624	Safety and Resource Management Policy and Planning	6	15	0.1250
BSOE625	Global and Local Sustainability Challenges	6	15	0.1250
BSOE626	Te Wao Nui: Land Based Systems and Environs	6	15	0.1250
Subtotal	Compulsory Courses		90	0.7500

Elective Courses – from specified list				
BSOE607	Rock Climbing	6	15	0.1250
BSOE608	White Water Kayak	6	15	0.1250
BSOE612	Bush	6	15	0.1250
BSOE614	Special Topic	6	15	0.1250
BSOE619	Atea	6	15	0.1250
BSOE717	Geographies of Climate Change	7	15	0.1250
Total			120	1.0000
Year 3 (Compulsory Courses)				
BSOE700	Implementing Sustainable Practice	7	15	0.1250
BSOE601	Research Methods	6	15	0.1250
BSOE706	Leadership 3: Applied	7	15	0.1250
AROE701	Policy and Planning	7	15	0.1250
BSOE705	Independent Inquiry Project	7	30	0.2500
Subtotal	Compulsory Courses		90	0.7500
Elective Courses – from specified list				
BSOE709	Special Topic	7	15	0.1250
Unspecified	<i>Practical Elective unspecified (15 credits at Level 5, 6 or 7)</i>		15	0.1250
Total			120	1.0000
Programme Totals			360	3.000

Graduate Diploma in Sustainability and Outdoor Education Programme Matrix

Two electives (from the specified list) – one each semester (30 credits, 0.2500 course factor)

Code	Course Title	Level	Credits	Course Factor
BSOE700	Implementing Sustainable Practice	7	15	0.1250
BSOE626	Te Wao Nui: Land Based Systems and Environs	6	15	0.1250
BSOE706	Leadership 3: Applied	7	15	0.1250
BSOE701	Contemporary Issues	7	15	0.1250
BSOE709	Special Topic	7	15	0.1250
AROE701	Policy and Planning	7	15	0.1250
	Two electives		30	0.2500
Total			120	1.0000

Our Access to Your Work

We may contact you to discuss the right to copy, reproduce, and use your student work for promotional and education purposes for Ara. For more information on Copyright compliance, see http://campus.ara.ac.nz/copyright_contracts

Field Trips

These will be conducted as experiences where there is an opportunity to learn the practical skills with the support and guidance of staff. They will usually be conducted in an outdoor location, which may require teamwork and provide the opportunity for you to become totally immersed in the activity. These field trips are an integral part of the degree programme and may vary in length from several hours to ten days.

Timing of Field Trips

Timetables will specify start and finish dates and times of field trips.

Multi-day field trips may, from time to time, leave the evening before the specified morning. If this may affect your commitments on that evening then ensure you contact the key lecturer of the course at least two weeks prior to the field trip so they can inform you of the arrangements.

Day long field trips generally specify a time of 5 pm return. This however may vary. It is best not to plan commitments within an hour of these times.

Multi-day long experiences will also detail a 5 pm return. These times however can vary by up to five hours due to the opportunities and limitations that weather can play on the learning experience. It is important that you do not plan for commitments, especially part-time work, on the evenings of a multi-day field trip return.

The finish times of field trips are estimations. The experiences are designed and run to maximise your learning. Weather on the day will often influence the exact time of return. If you are required back at campus for another class in the Sustainability and Outdoor Programmes you will be returned in time.

Meeting Places

Urban area field tips

The course lecturer may identify a location in the city for you to meet other than the Gear shed e.g. YMCA – rock wall. When this occurs you are to make your own way to and from these locations.

Other field trips

Usually the meeting place will be a location on campus and the field trip will depart from that point, generally the Gear Shed. Always be on time as the trip will depart when specified.

Experiential field trips

Much of the learning in outdoor education involves you in the experiential education cycle. Opportunities will be provided for you to participate in and lead a range of experiential activities and the associated review processes.

Campground and Entry Fees

Course fees generally cover the cost of campground and entry fees associated with the field trips during the lecturer directed learning sessions.

Course Fees

Course fees cover	Course fees do not cover
Tuition and assessment	Food during field trips – you will be required to bring your own food or pay towards a communally organised food supply
Facilities and equipment during lecturer contact time (unless specified in the course gear list)	Personal equipment and clothing, plus insurance of this gear – please refer to the course gear lists that detail what you need to supply
Ara services, eg library & learning services and computing	Technical outdoor education equipment required for completing training associated with courses – Ara has a large pool of equipment that students may hire at nominal rates
Transport and accommodation during field trips outside the urban area during lecturer directed learning sessions	Transport and accommodation when completing other or self-directed learning

Fitness

Success and ease of course and programme completion will be dependent upon your personal level of fitness. Directly and/or indirectly within each programme personal fitness testing and training will be completed and assessed.

Some courses will require you to participate in a fitness training programme and either maintain your fitness above a minimum standard appropriate to your programme and professional area, and/or improve your fitness level by an agreed amount.

You do not need to be a super athlete, however a sound level of personal fitness will assist your ability to perform successfully and achieve satisfaction with your learning.

Community/Environmental Service

THE SUSTAINABILITY AND OUTDOOR EDUCATION PROGRAMMES ACKNOWLEDGE THE IMPORTANCE OF VOLUNTARY WORK AND SERVICE TO THE COMMUNITY AND ECOSYSTEM WE LIVE AND WORK WITHIN. IT IS INTEGRAL TO THE AIMS, VALUE AND DELIVERY OF OUTDOOR EDUCATION WITHIN OUR SOCIETY, AS WELL AS YOUR OWN PROFESSIONAL DEVELOPMENT.

KĀ TAUNAKITAKA MŌU – SUPPORT FOR YOU

Education (Pastoral Care of Domestic Tertiary Students) Code of Practice

The Code sets out the approach to the welfare, safety and wellbeing and pastoral care of domestic tertiary students.

The interim Code from 2020 outlines a general duty of pastoral care that Ara, as a tertiary education provider, has for domestic tertiary students. It also has specific requirements for providers that offer student accommodation. More information can be found on the Ministry of Education's [website](#) including a Questions and Answer [section](#).

Attendance

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

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

How to tell Ara When You Are Absent

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

- If you will be absent from class, contact your tutor and advise the Department by emailing your tutor before you go away.
- If you are sick, contact the Department by emailing your tutor.

Non-Engagement

Ara has processes to deal with students who formally enrol here but do not “engage” with their studies. That is, if you do not attend and/or participate and/or submit

assignments and/or sit assessments or only attend briefly or spasmodically and/or do not engage significantly.

To meet the expectations of the Tertiary Education Commission (TEC) who fund Ara, we are required to notify such students and withdraw them from the course or programme if they are not genuinely pursuing their studies.

Our Department process follows these steps:

1. The registers are checked and if your engagement and attendance is a concern we move to step 2.
2. The tutor will talk with you, or they will ask the Department Support Administrator to contact you.
3. You will receive an email or phone call asking why you have not been attending.
4. You may receive a non-engagement letter.
5. You may be placed on a Formal Academic Contract or withdrawn.

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

KĀ AROMATAWAI - ASSESSMENTS

Assessment Information

All assessments are mandatory to attempt.

At the start of each course, you will be given a **Course Outline**. Before each assessment you will be given an **assessment brief**. They will show:

The number, type, and due dates for all assessments, including tests and assignments, and will give you details on:

- The weighting of each assessment in your course that contributes to your final grade, if applicable.
- The assessment policy for resits, second results and alternative assessments, if they are different from the policies in this document.
- The time frame for getting your marked assessments back from 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 tutor or Manager/Programme Leader.

Assessment Types

Formative assessment	Verbal and written feedback that takes place throughout classes and the programme.
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Summative assessment	Assessments throughout the year that are based on learning outcomes for the course and determine how well you have achieved each outcome. You are given grades and written feedback. These assessments may include practical tests and projects.
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The contents of the course work will be explained by the tutor for each course. If at any point your tutor or Programme Leader is concerned about your progress, they will let you know.

Presenting Your Work

Your tutors will let you know if they have guidelines for presenting your assessments. Use a computer to create your assessments.

Submitting Your Work

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

Returning Assignments

Assignment material is generally returned via student cubby-holes in HS104 within ten (10) working days, provided the assignments were handed in on the due date, and there are no other unforeseen circumstances or otherwise negotiated.

Assignments will remain in the cubby-holes for four weeks after returned before they are removed and archived.

Logs, Journals and Resource Folders

A practically based outdoor pursuit course may require you to complete a Logbook, Journal or Resource Folder as part of the learning and assessment process. Each fulfils a different function and is explained below.

Logbook (and logged time)

A logbook is a means of recording the experience that you have in a given activity or pursuit. Logbooks are used by employers and qualification bodies (e.g. NZOIA, NZSIA, SFRITO or CANZ) to verify your experience. When applying for employment, or assessment, you may be asked to submit your logbook.

It is important that you keep separate records for each practical activity, and that they are clear, concise and accurate. It is suggested you develop an electronic file for each pursuit which logs personal & instruction experiences with sufficient detail i.e. date, location, people/group involved, additional comments, incidences, etc.

You will need to present your log, and a summary for assessment. This will be assessed according to your ability to show that you have completed the required logged time. If you have not done so, or do not provide a summary of your logged time, this assessment task will be incomplete.

Journal (or Learning Journal)

A journal is a method of recording what you have learnt during practical sessions. It provides a means to reflect upon what you have experienced, and to explore how you felt about it, what you learnt, and the ideas that you have for applying this learning. Keeping a journal will help you to develop the skills associated with critical reflection.

You may be required to reflect upon your experiences on a day-to-day basis and will be provided with a format to use. Alternately, you may be encouraged to develop your own approach to developing a journal.

Your lecturer/instructor may require you to present your journal at various times during a course – allowing them to provide you with some feedback and also providing an incentive for you to keep up to date. Your journal may be assessed at the end of course and will be marked according to your ability to record what happened and to draw learning from your experiences.

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

Quality Assurance

Your assessments and exam scripts may be used for internal and external moderation, monitoring, programme reviews, aegrotats, and the resolution of academic appeals and complaints. This helps Ara meet internal and external academic quality assurance requirements. If your assessments are used this way, before they are used, any information that could reasonably be expected to identify you will be removed.

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.

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	RPL	Course credit awarded by Recognition of Prior Learning
Did not complete	DNC	Did not complete course requirements
Withdrawn	W	Formal withdrawal within the non-academic penalty period

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

The following grade scale (M1) will be used for all courses on Outdoor Education and Sustainability Training unless advised otherwise in the course descriptor:

Grade	Result	Definition
P	Competent	Competent/Mastery
#P	Pass	Pass on resit
P~	Pass	Pass on second result
NC	Not Competent	Not Competent/No Credit

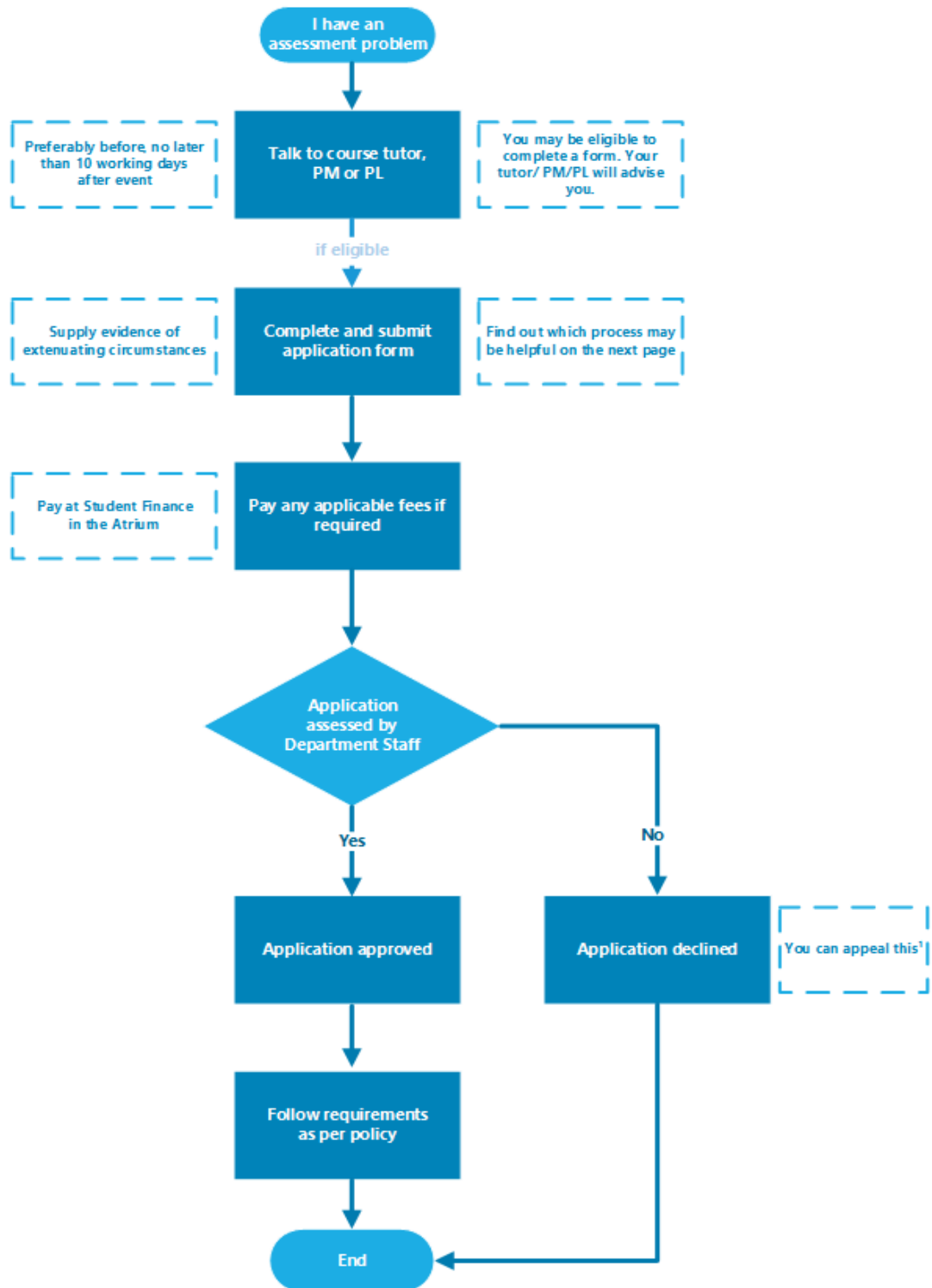
Other Grades

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

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

KĀ TIKAKA AROMATAWAI - ASSESSMENT REGULATIONS

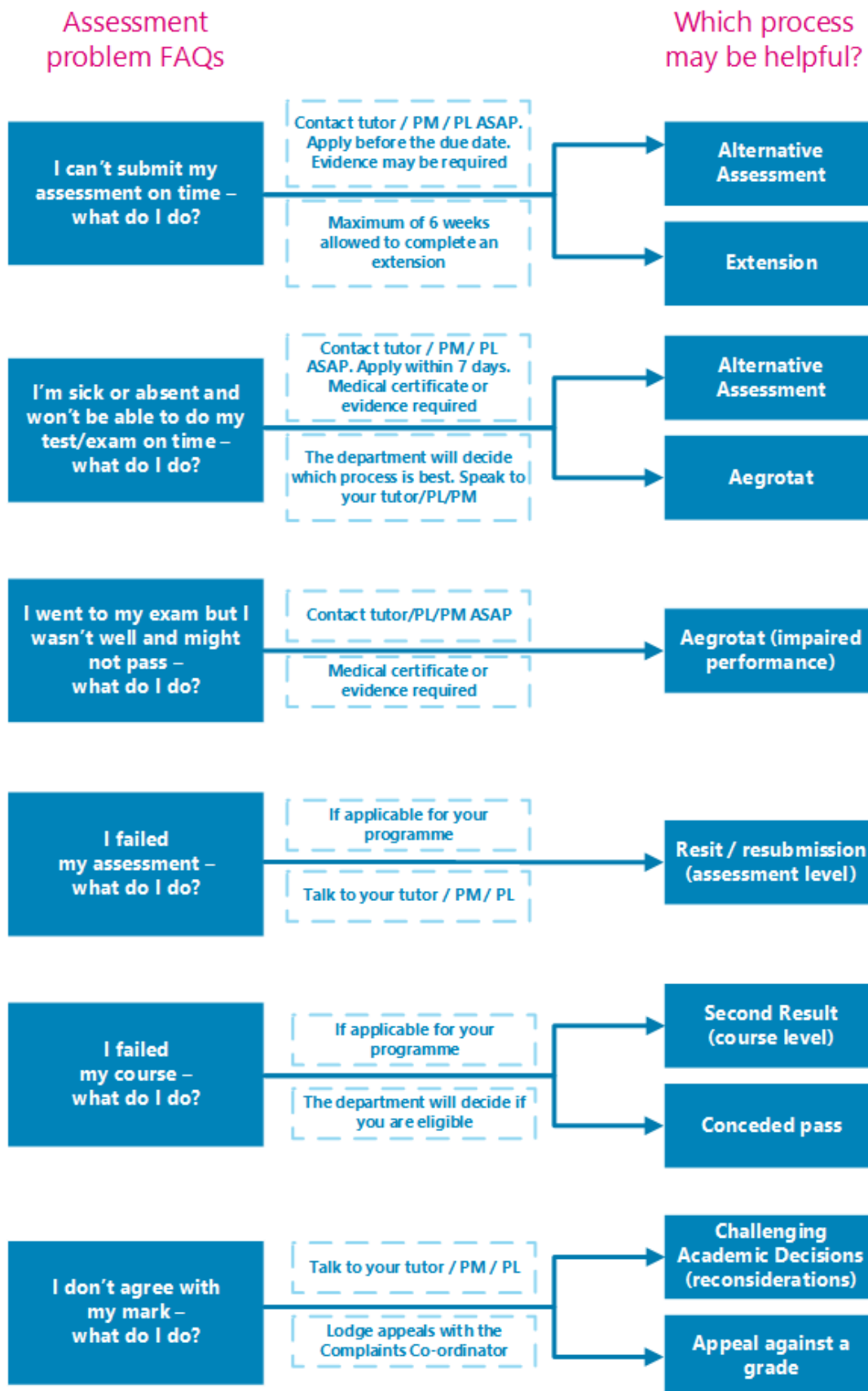
Regulations Flowchart



¹The student lodges the appeal in writing with the Complaints Co-ordinator 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



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 www.ara.ac.nz/about-us/policies/ select **General Academic Policies** and click on **APP505 Assessment 3.14 Extensions**. You can download the form from <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app505m-extension-of-time-application.pdf>

Penalty for late submission of assessments

Assessments handed in after the due date will be subject to late marking penalties if an application for an extension of time has not been completed and accepted. The penalty will be clearly set out in the course outline and/or assessment brief.

Resubmission/Resits (assessment level)

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 www.ara.ac.nz/about-us/policies/ select **General Academic Policies** and click on **APP505 Assessment 3.15 Resits and Resubmissions**. You can download the form from <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app505k-resit-or-resubmission-appl.pdf>

Second Results (course level)

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

For information about how to apply for a second result, see www.ara.ac.nz/about-us/policies/ select **General Academic Policies** and click on **APP505 Assessment 3.16 Second Results**. You can download the form from <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app505l-second-result-application.pdf>

Assessment in Te Reo Māori

You can request to have your assessments conducted in Te Reo Māori, except where the task requires English language capability.

For information about how to apply for assessment in Māori see www.ara.ac.nz/about-us/policies/ select **General Academic Policies** and click on **APP505 Assessment 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 www.ara.ac.nz/about-us/policies/ select **General Academic Policies** and click on **APP505 Assessment 3.18 Marks Carried Forward**. You can download the form from <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app505h-marks-carried-forward-form.pdf>

Additional assessment arrangements for students with particular needs

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 students, see www.ara.ac.nz/about-us/policies/ select General Academic Policies and click on **APP505 Assessment 3.19 Procedures for additional assessment arrangements for disabled students**.

Credit Recognition

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

For information about how to apply for credit recognition, see www.ara.ac.nz/about-us/policies/ select **General Academic Policies** and click on **APP507 Credit Recognition**. You can download the form from <https://www.ara.ac.nz/siteassets/documents---home/study/credit-recognition--capl-packs/app507a-credit-recognition-application.pdf> **Alternative**

Assessments

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

For information about how to apply for an alternative assessment see www.ara.ac.nz/about-us/policies/ select **General Academic Policies** and click on **APP505 Assessment 3.13 Alternative Assessment Arrangements**. You can download the form from <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app505b-alternate-exam-time-application.pdf>

Aegrotat

You may be able to apply for an aegrotat when illness, injury, bereavement, childbirth, or other unforeseen critical circumstances occur on or immediately prior to the day of assessment and prevent you from attending the assessment or seriously impair your performance during the assessment itself.

For information about these regulations, see www.ara.ac.nz/about-us/policies select **General Academic Policies** and click on **APP510 Aegrotat Pass Regulations**. You can download the form from <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app510b-aegrotat-application.pdf> and the Practitioner Statement form from <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app510c-aegrotat-practitioner-stmt.pdf>

Challenging Academic Decisions (Reconsideration)

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

For information about challenging academic decisions (reconsideration), see www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP505 Assessment 3.20 Reconsiderations and Appeals**. You can also refer to <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app505c-reconsiderations-and-appeals-flowchart.pdf>

Appeal against a Grade

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 www.ara.ac.nz/about-us/policies select **General Academic Policies** and click on **APP505 Assessment 3.20 Reconsiderations and Appeals**. You can also refer to <https://www.ara.ac.nz/siteassets/documents---home/about-us/policies/general-academic-policies/app505c-reconsiderations-and-appeals-flowchart.pdf>

Conceded Pass

You may qualify for a conceded pass if you marginally fail a course.

For information about conceded passes, see www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP505 Assessment 3.17 Conceded Pass**.

KĀ PUTAKA ME TE WHAKAPŌTAETAKA - RESULTS & GRADUATION

Accessing Your Results

Results of individual assessments will be made available to you within fifteen (15) working days of your assessment due date.

These results may be returned to you in class or online. Final grades for each course will be available online within fifteen (15) working days of the end date of the course from the Student Portal at accessible through My Ara at myara.ara.ac.nz or through the My Ara app.

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

Note that 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 students as soon as possible.

Academic Transcripts

If you require your results to be printed, visit Central Academic Records (CAR) in N215 or email academic.records@ara.ac.nz to request a transcript.

Exam Scripts and Assessments

Your Department will have a process to make assessments and marked scripts for those courses with major final exams, available for you to check after results are published (specific dates will be advertised to students at the end of each semester). During that time, you may request copies, and you may request remarking and/or reconsideration of your assessment. Original assessments and scripts may be destroyed one year following the completion of the assessment.

Note: Resits must be applied for within 5 days of the date your results are published on the Student Portal. If you take away an original examination script you forgo the right to apply for a recount or remark of the script or an appeal against the grade, so please check the marks you have been allocated and if you have any concerns please speak to your tutor immediately.

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

- internal and external moderation
- programme review
- aegrotats (if available)
- resolution of academic appeals and complaints

Assessments used for these purposes will have information, which could reasonably be expected to identify the individual removed before they are copied and used.

Graduating From Your Programme

Graduation ceremonies are held twice a year for Christchurch campuses in Spring (1 ceremony) and Autumn (2 ceremonies on the same day) and once a year in February for Southern campuses

Once you have successfully completed your approved programme of study you will receive an email if you are eligible to graduate in person. If you wish to attend graduation in person you need to complete the online form, by the date indicated, to confirm your place at graduation.

Note: If you believe you are entitled to graduate and do not hear from Ara please contact the Department Support Administrator or Academic Records.

For all information on graduation, including dates, please see www.ara.ac.nz/explore-ara/graduation

KĀ TURE ME KĀ TIKAKA - POLICIES & PROCEDURES

Academic Policies

All policies are accessible on the Ara website www.ara.ac.nz/about-us/policies 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 student is also responsible for making sure his/her work is not able to be copied by others. Sharing or comparing tests, exams and assessments is prohibited and, if detected, will be treated as “academic misconduct”.

Academic Support and Progression

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

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

Academic 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 Head of Department 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 student in a current course is still considered by tutors to not be satisfactory you will be invited to a meeting and advised in writing by the Head of Department 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 www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP511 Academic Support and Progression**.

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 student, may be subject to educative processes or penalties.

Plagiarism

Copying, taking or using someone else's work or ideas and presenting them as if they were your own original work or thought, without clear acknowledgement of the actual source.

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 student, 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.

Probation

If your behaviour, as a student, is unacceptable and of concern to staff or other students, you will be advised of this in writing by the Head of Department. 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 www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP506 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 student, are temporarily prohibited from attending classes in one or more courses and/or is refused access to one or more services/facilities provided by Ara. In serious circumstances a Trespass Notice may also be issued.

Cancellation of Enrolment

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

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

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

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

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

When a cancellation is being considered, the Head of Department must invite you to an interview.

Refusal of Future Enrolment

Any person may, for good reason and on good evidence, be refused enrolment at Ara generally or in a particular programme or course only by the Chief Executive or 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 Head of Department must forward a recommendation to the Chief Executive 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 www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP512 Exclusion Policy**.

Copyright and Ara Students

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

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

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

For more information about Copyright, see www.ara.ac.nz/about-us/policies select General Academic Policies and click on **APP302 Copyright**.

KĀ RAUEMI - RESOURCES

Noticeboards

Timetables and other student information, including employment opportunities, will be posted on the notice boards in the foyer of HS Block.

KĀ TŪ WHARE - FACILITIES

Department related Health and Safety

Ara Institute of Canterbury Ltd is committed to providing a healthy and safe work environment at all of its physical locations and during any Ara activities.

Your co-operation will assist us achieve this by:

- Reporting without delay any work-related accidents and incidents which involve injury or may have led to significant injury
- Observing safe practices, rules and instructions
- Using protective equipment/clothing provided
- Undertaking necessary training provided by Ara, and advising us if you have additional training needs
- Immediately reporting any hazards that have or may lead to injury, illness, or danger
- Following all instructions related to evacuations during fire or any civil emergency or closure of Ara
- Storing bicycles in outside stands provided, not within Ara buildings (unless a specific storage area has been provided)
- Complying with legislative requirements and good industry practice
- **Under no circumstances are students to bring any real or imitation weapons, illegal substances, or dangerous hazardous substances onto any Ara campus**

Note: If you are here late or at weekends, we strongly suggest that you are not working alone – coordinate with a classmate.

If you are concerned ring Security on 027 540 8076

For more information about Health and Safety, see <http://www.ara.ac.nz/about-us/policies> select Health and Safety and click on **CPP501 Health and Safety**.

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

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

Policy Statement: Health and Safety

Ara values its employees and students and is committed to protecting them from injury/illness. The institution is also committed to protecting visitors to the campus from injury, and to protecting property from damage due to unsafe practices. Ara endeavours to seek continuous improvement in our health and safety practices. Division Directors are responsible for health and safety in their areas of supervision, in the same way that they are responsible for quality, efficiency, maintenance and other management issues. A safe and healthy work environment is achieved through the cooperation of every employee / student / visitor to comply with all relevant good work standards, Polytechnic procedures and statutory obligations.

Safety Management Plan

The Sustainability and Outdoor Education Programme has a comprehensive Safety Management Plan relating to the delivery of all its activities. This document should be referred to for a full description of policies and procedures (refer to the programme Moodle page).

- Sustainability and Outdoor Education Programmes hold OutdoorsMark, an externally audited for Safety System.
- Delegated Responsibility for Safety and Safety Committee
- The Sustainability and Outdoor Education Programme has delegated responsibility of risk management to:
 - (i) Head of Department of Humanities (overall authority)
 - (ii) Programme Manager (monitoring)
 - (iii) Safety Co-ordinator (monitoring and development)
 - (iv) Safety Committee (operational issues and development)

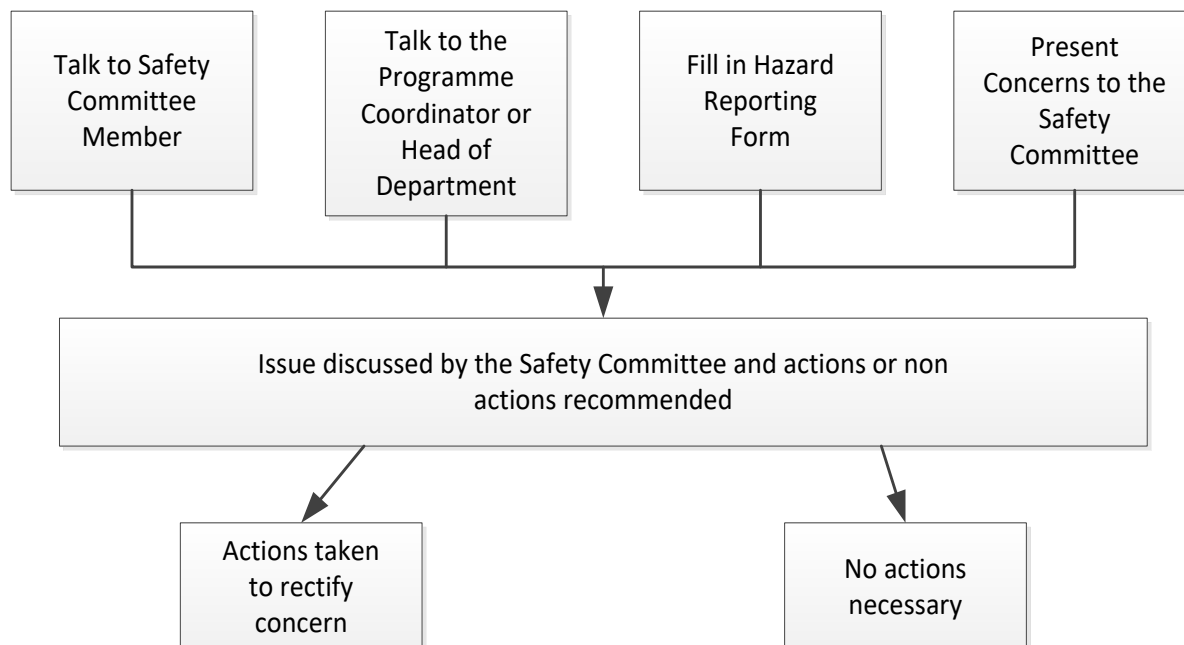
Notification Process

- Students, part-time lecturers and contractors can discuss concerns with the health and safety coordinator, Programme Manager (or other staff members) who will raise the concern at meetings.
- Students, part-time lecturers and contractors can verbally present concerns at the meetings; and

- Students, part-time lecturers and contractors can write concerns on paper and pass them to staff for presentation at meetings.

How the Safety Committee deals with Concerns

Following is an illustration of how the Safety Committee deals with safety concerns.



Collection of and updating of student health information

The current health status of students will be collected and collated and made available to all lecturers prior to the start of any Sustainability and Outdoor Education Programmes activity. Students are required to notify any changes to their health &/or any injuries they may have to lecturers/safety coordinator as soon as is practical. *Where the student is aged 17 years (or less) their parent or guardian should sign the risk acknowledgement.*

Ara has policies guiding how students' personal information must be managed (See: Policies, Practices and Procedures, Section 3: Personal Information about Students and Staff, and Information Privacy Principles).

Copies of Student Health Forms are kept on file in HS 102 each year and compiled into a spread sheet for easy reference.

Risks and Potential Harm

Risk is an inherent part of learning in the outdoors. As such Ara SEOP has provided you with a risk acknowledgement form which outlines the potential harm. Ara will take all reasonable, practicable steps to manage these risks to an acceptable level. At any time during the programme you are free to ask for information on an activity and make your own decision on the level of involvement suitable for you.

Student Safety Practice and Behaviour

During Lectures Directed Learning

Note: If a student is found to have significantly and/or deliberately compromised their or others safety whilst completing course work they will be subject to disciplinary action which may involve expulsion from the course and/or programme.

The lecturer would be responsible for the management of any emergency situation that occurred.

During Other and Self-Directed Learning (SDL)

Should an emergency situation occur, students undertaking SDL are responsible for managing that situation on their own, including the notification of the emergency services should assistance be required. Lecturers need to approve whether students may undertake SDL at the completion of any relevant teaching. The degree of risk students may be exposed to must be acceptable. Scope needs to be negotiated with students and be clearly described to students in writing. Deadlines for SDL might be extended and/or Second Result process applies where dangerous conditions exist for long periods of time (e.g. avalanche).

Students Acting as Instructors

Sustainability and Outdoor Education Programme students may be required to undertake teaching a variety of activities. This may involve the instruction of other Ara students or people not otherwise involved with the institution and may take place either under the direct supervision (the lecturer is present) or indirect supervision (the lecturer is not present) of the lecturer.

A lecturer must provide student instructors with direct or indirect supervision appropriate to:

- The student's experience, skills, and knowledge.
- The number of students/clients.
- The skills and maturity of the student/client group.
- The environment where the instruction is taking place.
- The activity being undertaken.

The guidelines set out in the Sustainability and Outdoor Education Programmes Safety Management Plan, Lecturer to Student Ratios apply.

Students must have previously demonstrated competencies that establish a reasonable margin of safety in terms of the content, difficulty and risk of student instruction undertaken.

Drugs and Alcohol

Ara operates a workplace that is free of the impairment from drugs and alcohol.

This involves us:

- Avoiding drugs and alcohol during working hours.
- Minimising our alcohol consumption in evenings before workdays, particularly when we are scheduled to do a safety-sensitive task or could be required to do so at short notice.
- Discussing any potential increase in the drug and alcohol hazard and after drinking alcohol the previous evening.
- Standing down from safety-sensitive roles if there is any doubt about the amount of alcohol consumed the previous evening.

Managing the drug and alcohol hazard with students

Ara will not permit a student to participate in one of our courses if we believe the student is affected by drugs or alcohol such that they may be a hazard to themselves or others. Sustainability and Outdoor Education Programme students participating in multi day field trips should also consider the following points:

- You are ambassadors for Ara and the programmes.
- Students who bring Ara and the programmes into disrepute will face disciplinary action.

Note: Students should be aware that excess use of alcohol during or prior to a field trip may result in them being deemed unfit to participate in following activities. Field trip time missed due to this could result in a student failing a course.

Designated Student Drivers

As part of your professional development and experience base, you are encouraged to apply to be a designated student driver. This is invaluable to be able to list on your CV, as all areas of this industry require driving expertise and experience.

At the start of the year you will be invited to apply to be a designated driver (application form available from reception area). You must provide:

- 1 A photocopy of your full driving license,
- 2 A referee from a 'suitable person' who attests to your responsible behaviour and attitudes, especially as it relates to driving safety, and
- 3 A statement from yourself outlining how you understand and accept the responsibility associated with driving others in vans and acknowledge that you will always act in a safe and prudent manner when doing so.

Selection will be based upon driving experience and responsibility of the individual student. Designated drivers will receive training in the systems and practices of driving Ara vans and trailers. After you have driven for a minimum of 2 years, Ara will pay for a P class endorsement on your licence.

All students (other than designated student drivers) must not drive Ara vans unless directed by a lecturer/instructor who for some reason is unable to drive, or under other conditions approved by the Programme Manager or delegate.

Use of Private Vehicles

In situations where the use of a student's private vehicle has been approved in advance for field trip transport, students will be reimbursed for that use. Private vehicles should only be used under special circumstances and their use must be arranged with the lecturer/instructor and authorised in advance by the course leader or Programme Manager. Only the student who needs to take a private vehicle for personal reasons can travel in their vehicle unless directed otherwise by the lecturer.

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 18 January 2021.



Institute of Canterbury

Ara rau, taumata rau

Ara is proud to be a smokefree institute

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