



The National School of Aesthetics
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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.



About Us

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Tēnā Koe a Te Kura Whakaoho ā Roto ā Waho – Welcome to The National School of Aesthetics

Welcome to the National School of Aesthetics. We hope to help you reach your goals in your programme.

The National School of Aesthetics has provided top-notch training in beauty therapy, nail technology, and spa therapies for over 40 years. During that time, we've qualified thousands of people to work in this industry, with approximately 95% of our students qualifying in one or more areas over that time.

Our school remains one of the top education providers in beauty therapy with strong completion rates with TEC and high pass rates through ITEC.

In this handbook, you'll find various pieces of information on how we operate, what we expect from you, and so on. We hope this also give you information you need to know and abide by to make your time studying with us pleasant, rewarding, and enjoyable.

Come and see one of us if:

- You don't understand something or know if you're doing the right thing or not.
- You have questions, comments or complaints about something.
- You want an answer explained further or don't know who to get an answer from.

This is an exciting time for you. You're at the beginning of your future career.

Time flies when you are studying with us, so stay on top of your course work while you're here! This course needs to be one of your main focuses (if not *the* main focus) in your life.

We'll have fun. We'll learn. Things may not totally make sense at times, but the pieces will come together. And you and the taxpayer are paying us to make you the best you can be, so we'll push you to your limits at times to make sure you succeed.

If you have any questions, or need any further information, you can:

Phone us free 0800 NaSANZ

Email us info@nasa.co.nz

Phone us +64 3 366 5037

Visit our Web page www.nasa.co.nz

Text us +64 22 137 0749

We look forward to assisting you in your chosen career path. Good luck!

Nā mātou noa, nā

The Team at The National School of Aesthetics / Te Kura Whakaoho ā Roto ā Waho

Our Mihi

We thank Miles Kau Kau, our former kaumatua, for allowing us to use this wonderful mihi.

Tēnā koutou katoa.	Welcome everyone.
Ko te mihi tuatahi, kit e Atua. Nāna ne inga mea katoa.	The first greeting is to God, the Creator of all things.
Ko te mihi tuarua ki a Ranginui raua ko Paptuanuku. Tēna kōrua.	Greetings to our sky father and earth mother.
Ko te mihi tuatoru kit e whare e tū nei. Tēnā koe.	Greetings to the buildings.
Ko ti mihi ki nga mate katoa. Haere, haere, haere.	To those who have passed on: “Rest in peace”; return to our ancestors.
Ki a tatou katua e tau nei.	To those of us assembled here: welcome.
Tēnā koutou, tēnā koutou, tēnā tatou katoa.	Welcome everyone, welcome everyone.

Our Code of Ethics

Be friendly and give courteous service to all, retaining your dignity under all circumstances. Do not show favouritism but treat all clients honestly and fairly. Respect their feelings and rights. Be tactful. Let others know you are dependable by keeping your word and fulfilling your obligations.

Set an example in your conduct. Listen when others speak for they too have their viewpoints. Cherish your reputation. Learn to talk intelligently about your work. Show pride in your skills. Keep faith with your profession. Develop empathy.

Do not indulge in questionable practices. Extravagant claims and false promises diminish you as a person and cast an unfavourable light upon your profession and your teachers as well as the entire beauty industry.

Show appreciation for the efforts of others and be tolerant of their shortcomings. Be willing to learn all you can about your profession and develop your physical, mental, and spiritual qualities to the fullest.

Strive to become the best.

**The Code of Ethics is a cornerstone document we follow.
When in training and in the industry, you'll be expected to follow ethical guidelines.
Maintaining ethics throughout your career is paramount.**

Members of Our Team

We have a small but dedicated team, made up of the **Operations, Management and Administration (OMA)** team and the **Education and Training Team (ETT)**.

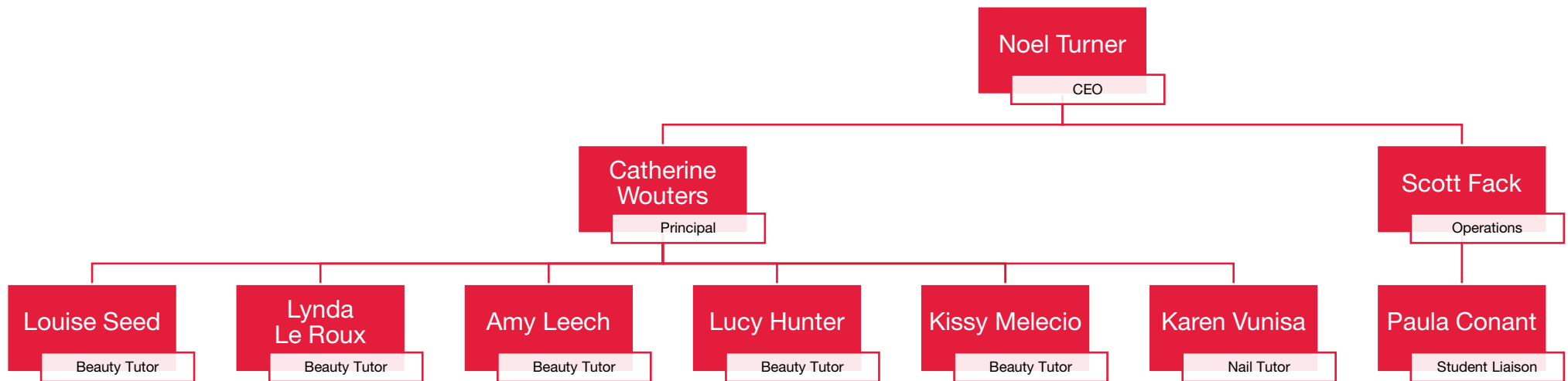
Operations, Management, and Administration

Name	Responsibilities
Noel Turner Owner and CEO	<ul style="list-style-type: none"> Oversees the day-to-day operations of the school Ensures teams function optimally Helps students with Janssen product
Scott Fack Director of Operations	<ul style="list-style-type: none"> Oversees the operations team Creates and maintains quality management systems, other QMS documentation, and public and internal documentation
Paula Conant Student Liaison Officer	<ul style="list-style-type: none"> First contact with prospective students, clients, and the public Performs course kōrero and enrolments

Education and Training Team

Name	Responsibilities
Catherine Wouters Principal	<ul style="list-style-type: none"> Oversees the education team and implements syllabuses Delivers education, assesses and helps students
Tutors	<ul style="list-style-type: none"> All are beauty therapy tutors except Karen and Lucy, who teach nail technology as well
Lucy Hunter	<ul style="list-style-type: none"> Deliver education Help students who may need it
Lynda Le Roux	
Amy Leech	
Kissthana Melecio	
Louise Seed	
Karen Vunisa	

Organisational Chart



Conflicts of Interest and Interest in Other Organisations

The New Zealand Qualifications Authority (NZQA) requires all governing members and certain staff members at every tertiary education organisation (TEO) in New Zealand to declare any conflicts of interest and interests in other organisations.

These declarations were true and accurate as of 19 August 2019.

Noel Turner's Declaration

"I hereby declare that I have no actual or potential conflicts of interest arising from my role as a governing member of the PTE named above. I have an interest in an organisation in the education or immigration sector that provides goods or services to tertiary students as follows: I am a director and shareholder of Aesthetics Imports Limited, a company that supplies beauty therapy products and educational textbooks to the education sector, including but not limited to the National School of Aesthetics and its students."

Scott Fack's Declaration

"I hereby declare that I have no actual or potential conflicts of interest arising from my role as a governing member of the PTE named above. I hereby declare that I have no interests in organisations in the education or immigration sector that provide goods or services to tertiary students."

Paula (nee McFarlane) Conant's Declaration

"I hereby declare that I have no actual or potential conflicts of interest arising from my role as a governing member of the PTE named above. I hereby declare that I have no interests in organisations in the education or immigration sector that provide goods or services to tertiary students."

Catherine Wouters's Declaration

"I hereby declare that I have no actual or potential conflicts of interest arising from my role as a governing member of the PTE named above. I hereby declare that I have no interests in organisations in the education or immigration sector that provide goods or services to tertiary students."