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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.



Admissions

Admissions includes the steps to apply and enrol in one of our programmes, the qualifications and skills you need to enrol, and recognition of prior learning (where applicable). This section mostly covers how you apply for one of our programmes, while the [Enrolment section](#) deals with how you enrol in one of our programmes after your application is accepted and your course kōrero is successful. See www.nasa.co.nz/enrol/ for more information.

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Entry Requirements and Criteria

Student Entry Policy for Programmes

We wish to be as open as possible in our selection of students, and we have established these policies and procedures with regards to student entry.

Student Entry Procedure for Programmes

After reading over the information in our course information pack and the accompanying information on our Web site, you are more than welcome to apply for one of our programmes.

We have three stages to our student entry process:

1. Application – your formal expression of interest in enrolling
2. Course Kōrero – our setting out requirements, discussing your application and goals, and determining your ability to enrol
3. Enrolment – you securing a place in the programme through a formal and legal contract

Application: Stage 1

Complete the application form. Requirements may vary from programme to programme.

- You must submit all supporting documents with your application form.
- If we are not able to view your previous study on the NZQA Record of Learning Web site, you may need to submit proof of prior learning.
- We highly suggest you keep a copy of your application for your own records.
- If you are applying for a professional development programme and trained with us in the last 5 years or so, we may not need proof of learning or to have a course kōrero with you. We will confirm this with you.
- We reserve the right to combine the application and course kōrero appointments into one appointment.

If you are an existing student wishing to enrol in another programme with us, you merely need to see a member of the operations team for enrolment documentation and skip to the enrolment stage.

You can submit your application:

- Online via our Web site (preferred method) at launchpad.nasa.co.nz
- By email to enrol@nasa.co.nz (please ensure all documents are scanned clearly)
- Face-to-face by [booking an appointment](#) via our Web site
- Posting all your documents to our postal address (PO Box 1582, Christchurch 8140)

Course Kōrero: Stage 2

The course kōrero has four parts, all of which you must undertake.

Before the Course Kōrero

- Familiarise yourself with our policies and procedures, including the Student Handbook, which you can download from our Web site; and
- Watch and understand the Interview Presentation on our Web site at www.nasa.co.nz/enrol/interview-presentation/

At the Course Kōrero

- The tour of our campus (timetable permitting)
- An individual kōrero between you and us

During your course kōrero, we will discuss your application and your goals. We also will discuss programme requirements and answer any questions you may have.

After the Course Kōrero

- If we **accept your application**, we will notify you in writing to offer you a place.
- If we **accept your application with provisions**, we will notify you in writing to offer you a place provided you supply evidence to meet those provisions.
- If we **set your application to pending**, we will notify you that your application is pending. We reserve the right not to comment on why your application is pending.
- If we **reject your application**, we will notify you in writing. We reserve the right not to reveal our reasons to reject your application.

Enrolment: Stage 3

Complete the enrolment form and, if applicable, associated forms. You must submit the information required to satisfy the enrolment requirements before we can accept you into the programme.

- You need to enrol within two weeks (normal enrolment period) or as soon as possible (late enrolment period). To avoid disappointment, you should enrol as soon as possible.
- If we offer you a place in the programme during the late enrolment period, we cannot guarantee a place is available, only that you meet our entry criteria.
- If you successfully complete enrolment, we will notify you in writing we are holding a specific place for you in the programme.

Once enrolment is completed, you will receive:

- **an email confirming enrolment.** This email will include your **ID number**.

Please see www.nasa.co.nz/enrol/ for further specific information.

Entry Requirements

Entry Requirements for All Programmes

All applicants must:

- Have successfully achieved:
 - the National Certificate in Educational Achievement (NCEA) (Level 1) or an equivalent qualification, **or**
 - an NZQA-approved qualification or an equivalent qualification at a higher level, **or**
- If 20 years old or older and without any qualifications, show evidence of the ability to successfully achieve and succeed in the programme, **and**
- Communicate effectively in all areas of English to a suitable and appropriate level

Domestic students must also:

- Be at least 16 years old by the programme's start date

International students must also:

- Be at least 18 years old by the programme's start date
- Meet the English language requirements set forth by the New Zealand Qualifications Authority (NZQA)

We reserve the right to allow special entry to a student where she demonstrates an extraordinary ability which compensates for a deficiency in one or more of the areas above.

Our programmes are selected entry programmes, so applicants who demonstrate a strong record of academic achievement (for example, NCEA Level 3 versus NCEA Level 1) may rank higher in the selection process.

If your originals are not in English, you will need to have a certified translator translate the document into English for your application.

Students with Medical Conditions

- You may need to provide medical diagnosis and medical clearance to undertake study with us to ensure your health and safety.
- You must have and maintain a good standard of health so you meet the attendance criteria.
- You may need to supply a model for treatments you are unable to be a model for.

Students with Learning Conditions

- You may need to provide us with any written reports on your learning conditions from a qualified professional to help us help you during the course.
- You may need help from a specialist tutor outside of class.

Domestic Students Who Speak English as a Second Language

- You may need to provide evidence of suitability for the programme through adequate use and understanding of English.

Specific Entry Requirements for Specific Programmes

The following programmes have additional entry requirements:

Programme	Additional Entry Requirements
New Zealand Diploma in Beauty Therapy (Level 5)	<ul style="list-style-type: none">• Have successfully achieved:<ul style="list-style-type: none">○ New Zealand Certificate in Beauty Therapy (Level 4), or○ An NZQA-approved beauty qualification or equivalent beauty qualification at level 4 or higher, including, but not limited to, full body anatomy and physiology, Swedish body massage and knowledge of associated contraindications, equivalent or similar to the content within our New Zealand Certificate in Beauty Therapy (Level 4) [NZ3444] programme.

Current NZQA English Language Requirements for International Students

Option 1 – Progression from a New Zealand High School

International students who have English as a second language and are progressing from a **New Zealand high school** into our programme, should have gained, at minimum:

- | | |
|------------------------------------|---|
| NCEA | <ul style="list-style-type: none">• NCEA Level 3; and• Have met University Entrance requirements |
| Cambridge | <ul style="list-style-type: none">• Cambridge A-level qualification |
| International Baccalaureate | <ul style="list-style-type: none">• International Baccalaureate Diploma taught and assessed in English |

Option 2 – Primary and Secondary Level Education in English

International students who meet the **following primary and secondary level education requirements** where the language of instruction was in English in one of the following countries:

- | | |
|--|--|
| Primary and secondary education | <ul style="list-style-type: none">• Five years of secondary education; or• All primary education (equivalent of New Zealand primary school years 1 through 8); and• At least three years of secondary education (equivalent of three years from New Zealand secondary school from years 9 through 13). |
| <i>Acceptable Countries</i> | <ul style="list-style-type: none">• New Zealand• Australia• Canada• The Republic of Ireland• South Africa• The United Kingdom• The United States of America |

Option 3 – Acceptable Tertiary Qualification in English from an Acceptable Country

International students who have successfully completed a **tertiary qualification** to the level below where English was the language of instruction in one of the following countries:

- Acceptable Tertiary Qualification**
- Bachelor’s Degree
 - Graduate Certificate
 - Graduate Diploma
 - Bachelor Honours Degree
 - Post-graduate Certificate
 - Post-graduate Diploma
 - Master’s Degree
 - Doctorate Degree

- Acceptable Countries**
- New Zealand
 - Australia
 - Canada
 - The Republic of Ireland
 - South Africa
 - The United Kingdom
 - The United States of America

Option 4 – English Language Test

International students who have gained the following scores from one of the following **English language tests**, taken overseas or within New Zealand, within the last 2 years:

- | | |
|---|--|
| IELTS | <ul style="list-style-type: none">• Academic score of 6.0 or higher; and• Each band score at or higher than 5.5 |
| TOEFL | <ul style="list-style-type: none">• Score of 60 or higher on the Internet-Based Test (iBT); and• A writing score at or higher than 18 |
| Cambridge English Qualifications | <ul style="list-style-type: none">• B2 First; or• B2 First for schools; or• C1 Advanced; or• C2 Proficiency with a score of 169; and• No less than 162 in each skill. |
| OET | <ul style="list-style-type: none">• Minimum of Grade C or 200 in all sub-tests |
| NZQA | <ul style="list-style-type: none">• New Zealand Certificate in English Language (Level 4) with Academic endorsement |
| Pearson Test of English (Academic) | <ul style="list-style-type: none">• PTE (Academic) score of 50; and• No band score lower than 42. |
| LanguageCert | <ul style="list-style-type: none">• International ESOL C1 Expert with overall PASS; and• No less than 25/50 in each skill; or• Academic with a minimum score of 65 overall; and• No skill below 60. |
| Trinity ISE | <ul style="list-style-type: none">• ISE II; and• No less than distinction or 96 in any band. |

Option 5 – Certificate of Teaching English to Speakers of Other Languages

International students who have gained a certificate in teaching English to speakers of other languages including:

- | | |
|-------------------------------|---|
| Cambridge | <ul style="list-style-type: none">• Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA) |
| Trinity College London | <ul style="list-style-type: none">• Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL) |

Withdrawal of Application Prior to Enrolment

If you have submitted an application, regardless if you have had the course kōrero or not, or if your application is complete or not, and you wish to withdraw the application before enrolment, **you are required to notify us in writing**. Email or letter (with reasons) is acceptable.

If you have already enrolled, please see the Withdrawal Procedure at www.nasa.co.nz/withdraw/ for how to withdraw.

Restricted Entry and Entry with Provisions

We reserve the right to restrict or limit entry to programmes on the basis of resource constraints. Our selection criteria attempt to be as open-minded as possible; however, with TEC's requirement of student achievement, we will attempt to only select students with the most promise of completing their chosen programme of study successfully.

We also reserve the right to place provisions on enrolment. Examples of provisions may be:

- Providing medical clearance in cases where a medical condition may be present.
- Supplying any special needs or further instructions for students with learning disabilities from a medical or qualified practitioner.
- Meeting the legal requirement to demonstrate residency or the right to study in New Zealand, including, but not limited to:
 - Demonstrating proof of residency class visa acceptance if the student does not hold a residency class visa at the time of application but will gain it in the near future.
 - Demonstrating proof of student visa and permit (or other acceptable visas and permits) if the international student does not hold the correct visa and permit at the time of application but will gain it in the near future.
- Demonstrating proof of adequate travel and medical insurance for international students.

If you have a medical condition or learning disability and do **not** declare this to us in your application or course kōrero with us, you could be seen to have misrepresented yourself. We have the right to either withdraw our offer of place (if you have not enrolled) or cancel your enrolment (if you have enrolled).

**Please be honest with us in your application.
We ask these questions to protect your and your classmates' health and safety.
If you aren't honest, we have the right to reject or revoke your application and enrolment
without refund.**

Equal Opportunity Study Statement

We will be fair in all areas of study. We do not discriminate on the basis of colour, creed, race, religion, gender, sexual orientation, or cultural beliefs. Disability will be considered as long as it does not preclude you from performing your assigned tasks (and thereby qualifying) and does not endanger the health and safety of employees, other students and visitors. We are dedicated to helping students achieve and succeed and have referrals to appropriate support bodies and agencies if required to facilitate this.

Further Information on Admissions and Enrolment

You can find further information on the entry, course kōrero, and enrolment areas on our Web site under Enrolment Information or visit www.nasa.co.nz/enrol/

You can also continue on to [the Enrolment section of this document](#) for more information on enrolment.

Recognition of Your Prior Learning

Assessment of Prior Learning

Assessment of Prior Learning Policy

What is Assessment of Prior Learning (APL)?	Assessment of Prior Learning determines your knowledge and / or skills you have gained through informal training or without a certificate through an assessment or series of assessments to determine the level and depth of your knowledge and / or skills against our standards.
In which circumstances should I apply for APL?	If you believe you have gained training informally or without a certificate to the same level and depth as a course in a programme you are applying for, you can apply for APL.
When does APL take place?	You must apply for APL during the application stage of your enrolment with us. We need to complete APL prior to your full enrolment.
Do I have to pay for APL?	Yes. Please see www.nasa.co.nz/fees/ for more information.
What is Recognition of Prior Learning (RPL)?	Recognition of Prior Learning is when we recognise and credit your prior training or learning towards our programme you are enrolling in.
When does RPL take place?	RPL is completed after the course kōrero stage but before the offer of enrolment stage of your enrolment with us. Please note you may need to still attend and sit-in on classes you have RPL for.
Will I need to complete assessments in the areas where I have gained RPL?	This varies from programme to programme and course to course, as some assessments straddle more than one course. Please speak to the Principal about this matter.
What is the minimum RPL I can gain?	The minimum RPL we can give you is at the course level.
What is the maximum RPL I can gain?	The maximum RPL we can give you varies from programme to programme.
Am I exempt from paying fees on a course I gain RPL for?	This varies from programme to programme and course to course, dependent on whether you are attending the RPL course(s) or not, et cetera. Please speak to the Student Liaison Officer about this matter.

Are there any restrictions on RPL?

Yes. Students who are undertaking the full programme take enrolment priority over RPL students in some circumstances. Please speak to the Student Liaison Officer about this matter.

Our international governing bodies may not let you sit their qualifying examinations if you did not complete your training with us or with an approved provider.

Application Procedure for Assessment of Prior Learning

1. Find out which course or courses you believe you have knowledge and / or skills that you gained through **informal** training or without a certificate.
 - *A course is defined as a full unit with performance criteria, which, when combined with other courses, creates a programme and leads to a qualification. For example, the “Perform a manicure treatment or pedicure treatment” course is one of several courses creating the New Zealand Certificate in Beauty Therapy programme.*
2. Apply for Assessment of Prior Learning using the appropriate form downloadable from our Web site.
 - *You need to submit your APL application with your normal application form.*
 - *You must complete APL before you enrol with us.*
 - *We may charge you a fee for each assessment. See www.nasa.co.nz/fees/*
 - *You must pay your APL fees (not your programme fees) prior to us assessing you.*
3. Once we receive your APL application and fees, we will contact you to arrange your Assessment of Prior Learning
4. We will confirm an assessment timetable with you in writing.
5. You arrive to perform the assessment at the scheduled time.
 - *If you are undertaking a practical APL, you will need to supply a model and supplies. The assessor will discuss this with you prior to the assessment being booked.*
6. Our assessor will outline your assessment and the timing of the assessment.
7. Our assessor will assess your performance and / or knowledge against the performance criteria outlined in our course. Our assessor uses this information in judging your competency.
8. Our assessor compiles evidence regarding your competency. Once our assessor has a clear-cut judgement, we will confirm your final marks.
9. We will confirm your marks for the course assessed against and will send your results.
10. If you are successful in APL, we will then offer you Recognition of Prior Learning. You are then able to enrol in the programme once we issue the offer of enrolment to you.

Your RPL results are only good for a programme until such time as that programme changes or the end of the academic school year, whichever comes first.

Credit Transfer

Credit Transfer Policy

What is Credit Transfer?	Credit Transfer (CT) determines your knowledge and / or skills you have gained through successfully completing formal training from another recognised training provider through either transcripts or an assessment or series of assessments to determine the level and depth of your knowledge and / or skills against our standards, and this formal training nearly or completely aligns with our training.
In which circumstances should I apply for CT?	If you believe you have successfully completed formal training from another recognised training provider to the same level and depth as a course in a programme you are applying for, you can apply for CT.
When does CT take place?	You must apply for CT during the application stage of your enrolment with us. We need to complete CT prior to your full enrolment.
Do I have to pay for CT?	Yes. Please see www.nasa.co.nz/fees/ for more information.
What is Recognition of Prior Learning (RPL)?	Recognition of Prior Learning is when we recognise and credit your prior training or learning towards our programme you are enrolling in.
When does RPL take place?	RPL is completed after the course kōrero stage but before the offer of enrolment stage of your enrolment with us. Please note you may need to still attend and sit-in on classes you have RPL for.
Will I need to complete assessments in the areas where I have gained RPL?	This varies from programme to programme and course to course, as some assessments straddle more than one course. Please speak to the Principal about this matter.
What is the minimum RPL I can gain?	The minimum RPL we can give you is at the course level.
What is the maximum RPL I can gain?	The maximum RPL we can give you varies from programme to programme.
Am I exempt from paying fees on a course I gain RPL for?	This varies from programme to programme and course to course, dependent on whether you are attending the RPL course(s) or not, et cetera. Please speak to the Student Liaison Officer about this matter.

Are there any restrictions on RPL?

Yes. Students who are undertaking the full programme take enrolment priority over RPL students in some circumstances. Please speak to the Student Liaison Officer about this matter.

Our international governing bodies may not let you sit their qualifying examinations if you did not complete your training with us or with an approved provider.

Credit Transfer Examples

Example 1 – ITEC

- Jane successfully completed a qualification with ABC School of Beauty Therapy (London), an ITEC-approved provider, that included ITEC unit iUBT429 (Manicure and Pedicure) 2 years ago.
- She now is applying to study the New Zealand Certificate in Beauty Therapy at the National School of Aesthetics.
- She wishes to have this prior learning count towards her study so she doesn't have to repeat it.
- Jane would employ the Credit Transfer Procedure as the unit she has learned is the same as employed by ITEC and NaSA.
- In this case, ITEC unit iUBT429 meets the requirements of "Demonstrate and apply knowledge of contraindications to manicure and pedicure treatments", "Demonstrate and apply knowledge of cosmetic products and tools for manicure and pedicure treatments", and "Perform a manicure treatment or pedicure treatment" courses in the New Zealand Certificate in Beauty Therapy; Jane most likely will not have to sit any assessment to ensure she meets the criteria.

Example 2 – Another Tertiary Education Provider

- Jane successfully completed a qualification at XYZ Training Academy that included a unit in Manicure and Pedicure.
- She now is applying to study the New Zealand Certificate in Beauty Therapy at the National School of Aesthetics.
- XYZ Training Academy does not use ITEC, CIBTAC or CIDESCO but is approved by the English government as a registered provider.
- She wishes to have this prior learning credited towards her study so she doesn't have to repeat it.
- Jane would employ the Credit Transfer Procedure as the unit she has learned is not the same as NaSA's "Demonstrate and apply knowledge of contraindications to manicure and pedicure treatments", "Demonstrate and apply knowledge of cosmetic products and tools for manicure and pedicure treatments", and "Perform a manicure treatment or pedicure treatment" courses or the units employed by ITEC.
- In this case, NaSA's "Demonstrate and apply knowledge of contraindications to manicure and pedicure treatments", "Demonstrate and apply knowledge of cosmetic products and tools for manicure and pedicure treatments", and "Perform a manicure treatment or pedicure treatment" courses requirements or standards may not match XYZ's requirements or standards, so Jane will most likely have to sit both a practical and theory assessment at NaSA to ensure she meets NaSA's criteria.

Application Procedure for Credit Transfer

1. Find out which course or courses you believe you have knowledge and / or skills that you gained through **formal** training through **another recognised** training provider.
 - *A course is defined as a full unit with performance criteria, which, when combined with other courses, creates a programme and leads to a qualification. For example, the “Perform a manicure treatment or pedicure treatment” course is one of several courses creating the New Zealand Certificate in Beauty Therapy programme..*
2. Apply for Credit Transfer using the appropriate form downloadable from our Web site.
 - *You need to submit your CT application, with evidence to support your application, with your normal application form.*
 - *You must complete CT before you enrol with us.*
 - *We may charge you a fee for CT and each assessment. See www.nasa.co.nz/fees/*
 - *You must pay your CT fees (not your programme fees) prior to us assessing you.*
3. Once we receive your CT application and fees, we will contact you to arrange your assessment, if required.
 - *If we determine assessment is not required, you can progress to step 9.*
4. We will confirm an assessment timetable with you in writing, if required.
5. You arrive to perform the assessment at the scheduled time, if required.
 - *If you are undertaking a practical assessment, you will need to supply a model and supplies. The assessor will discuss this with you prior to the assessment being booked.*
6. Our assessor will outline your assessment and the timing of the assessment, if required.
7. Our assessor will assess your performance and / or knowledge against the performance criteria outlined in our course, if required. Our assessor uses this information on judging your competency.
8. Our assessor compiles evidence regarding your competency, if required. Once our assessor has a clear-cut judgement, we will confirm your final marks.
9. We will confirm your marks for the course assessed against and will send your results.
10. If you are successful in CT, we will then offer you Recognition of Prior Learning. You are then able to enrol in the programme once we issue the offer of enrolment to you.

Cross-Crediting

Cross-Crediting Policy

What is Cross-Crediting?	Cross Crediting (CC) determines your knowledge and / or skills you have gained through formal training you have successfully completed with us 2 years ago or less. (Exceptions may occur to the 2 year limit.)
In which circumstances should I apply for CC?	If you successfully completed formal training with us , you can apply for CC. If you are known to us, you may automatically be granted CC.
When does CC take place?	You must apply for CC during the application stage of your enrolment with us. We need to complete CC prior to your full enrolment.
Do I have to pay for CT?	No in most cases where you have completed training with us in the last 2 years.
What is Recognition of Prior Learning (RPL)?	Recognition of Prior Learning is when we recognise and credit your prior training or learning towards our programme you are enrolling in.
When does RPL take place?	RPL is completed after the course kōrero stage but before the offer of enrolment stage of your enrolment with us. Please note you may need to still attend and sit-in on classes you have RPL for.
Will I need to complete assessments in the areas where I have gained RPL?	This varies from programme to programme and course to course, as some assessments straddle more than one course. Please speak to the Principal about this matter.
What is the minimum RPL I can gain?	The minimum RPL we can give you is at the course level.
What is the maximum RPL I can gain?	The maximum RPL we can give you varies from programme to programme.
Am I exempt from paying fees on a course I gain RPL for?	This varies from programme to programme and course to course, dependent on whether you are attending the RPL course(s) or not, et cetera. Please speak to the Student Liaison Officer about this matter.
Are there any restrictions on RPL?	Yes. Students who are undertaking the full programme take enrolment priority over RPL students in some circumstances. Please speak to the Student Liaison Officer about this matter.

Cross-Crediting Example

- Jane successfully completed the New Zealand Certificate in Nail Technology with the “Demonstrate and apply knowledge of contraindications to manicure and pedicure treatments”, “Demonstrate and apply knowledge of cosmetic products and tools for manicure and pedicure treatments”, and “Perform a manicure treatment or pedicure treatment” courses in it through The National School of Aesthetics.
- She now is applying to study the New Zealand Certificate in Beauty Therapy through the National School of Aesthetics.
- She wishes to have this prior learning count towards her study to avoid repeating it.
- Jane would employ the Cross Crediting Procedure as the course is the same for both programmes.

Maximum Credits Allowed in Recognising Your Prior Learning

The maximum credits we will generally credit you with if your application is successful are:

Programme	Maximum Credits
New Zealand Certificate in Beauty Therapy	20
New Zealand Certificate in Nail Technology	20
New Zealand Diploma in Beauty Therapy	20

The exceptions to these maxima are:

Where a student successfully completes this programme at the National School of Aesthetics or other selected tertiary education organisations:	The student may be eligible for the following cross crediting for the following credit values for the following programmes:
New Zealand Certificate in Beauty Therapy	50 credits in the New Zealand Certificate in Nail Technology
	50 credits in the New Zealand Diploma in Beauty Therapy
	70 credits in the New Zealand Diploma in Beauty Therapy where electrology was successfully completed in the New Zealand Certificate in Beauty Therapy
New Zealand Certificate in Nail Technology	40 credits in the New Zealand Certificate in Beauty Therapy

We reserve the right to alter these maxima where the Board approves it (per application).