



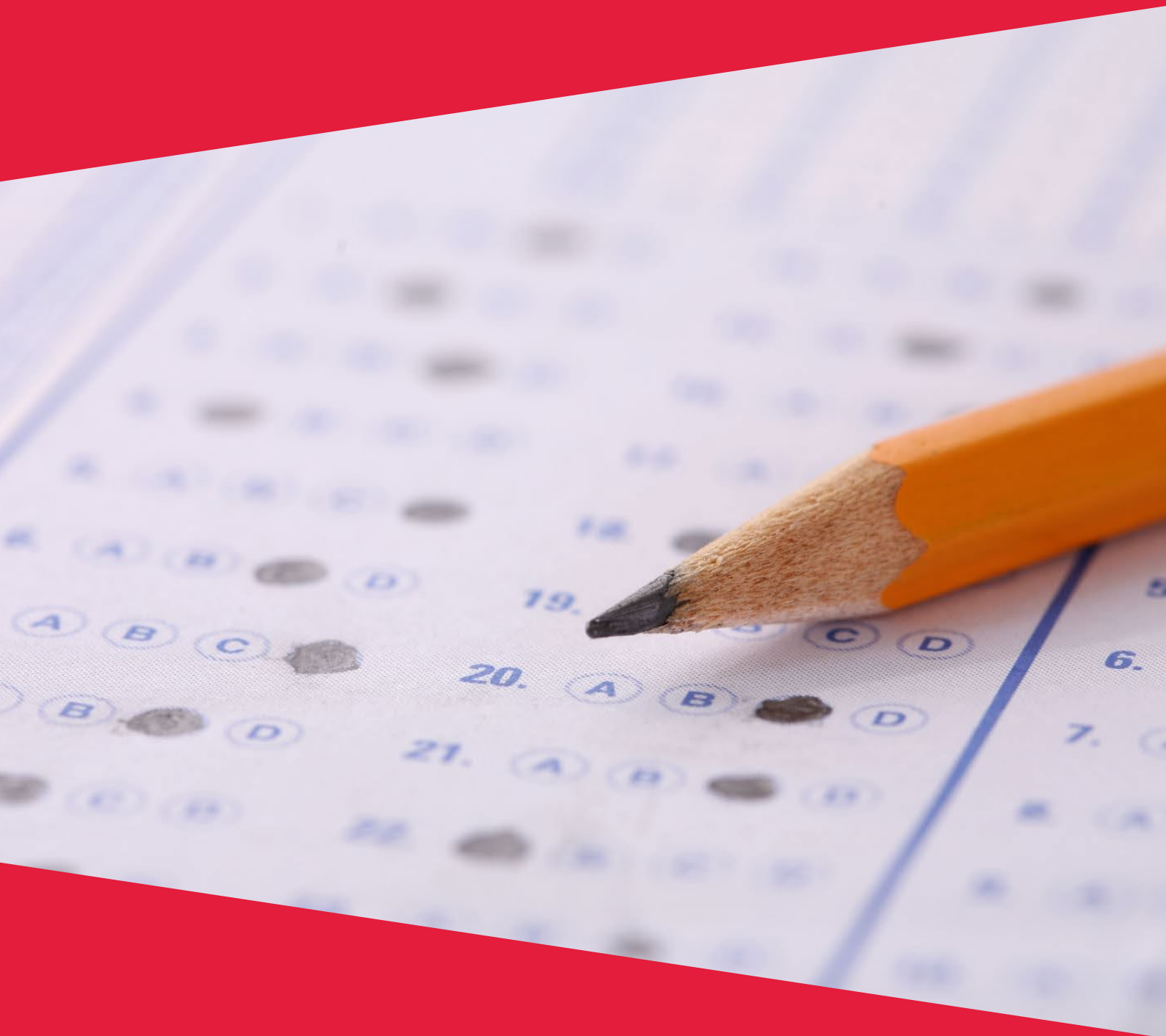
**The National School  
of Aesthetics**



**The National School of Aesthetics**  
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# Assessments and Grades

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

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## Introduction to Assessments and Grades

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

|                          |                                                                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attendance</b>        | Your attendance in scheduled classes and assessments                                                                                          |
| <b>Daily assessments</b> | Your professional appearance, hygiene, attitude and so on                                                                                     |
| <b>Assessments</b>       | Your theory and practical assessments you complete either inside or outside class. These can be assignments, projects, case studies or tests. |

## How We Allocate Your Grades

We allocate your grades as follows:

| Section                  | Percent of Overall Grade                                | Minimum Pass (Percentage) | Requirements                             |
|--------------------------|---------------------------------------------------------|---------------------------|------------------------------------------|
| <b>Attendance</b>        | You must meet the minimum requirement of hours to pass. |                           |                                          |
| <b>Daily assessments</b> | 10%                                                     | 90%                       |                                          |
| <b>Assessments</b>       | 90%                                                     | 60% on each assessment    | All <u>must</u> be completed and passed. |
| <b>Total</b>             | 100%                                                    |                           |                                          |

## Types of Assessments

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

These can be:

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

Assessments form 100% of your final grade.

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

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

## Definitions of Types of Assessments

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

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

### Assignment

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

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

### Project

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

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

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

### Case Study

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

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

You will complete more than one case study per subject.

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

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

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

### Portfolio

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

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

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

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

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

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

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

### **Test**

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

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

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

### **Final Examination**

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

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

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

## **Number of Formal Assessments in Our Programmes**

### **Formal Assessments in the New Zealand Certificate in Beauty Therapy**

You will have approximately:

- A dozen formal theory assessments; and
- Half a dozen formal case study practical assessments; and
- Over a dozen formal practical assessments.

### **Formal Assessments in the New Zealand Diploma in Beauty Therapy**

You will have approximately:

- Half a dozen formal theory assessments; and
- Quarter of a dozen formal case study practical assessments; and
- Over half a dozen formal practical assessments.

### **Formal Assessments in the New Zealand Certificate in Nail Technology**

You will have approximately:

- Half a dozen formal theory assessments; and
- Over half a dozen formal case study practical assessments; and
- One formal portfolio practical assessment comprised of around 100 individual portfolio entries in the second half of your programme; and
- Half a dozen formal practical assessments.

### **Informal Assessments Are Important to Your Success**

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



## **Extensions on Assessments, Missed Assessments or Failed Assessments**

### **Extensions on Assessments**

In this instance, assessments refer to:

- Assignments
- Projects
- Case studies
- Portfolio work

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

To do this, you must:

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

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

### **Sitting a Missed Assessment**

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

You must:

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

### **Resitting a Failed Assessment**

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

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

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

You must:

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

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

## Attendance and Absenteeism

Your attendance is recorded every day. You are marked:

|                |                                                   |
|----------------|---------------------------------------------------|
| <b>Absent</b>  | You are not in class                              |
| <b>Late</b>    | You have arrived in class after class has started |
| <b>Present</b> | You are in class and on-time                      |

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

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

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

### Minimum Attendance Requirement

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

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

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

**Absenteeism Waymarks**

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

| Beauty Certificate                                                       | Nail Technology | Beauty Diploma | Waymark                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------|-----------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5                                                                        | 2               | 2              | <b>Absenteeism alert</b> <ul style="list-style-type: none"> <li>Approaching general absenteeism limit</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| 10                                                                       | 5               | 5              | <b>Absenteeism concern – AAA meeting required</b> <ul style="list-style-type: none"> <li>Standing at general absenteeism limit</li> <li>Holding a <b>required</b> Academic and Attendance Action (AAA) plan meeting</li> </ul>                                                                                                                                                                                                          |
| Requires medical certificate or approved absence from this point forward |                 |                |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10+                                                                      | 5+              | 5+             | <b>Academic and attendance interventions</b> <ul style="list-style-type: none"> <li>Monitoring and revisiting AAA plans</li> <li>Discussing individual cases and evidence at Academic Committee meetings</li> <li>If absenteeism remains excessive, discussing remaining options: <ul style="list-style-type: none"> <li>Staying in the programme and not qualifying; or</li> <li>Withdrawing from the programme</li> </ul> </li> </ul> |

**Days missed always count. This includes:**

- Sick days**
- Medical appointments**
- Personal or family emergencies**

**The only exception: approved, documented bereavement leave as per the law.**

## Not Reporting Absenteeism

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

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

Not reporting your absenteeism to the school is the same.

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

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

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

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

### Acceptable Reasons for Absenteeism

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

### Sometimes Acceptable Reasons for Absenteeism

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

### Not Acceptable Reasons for Absenteeism

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

## **Planned Absences**

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

The Head of Education then considers the request in line with the timetable.

You will not be approved to be absent during examinations.

## **Absenteeism Due to Medical Reasons**

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

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

## **Medical Certificate**

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

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

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

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

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

### **Absenteeism Due to Bereavement**

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

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

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

#### **Relationship to the Deceased**

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

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

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

- Any other person after discussion with the Student Liaison Officer or Head of Education

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

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

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

#### **Evidence of Bereavement**

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

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

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

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

### **Combination of Classes**

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

### **Self-Directed Study Hours**

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

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

**You must complete the recommended hours per week outside of class on reading, assignments, case studies, projects, preparing for class, and preparing for assessment.**

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



## Daily Assessments

Daily assessments count for 10% of your overall grade and you must pass overall by 90%.

Attendance is required to be awarded marks for the corresponding class period.

You are assessed every day in these areas:

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manner and attitude</b>       | <p>We mark you on:</p> <ul style="list-style-type: none"> <li>• Your manner (polite, abrupt, et cetera); and</li> <li>• Your attitude (following instructions, et cetera):</li> </ul> <p>towards your work, your fellow students, your tutors, the NaSA team and members of the public.</p>                                                                                                                           |
| <b>Appearance</b>                | <ul style="list-style-type: none"> <li>• Are you wearing your full uniform to NaSA regulations?</li> <li>• Are you wearing the standard uniform with no variants?</li> <li>• Are you wearing the required makeup, hairstyle, jewellery and piercings within guidelines of the school rules and regulations?</li> <li>• If you are, we mark you competent.</li> <li>• If not, you are marked non-competent.</li> </ul> |
| <b>Hygiene and sterilisation</b> | <p>We mark you on:</p> <ul style="list-style-type: none"> <li>• Your hygiene (washing hands after contamination, et cetera); and</li> <li>• Your sterilisation (using and ensuring sterile equipment).</li> </ul> <p>Hygiene and sterilisation are vitally important for the health and safety of everyone (including you).</p>                                                                                       |
| <b>Preparation and clean-up</b>  | <ul style="list-style-type: none"> <li>• We expect you to prepare and clean-up your work area and other areas properly.</li> <li>• This presents a hygienic and safe environment for you and your clients.</li> <li>• We have a rotating schedule for class monitors for clean-up.</li> </ul>                                                                                                                         |
| <b>Performance</b>               | <ul style="list-style-type: none"> <li>• We mark you on how well you performed your assigned task(s) for the day.</li> <li>• At the start, we don't expect you to be perfect, but we do expect you to demonstrate you understand the task(s) assigned and improve with time.</li> <li>• We will expect you to meet industry-acceptable timeframes later.</li> </ul>                                                   |
| <b>Comments</b>                  | <p>We also keep a track of comments, which are written for evidence, if required.</p>                                                                                                                                                                                                                                                                                                                                 |

You are allocated 10 to 15 marks per day (5 marks per class period), dependent on your programme. If you fail to meet any of these criteria, you lose some or all points for that day.

If you are away for any reason (except bereavement or in other special circumstances), you may not be given any points for each class period or day you are absent.