

Student Handbook 2020



CONTENTS: FOR DOMESTIC (NZ) STUDENTS

Praxis leadership contact details	3
About Praxis	4
Praxis Programmes	5
Maintaining programme quality	5
Student support	5
Expectations of students	6
General Statement on Use of Handbook	
1. General Policies	7
1.1 Course entry and selection process	7
1.2 Professional relationships between staff and students	7
1.3 Course documentation	8
1.4 Use of images of students	8
2. Academic Regulations	
2.1 Attendance Requirements	8
2.2 Concerns about progress	9
2.3 Assessment and Moderation	9
2.4 End of year results	11
2.5 Applying for Recognition of Prior Learning (RPL)	11
2.6 Work Based Components	11
2.6.1 Safe practice with young people	12
2.7 Student Input Opportunities	12
2.8 Programme Completion and Graduation	12
2.8.1 Requirements for the Certificate	12
2.8.2 Requirements for the Diploma	13
2.8.3 Impaired performance and aegrotat passes	15
2.9 Use of Māori for Assessment	16
2.10 Concerns about the Programme	17
2.11 Appeals Against a Grading	17
2.12 Assessment Misconduct	17
2.13 Disciplinary Procedures	18
2.14 Penalties for Misconduct	18
2.15 Appeals	19
2.16 Complaint Process	20
2.17 Withdrawals & Refunds	21

Praxis National Office:

PO Box 6834
 Marion Square
 Wellington
 04 4712747
 admin@praxis.org.nz
 Web: www.praxis.org.nz

Contacts

Praxis Directors	Lloyd Martin	lloyd@praxis.org.nz 022 344 7210
	Lizzie Pringle	lizzie@praxis.org.nz
Operations Manager (Administration)	Maureen Samuel	maureen@praxis.org.nz
International Students	Lloyd Martin	lloyd@praxis.org.nz
Programme Leaders		
Certificate & Diploma Year 1	Laz Lemanutau	laz@praxis.org.nz
Diploma Year 2	Michael Smith	michael@praxis.org.nz
Site Managers:		
Wellington group	Lizzie Pringle	Laz@praxis.org.nz
Central North Island	Jenny Duckworth	Jenny@praxis.org.nz
Christchurch group	Catherine McFedries	catherine@praxis.org.nz
Auckland region	Michael Smith	michael@praxis.org.nz

Welcome to Praxis!

We welcome you to study with us, and encourage you to read the following information carefully.

If you are not clear about anything, or just want to talk it through, please get in touch with one of the people listed on page 3 of this booklet.

About Praxis

Praxis is a private training establishment that has been granted registration by the New Zealand Qualifications Authority under Part 18 of the Education Act 1989..

At our last External Evaluation and Review (October 2019) NZQA concluded that they are:

- Confident in the educational performance of Praxis
- Confident in capability in self-assessment of Praxis

A full review report is available on the NZQA website, search; Youth Cultures and Community Trust.

Kaupapa:

Praxis is a network of youth development practitioners, we are educating and mentoring the next generation of young leaders in Aotearoa.

Praxis is the trading name of the Youth Cultures and Community Trust (hereafter; 'YCCT') which was set up in 2000 as a non-for-profit organisation. YCCT operates as both a holder of the vision outlined above and a legal entity, which provides governance for the activities of Praxis.

Our Values:

Journeying with Jesus
 Missional engagement
 Learning in action and context
 Ongoing communities of learning
 Practising what we teach
 Centre to the margins
 Partnership with indigenous peoples
 Learning spaces of inclusion, grace and talanoa
 Excellence and generosity

Praxis Programmes

Praxis offers two programmes for Domestic (NZ) students:

- **Certificate in Youth Development**
 - Completion of this programme leads to award of the **New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) (Community Facilitation strand)**
 - This programme provides an entry qualification in youth work. It is designed to lead to a vocation or career in working with young people in the context of their whānau, church or community. Completion of the programme leads to the award of the New Zealand Certificate in Health and Wellbeing, Level 4 with a strand in Community Facilitation.
- **Diploma in Youth Development**
 - Completion of this programme leads to the award of the **New Zealand Diploma in Youth Work (Level 6)**
 - The Diploma programme recognises and builds on the knowledge and skills of established youth workers. Completion of the Praxis Diploma leads to the award of the New Zealand Diploma in Youth Work, and may be used to support an application for accredited membership in Korowai Tupu, the professional youth workers' association.

Maintaining Programme Quality

Praxis programmes operate under the guidance of local advisory groups. These are made up of experienced youth workers and the people who employ them. The advisory groups help to ensure that Praxis courses are strongly aligned to the realities of working in the diverse youth development sector in this country.

At intervals through the year we will also seek your feedback around where we can improve the course and your experience of it. You are not limited to these event, we welcome your feedback at anytime!

What you can expect as you learn with us:

- Interactive approaches to learning and assessment which aim to recognise and include the range of lived experiences among the people who study with us.
- A challenging learning environment where sometimes you will have to go through hard.
- Support from the Praxis team and your fellow students in the process.
- Clear communication about course content and assessment requirements.
- Opportunities for you to ask questions and discuss important issues.
- Course content that reflects a holistic balance between faith and practice, action and reflection, personal and professional development.
- Prompt and constructive feedback on the work you submit for assessment.

Student Support

Most of the people who work with Praxis also work alongside young people in their local community. At the start of your programme you will be assigned a **Praxis Educator** (Tutor). This person is responsible for supporting you as you learn and grow with us. They will also keep an eye on your agency and supervision arrangements to check that they are working out. They are your first point of call if you have any questions and concerns.

1. Your **Programme Leader** and local **Site Manager** are also responsible for keeping an overview of your study year. You are welcome to go to them for advice and support.
2. The programme is also supported by a range of services, these include:
 - An on-site library, your site will hold all the required texts. You have the choice of returning or buying your required textbooks when you are finished with them. Extra texts can be accessed through our main library in Wellington. Just email admin@praxis.org.nz to order a book, we will cover the cost of getting it to you, you just need to return it to your local site.
 - Access to a trained **counsellor** (you can get their contact details from your Site Manager). In some cases we are able to contribute to the costs of going to see them (ask your Tutor).
3. You are responsible to find and meet regularly with a **supervisor** while you are studying with Praxis

Your supervisor is a person who will help you to process what is happening for you on the course. It is important that your supervisor is someone that you trust and feel able to talk with them about any area of your life. They will also help you process your Reflection on Practice hours by getting you to journal the practical work you do. You need to take responsibility for meeting with your supervisor every 2-3 weeks. They are usually not from your agency.

You normally select your own supervisor for the year, however your choice needs to be approved by your course co-ordinator. Guidelines for choosing a supervisor are available from Praxis, if you are stuck, we can usually recommend someone in your area.
4. Each student is expected to complete a practice placement with a community organisation or church (**your Agency**) over your whole year of study with us.

Your Agency Rep is the person from your agency who is your boss! They will oversee the practical component of your youth or community work in your agency. We will ask you to enter into a formal agreement with your agency during your years of training with Praxis. Whether they are paying you or not, your agency is obliged to meet the normal obligations of an employer, especially with regard to your safety, supervision and support in your role with them.
5. **Financial help:** If you need help with fees, course or living costs, you should check your eligibility for these and other grants through www.studylink.govt.nz Some agencies (where you do your practical work) provide help with accommodation, travel costs or fees, you should check with them, or with your course co-ordinator for advice.
6. Students will be issued with a student ID card after fees have been paid.

What we expect of you:

As youth workers in our communities it is important that each of us **walk the talk** as safe and ethical people who operate with integrity. This standard is expected of everyone who is studying with Praxis.

Early on in your Praxis journey you will be introduced to a Code of Ethics for youth workers. We aim to live by this code in our dealings with each other as well as in our work with young people.

We understand that sometimes life gets in the way, but we do expect you to do good communication with your tutor throughout the year especially if you have to miss a class, arrive late or hand in work after the due date.

As a minimum we expect you to attend all block courses and be on time for at least 80% of your local cluster days. For students at a Praxis site there are normally six cluster days each term. If you fall below this standard we will start a formal support process to try and help you get back on track. It may also mean that your graduation is delayed.

Transport to block courses and clusters is your own responsibility. If this involves booking travel, we will provide you with dates and start times at the beginning of the year so you can get the cheapest deals.

Please confirm block course start and finish times on the Praxis website or with your local tutor before you do your travel bookings.

General Policies

1. General

Emergency Procedures

Please note the evacuation procedures on the wall of your classroom and, in the event of an emergency, comply with these.

Conduct

Be considerate of your classmates and others, and help keep the classroom a positive space for learning.

Health and Safety

You are required to take all reasonable steps during your time at Praxis to ensure your safety and the safety of others.

Addresses

Any change in either home or term time address or in employment must be notified to the Praxis national office.

1.1 Course entry and selection process

Entry to Praxis courses requires you to:

- be aged 18 years or above, unless special exemption is granted
- have achieved NCEA Level 1 for the Certificate or NCEA 3 for the Diploma or have evidence of equivalent skills, knowledge or professional experience to the respective level
- have the endorsement of an agency (church or community organisation) who has agreed to supervise and support their practice with young people
- provide the contact details of a person from this agency, and at least one other reference person. Praxis will contact those people to discuss both the applicant's suitability for working with youth and their ability to handle the academic requirements of this course.
- complete a satisfactory Police Vet report
- undertake an application interview

Final approval is needed from the Praxis Directors if the entry process throws up any doubts around your ability to complete the academic aspects of the course, or your suitability to work with young people.

Praxis reserves the right to decline entry to the course on the basis of these, or any of the other entry criteria. If you disagree with a decision around the interview process you should use the appeals process (see 2.14) to appeal against it.

1.2 Professional relationships between staff and students

Praxis team members are bound by the Ara Taiohi Code of Ethics for Youth Workers in our relationships with students on the course.

The key value we aim to express is that your mana will be upheld in your interactions with Praxis.

If you believe that any member of the Praxis team has contravened the boundaries of our relationship with you or with another student, you can either use the Praxis complaints process (see 2.16).

1.3 Course documentation

At the end of your Praxis course, if you have met all of the course requirements you will receive the following documents at graduation:

- A copy of the **Praxis Certificate in Youth Development** incorporating the **New Zealand Certificate in Health and Wellbeing (Social and Community Services)**
- or
- A copy of the **Praxis Diploma in Youth Development** incorporating the **New Zealand Diploma in Youth Work**
- A copy of your **Record of Achievement** – even if you haven't met course requirements, you should get a copy of this. If you haven't finished the requirements, it will list what you still need to do to complete.

We are also happy to provide you with a written reference upon request.

The reference will outline the practical work you have been involved in over your course of study. It is addressed to future employers and will list both what we see as your strengths, and any comments or concerns that we feel that a future employer should be aware of.

It is up to you who you choose to give the reference to, but if we get approached by an employer for a verbal reference about you, we will base our comments around the contents of your reference.

If, later on, you feel that you have addressed any concerns that were expressed in your letter of reference, you can ask to be re-assessed with a view to having your reference from Praxis changed.

If you object to any of the recommendations in the reference, you should talk to your Programme Co-ordinator in the first instance, and if you are not happy you should follow the complaints process (2.16).

In the event that we can't agree about the contents of your reference, Praxis reserves the right to refuse to supply a reference.

1.4 Use of student images

Praxis has a policy of recording the year in photos. These photos are often shown at the graduation ceremony and may also appear on the Praxis website, Facebook pages, on the cover of your workbooks and in other Praxis publicity. The course application form includes a consent for images taken of students to be used in these ways.

If you object to photos being taken of you and used in any of these ways, you should inform your Tutor as early as possible.

2. Academic Regulations

2.1 Attendance Requirements

If for any reason you are unable to attend a class, please phone or message your Tutor. Your message should indicate the reason for your absence and when you are likely to return to class.

A high level of attendance is a requirement for completing your course. To complete each part of the course you need to attend all block courses and 80% of clusters (that means at least five of the six clusters each term).

If your attendance falls below this standard we will begin a formal support process. It may also mean that your graduation will be delayed.

2.2 Concerns About Progress:

Your Tutor will begin a formal support process if you have frequent absences, unsatisfactory academic progress or demonstrate unethical behaviour. This is the process;

- I. As early as possible your Tutor will discuss their concerns, and work with you to develop a plan for addressing the issues. This will be recorded as an initial Extra Care plan and kept on your record for the year. All initial Extra Care Plans will include a review date -usually within a month.
- II. If your Tutor doesn't believe enough progress has been made within the agreed timeframe, a more formal meeting will be held to develop an extended Extra Care plan. This meeting will usually include someone from your Agency, or your supervisor or other support people in your life. The focus of this meeting will be to identify the obstacles and challenges that you are facing and to try and get the support around you that you need.
- III. Whatever is agreed to at a formal Extra Care meeting will be documented, and both you and your Agency should get a copy of the notes. The Praxis Directors will also receive a copy, as well as regular progress reports.
- IV. We operate a 'no surprises' policy. This means that we will be straight up with you if you have reached the point where you are unlikely to pass the course. However, if continuing as part of the Praxis learning community will be helpful to you, and safe for everyone else we will usually be happy for you to do so.
- V. You should be aware that failure to complete your course requirements could affect you in several ways:
 - It is unlikely that you will be able to progress into the second year of the Praxis course
 - It may affect your eligibility to apply for student loans and allowances in the future.

2.3 Assessment / Moderation

Each Praxis course is based on a series of Graduate Profile Outcomes. These are statements set by NZQA and the youth work sector, they describe what a person must know and be able to do in order to be awarded with the qualification. Your assessments over the year provide evidence to NZQA that you have met each of these outcomes.

The assessment process has to both uphold the standard of the qualification AND give you a fair opportunity to demonstrate your competence. At Praxis we believe it is important to use a range of different assessment methods, we hope that you will find some fit well with what you are already good at (eg. writing, or practical work) and recognise that you may have to work harder in other areas. We think that overall this is fairer to everyone.

The assessment methods used in your programme will include: short and long form written work, the practical demonstration of a skill, presenting a seminar, participating in discussion in a group setting (talanoa), journalling or a one to one interview. You are required to complete each assessment on the day indicated in the timetable. If you are unable to complete the assessment on the timetabled date, you must advise your tutor before that date. A doctor's certificate or similar may be required.

We recognise that you put a little bit of yourself 'out there' for scrutiny whenever you do an assessment. These are the goals that we set ourselves around upholding your mana as we assess and give feedback on your work:

- We will clearly communicate what is required for the assessment and due dates (we always value your feedback as we try and improve how we do this).
- If you are confused or want some feedback, your tutor will provide this ASAP. But please ask early!
- We are working to create a culture of handing in work on time. Just like out there in the real world!

- Once you have handed your work in we will assess it and get your feedback back to you as soon as possible (our target is within ten working days).
- You should expect feedback on your work to be fair, clear and constructive. Your Assessor will give you feedback around three things:
 - i. Have you met ALL of the bullet point requirements?
 - ii. What have you done well?
 - iii. Where could you have improved it?
- If you have not met all of the requirements, your feedback should clearly identify; what parts of the assessment you have completed and what you still need to do/redo.
- You will then receive a NYC (Not Yet Complete) grade, and either your Assessor (or your Tutor) will make an arrangement with you about when the remaining work should be submitted. This will be recorded on your work.
- We encourage excellence, and want to recognise it using the MERIT statements on your assessment schedule (see table below).

After your work has been assessed your Assessor will compare the result they gave you with other Assessors. They may do this before they return your work. This process is called moderation, we use to try and ensure that everyone is being treated fairly.

Each year several assessments will also be marked by someone from outside of Praxis. This process gives you confidence that the grades you receive from us are consistent with the rest of the sector and the academic level that you are studying at.

We use the following grading system in your assessments:

NC	Not completed – no re-assessment is possible. This is the final result.
NYC	Not Achieved. This a temporary grade <u>only used on the assignment itself.</u> It notes that assessment requirements are not yet met, and identifies the work needed to bring it up to standard. A final date for resubmitting the work must also be included.
Complete	The requirements for this assessment are complete.
Merit Distinction	Some assessments provide an opportunity to achieve recognition of your work over and above the minimum required to pass the assessment. Assessment criteria for award of a Merit grade are clearly identified. Where applicable, achievement of a specified number of merit statements will gain a Distinction grade for that assessment. <u>Please note that this grading system is internal to Praxis only. All formal results will be reported to NZQA as either COMPLETE or NOT COMPLETE.</u>

All assessment results (as above) will be recorded on your Praxis Record of Achievement (see section 2.4).

If you believe that you have not been treated fairly, you are entitled to request a re-assessment of your work. Appeals for re-assessment must be received no later than two weeks after receiving the official results.

See section 2.10 for how to ask for a re-assessment.

2.4 Your end of year results

Each MERIT grade that you earn over the year is worth ONE point. Each DISTINCTION grade that you earn is worth TWO points. The points you have achieved over your course (2 years for the Diploma) will be added together at the end of the course. Learners in the top 50% of points will receive a MERIT grade for their course, those in the top 10% will receive a DISTINCTION grade.

Please note that these grades will appear on your Record of Achievement transcript from Praxis, however they are only reported to NZQA as Complete or Not Complete.

All results are reported to TEC (Tertiary Education Commission) using your NSN (National Student Number) which is a unique number given to every student in Aotearoa New Zealand.

If you have completed unit standards or unit standard based qualifications in the past - an official transcript also known as a Record of Achievement (ROA), of all the national qualifications and unit standards that you have ever achieved and is available on the NZQA website.

Please note that because the Praxis programmes are NOT unit standards based, the completed qualification will be listed against your name (but no individual standards).

2.5 Applying for Recognition of Prior Learning (RPL)

If you believe that you have already met the requirements of:

- 1) All or part of a Praxis programme **or**
- 2) all (or part of) a module within a Praxis programme

You can apply to have your learning recognised. Have a chat with your Programme Leader, they will then set up a process to evaluate what you have already done.

- 1) **RPL of a Programme:** This is formal process that includes collecting evidence and then presenting this to a panel in an interview. Please contact the Programme Leader before your programme begins if this is an option that you would like to pursue. Please note that there may be a charge for this process.
- 2) **RPL of a Module:** Each module contains a number of learning outcomes. An Assessor will be appointed to go through each learning outcome with you and review evidence to show that you are already competent in that area. Evidence can be presented in either of the following ways:
 - By showing the Assessor that you are currently competent, either through a demonstration observed by the Assessor, or by compiling evidence that other (suitably qualified) people have observed of your competence.
 - By showing evidence that you have completed the learning equivalent to that learning outcome elsewhere (for example by showing records of previous study or assessments).

Where an RPL assessment shows that some learning outcomes are not yet complete, the Programme Co-ordinator/Assessor will negotiate with you about how the remaining areas of learning will be completed and assessed. Evidence for each learning outcome will be noted by the Assessor and the evidence (or copies of) will be retained (where practical), for moderation along with assessment notes next to each element. All RPL applications (including assessments and evidence) are subject to final approval by the Praxis Directors

2.6 Work Based Components

Work experience is a valuable component of your learning, and a practice element is included in most modules within the programme. You are expected to be engaged in practical work with young people through a recognised group or organisation (agency) before you enter the course (this is a condition of entry).

You will be advised before each module what proportion of the total assessment for that module will be completed as part of your own practical work. You will also be made aware of the responsibilities you have toward your agency while you are studying for your qualification. You will have the opportunity to comment on the effectiveness and suitability of practical work requirements of the programme.

At the start of the course you will be given a **Work Based Learning Agreement**, this is to be completed between you and the agency that you do your practical work with. This is a set of information for your agency and a format for an agreement between you, the agency and Praxis, which needs to be completed whether you are employed or working voluntarily.

2.6.1 Safe practice with young people

All Praxis students are expected to uphold the Ara Taiohi Code of Ethics in their practice with young people. If Praxis team members become aware of any breach of the Code of Ethics, either on a Praxis supervised practice placement, or back in the student's own work with their agency they will discuss the allegation with the student, and investigate it.

If the allegation is substantiated, the Tutor **MUST**:

- Enter the details in the Incidents and Accidents register.
- Inform the Praxis Programme Leader and Directors of the allegation and discuss how they plan to handle it.

The Programme Leader **MAY ALSO** take any of the following actions:

- Give a verbal or formal warning to the student.
- Put boundaries around the student's practical work in the future (for example; requiring direct supervision)
- Initiate the Ara Taiohi Code of Ethics complaint process against the student.
- Stand the student down from all practical work.
- Begin the Praxis disciplinary procedure (see 2.12)
- Involve the police or other statutory body.

All decisions by the Programme Coordinator must be discussed with the Praxis Directors and recorded.

2.7 Student Input Opportunities

Praxis is committed to providing quality programmes, teaching and services. Your (confidential) feedback will be sought at regular intervals during the year through a feedback form at the end of each Block Course and in our annual our Student Satisfaction Survey This will be carried out by an independent person, who will ask you to comment on how effectively we are delivering on our commitments to providing you with a quality learning experience, our fairness in the assessment process, and on any other areas of your experience with us that you would like to give feedback on.

Feedback sought in a way that does not breach your confidentiality.

2.8 Programme Completion and Graduation

2.8.1 Requirements for the Certificate in Youth Development

Students who complete all course requirements of the Certificate in Youth Development will be awarded the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) (Community Facilitation strand). This programme is registered with NZQA and Praxis is accredited to award it.

To complete the Certificate in Youth Development programme and to graduate you must provide evidence that you have met the Graduate Profile Outcome (GPO) statements below by completing the requirements for each module of learning (next page).

Certificate in Youth Development - Graduate Profile Outcomes

- 1) Engage and communicate with people, family and/or whānau accessing social and community services in a manner which respects their socio-cultural identity, experiences and self-knowledge (15 credits)
- 2) Relate the history of Māori as tangata whenua and knowledge of person-whānau interconnectedness to own role in a health and wellbeing setting (10 credits)

- 3) Display self-awareness, reflective practice and personal leadership in a health and wellbeing setting (15 credits)
- 4) Actively contribute to a culture of professionalism, safety and quality in a health and wellbeing organisation (15 credits)
- 5) Relate the purpose and impact of own role to the aims of the wider health and wellbeing sector 15 credits
- 6) Work alongside people, family and/or whānau in a community facilitation setting to support autonomy by using tools and strategies to identify goals, address barriers and achieve aspirations 50 credits

Certificate Programme Overview

Grad Profile Outcomes (& credit value):			1	2	3	4	5	6
Modules	Code	AT	(15)	(10)	(15)	(15)	(15)	(50)
Prof Practice 1	PP1	AT1, 17				2		
Managing Safety	SP1	AT3				2		
Positive Youth Dev	FFA1	AT5					5	
Group Fac / ABL	YW1	AT3						5
Community Connection	CC1	AT6	5					5
RAP	YW2	AT8				3		3
Code of Ethics	SP2	AT13				3		
Inclusive Practice	SP3	AT14	5			3		
Korero Mai	CC2	AT7		5				
Intro to Leadership	PP2	AT2			5			
Mentoring	YW3	AT9,10,11						10
Te Tiriti	CC3	AT20		5				
Growing Up in Aotearoa	FFA3	AT18	5				5	
Inward Journey	RP2	AT16			5			
Helping Skills	SP4	AT23				2		2
Tying it together	PP3	AT24			5		5	25
			15	10	15	15	15	50
Total credits over year:								120

2.8.2 Requirements for the Diploma in Youth Development

Students who complete all programme requirements of the Diploma in Youth Development will be awarded the New Zealand Diploma in Youth Work (Level 6). This programme is registered with NZQA and Praxis is accredited to award it.

To complete the Diploma in Youth Development programme and to graduate you must provide evidence that you have met the Graduate Profile Outcome (GPO) statements below by completing the requirements for each module of learning (next page).

Diploma In Youth Development- Graduate Profile Outcomes

1. Integrate youth development theories and models of practice in order to respond to the needs and aspirations of young people from diverse contexts and cultures. (35 credits)
2. Apply safe, ethical and professional youth work practices to ensure the safety and wellbeing of young people engaging in youth development activities. (35 credits)
3. Provide young people with responsive and positive support informed by knowledge of the historical, socio-cultural, economic and political factors impacting them. (20 credits)
4. Select and apply a range of evidence-based practices informed by Te Tiriti o Waitangi and te ao Māori to support the aspirations of young people and build community connections. (35 credits)
5. Select and apply a range of evidence-based youth work models of practice, frameworks or strategies to support young people from diverse contexts and cultures. (35 credits)
6. Demonstrate leadership in a youth work and youth development context by leading and evaluating a youth development project. (50 credits)
7. Critically reflect on and evaluate own youth work practice in a supervision context and engage in self-care to achieve continuous improvement in own practice (30 credits).

Diploma Programme Overview

Grad Profile Outcomes (& credit value):			1	2	3	4	5	6	7
Year 1 Modules	Code	AT	(35)	(35)	(20)	(35)	(35)	(50)	(30)
Prof Practice 1	PP1	AT1, 17							10
Managing Safety	SP1	AT3		5					
Positive Youth Dev	FFA1	AT5	5						
Group Fac / ABL	YW1	AT3					10		
Community Connection	CC1	AT6			15				
RAP	YW2	AT8	5						
Code of Ethics	SP2	AT13		5					
Inclusive Practice	SP3	AT14		10					
Korero Mai	CC2	AT7				4			
Intro to Leadership	PP2	AT2						5	
Mentoring	YW3	AT9,10,11						20	
Te Tiriti	CC3	AT20				6			
Growing Up in Aotearoa	FFA3	AT18	5						
Inward Journey	RP2	AT16							5
Helping Skills	SP4	AT23		5					
Tying it together	PP3	AT24							5
			15	25	15	10	10	25	20
						Total credits over Year 1			120

Year 2 Modules	Code	AT	1	2	3	4	5	6	7
Professional Practice 2	PP4	AT40, 46						5	
Group Work	YW4	AT45	10						
Health & Safety	SP5	AT43		5					
Sociology of Youth	FFA4	AT42	5		5				
Law & Ethics	SP6	AT49		5					
Te Hikoi	CC4	AT47				15			
Liminal Experiences	YW5	AT52					10		
Peacemaking	FFA5	AT53					10		
Leadership & Management	YW6	AT41						10	
Well-Being	RP3	AT44							5
Project Evaluation	YW7	AT48						10	
Integrated Practice	RP4	AT50	5			10	5		5
Combined totals			35	35	20	35	35	50	30
Total credits across both years:									240

2.8.3 Impaired performance and aegrotat passes

Impaired performance is where a learner cannot complete an assessment because of circumstances beyond their control, such as a bereavement, illness or injury. The Tutor will consult with the Programme Leader and together they will take the following steps with the student concerned:

- Satisfy themselves that the request is genuine.
- Delay any scheduled assessment, and agree on a time frame for the student to recover from their circumstances.
- Agree on how any content missed may be made up after the time frame has passed (this could be through one to one coaching, or simply re-scheduling the content and assessment for the following year).
- Agree on how and when the assessment will be completed.

Our guiding policy is that any student who has been unable to complete an assessment through impaired performance should not be disadvantaged academically or financially by the arrangements they have made with Praxis.

Aegrotat passes; where a learner is granted a result for an assessment where, for reasons beyond their control, the learner could not complete the assessment. These may be used to deal with impaired performance instances.

Aegrotat passes may be awarded where their Tutor believes that there is sufficient evidence that the learner with impaired performance (see above) would have successfully completed the formal assessment. This evidence can include:

- An attestation
- Observation of comparable performances
- Work completed with the student to prepare for assessment.

All aegrotat passes must be discussed with the Programme Leader and signed off by the Praxis Directors.

2.9 The Use of Māori for Assessment

Statement of Principle

Both English and Māori are recognised by statute as official languages of New Zealand. Teaching at Praxis is predominantly in the English language. However, students may be required to speak Te Reo Māori in specific courses or programmes.

Exceptions

Students may use Te Reo Māori in assessment except where, due to the nature of the skills being assessed, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing in the assessment guide distributed to the students at the beginning of a course or programme.

Oral and group work

The details of this policy apply to individual written assessments. Where oral work is to be assessed the same principles apply. However, practicalities may necessitate more restricted policy details, such as a requirement for the student to give a longer notice of intention or a limitation on the use of Māori where oral work involves interaction with other students or group work involving written assessments.

Procedure

Students who intend to present all or part of an assessment in Māori, other than those who are expected to do so as part of their course or programme, are required to give notice of their intention to do so to the assessor at least one month before the assessment is due. If, owing to exceptional circumstances, a student is unable to signal his/her intention to give one month's notice s/he should contact the Programme Leader. If the assessor informs the or Programme Leader that s/he is not competent to assess the assessment in te reo Māori, the Programme Leader will arrange for it to be assessed by another assessor who is fluent in te reo and competent in the subject area, or translated into English as soon as possible and returned to the assessor.

The student who intends to present an assessment in Māori and has given the requested notice of intention will be informed as soon as possible as to whether or not the assessment will be based on translation.

Translation

The Programme Leader in agreement with the assessor, will appoint a translator. Where necessary, the assessor may seek clarification of the translation of the assessment from the translator but contact between the student and the translator is prohibited, as is contact between the student and the assessor.

The assessor, on the basis of the translation, will then assess the assessment.

In the process of appointing a translator, Praxis will take all reasonable steps to ensure that the translator is competent in the relevant subject being assessed, as well as in the Māori language, and understands the roles of a translator such as not correcting any errors in the original and not making any embellishments.

Praxis will make every effort to make the results of an assessment, presented in Māori, available to the student within the usual time frame. However, the process of assessment in such cases, possibly including translation, may result in delays in the return of assessed work.

Return of assessed work and translation

When any translation is relied on in the assessment, the student shall also receive any translation made of the original assessment.

Appeals

An appeal against a decision regarding linguistic or subject competence made under the provision of section six shall be forwarded to the relevant Programme Leader whose decision shall be final.

The established appeal against a grading process will apply with the addition that Praxis regards the Māori Language Commission as the final authority on the accuracy of a translation.

2.10 Concerns about the programme

If you have concerns about your programme of study, discuss the matter directly with your Tutor. If you are not satisfied with their responses, please use the Complaints Process (see 2.16). If you need further information about any of these policies and processes, please ask your Tutor or Site Manager

2.11 Appeals against a grading

- 1) If you are dissatisfied with the grade you have received for an assessment you should discuss it with your Tutor no later than two weeks after receiving your result.
- 2) If, following this discussion, you are still dissatisfied you should discuss it with your Programme Leader no later than two weeks after meeting with your Tutor. You may bring a support person to either of these meetings if you wish.
- 3) The Programme Leader will normally arrange to have your work 'blind' re-assessed by an independent person (from either within the Praxis team or outside of it) who is unaware of your grade and has not seen your work before.
- 4) Where the two grades are the same, that will be your final grade. Where they differ you will be awarded the re-assessed grade, whether it is higher or lower than your original grade.
- 5) If you wish to take the matter after this process further please use the Complaints Process (section 2.16)
- 6) If your complaint comes to the Youth Cultures and Community Trust Board. This group will determine whether the appeal process was followed correctly. This application must be in writing and set out the reasons for requesting the appeal.
- 7) In all cases involving the appeal against a grade, the decision of the Youth Cultures and Community Trust Trustees will be final and there will be no further right of appeal.

2.12 Assessment Misconduct

Any student who is guilty of or a party to, any dishonest practice in connection with any assessment will be subject to disciplinary action.

- 1) "A party to" includes any student who in any way aids, assists, counsels, procures or encourages another to commit any dishonest practice or other misconduct in connection with any assessment;
- 2) "Dishonest practice" includes:
 - (a) Cheating which is defined as any fraudulent response whatsoever by students to any item of assessment, including any action which may otherwise defeat the purpose of the assessment;
 - (b) Plagiarism, which is defined as the act of taking and using another's work as one's own without proper acknowledgment and includes:
 - (i) copying the work of another student;
 - (ii) directly copying any part of another's work;
 - (iii) summarising another's work;
 - (iv) using experimental results obtained by another.
 - (c) submitting work for assessment which has been jointly prepared for presentation, in circumstances where this has not been approved by the tutor.
 - (d) the submission of work for assessment which has been submitted elsewhere, without the prior permission of the tutor.
- 3) "Assessment" includes any work that may be taken into consideration in determining the mark or grade to be awarded to a student;

Any student who is alleged to be guilty of or a party to dishonest practice will be dealt with by the following process.

2.13 Disciplinary procedures

1. A formal written complaint should be forwarded by the complainant to the Programme Leader
2. The Programme Leader may decide to refer the case to the Praxis Director/s for action or take no further action on a formal complaint if in his/her opinion:
 - (a) the evidence provided by the complainant does not provide sufficient evidence of dishonesty
 - (b) the complaint is frivolous or vexatious or not made in good faith.

Follow up action with complainants will be carried out by a Special meeting of the LEGO Group where complainants are vexatious, or are not made in good faith.

3. Unless the Director/s decides to take no further action for the reasons outlined above, the Director/s will advise the student in writing of the substance of the allegation within fifteen working days of its receipt and request the student to indicate in writing within ten working days whether the allegation is accepted or denied.
4. If the allegation is accepted by the student, the Programme Leader should be consulted by the Directors as to the recommended penalty.
5. If the allegation is not accepted and the Director/s believe that further investigation of the allegation is warranted, they will appoint an investigator to make inquiries and to report to a specially appointed LEGO Meeting or any evidence relevant to the allegation. This group will meet to consider the evidence presented. Those involved in making the decision should not have ongoing direct involvement with the student. Both the complainant and the student will be given at least ten working days written notice of any hearing, and copies of the relevant documents to be presented to the Group. The student may elect to write an answer to the complaint, may appear in person or be represented by support person, who may advocate on his or her behalf when the complaint is being heard, and may give evidence and call witnesses. The complainant and the student may also be accompanied by any other person to act as an adviser or representative. The Group will ensure that a full record is kept of the hearing.
6. The process for the hearing will be as follows:
 - The complainant will present to the LEGO Group his/her case in respect of the student;
 - The student will be given the opportunity to present his or her reply to the complainant's case either in person or through a support person;
 - The Convenor, or any member of the LEGO Group may ask the complainant or student whatever questions may be considered appropriate;
 - The complainant, the student and the student's support person will then retire.

Following the completion of a hearing as outlined above, the LEGO Group will consider the evidence and determine the matter fairly.
7. Where the LEGO Group determines that a formal complaint has no substance or cannot be established, no further action will be taken.

2.14 Penalties for misconduct

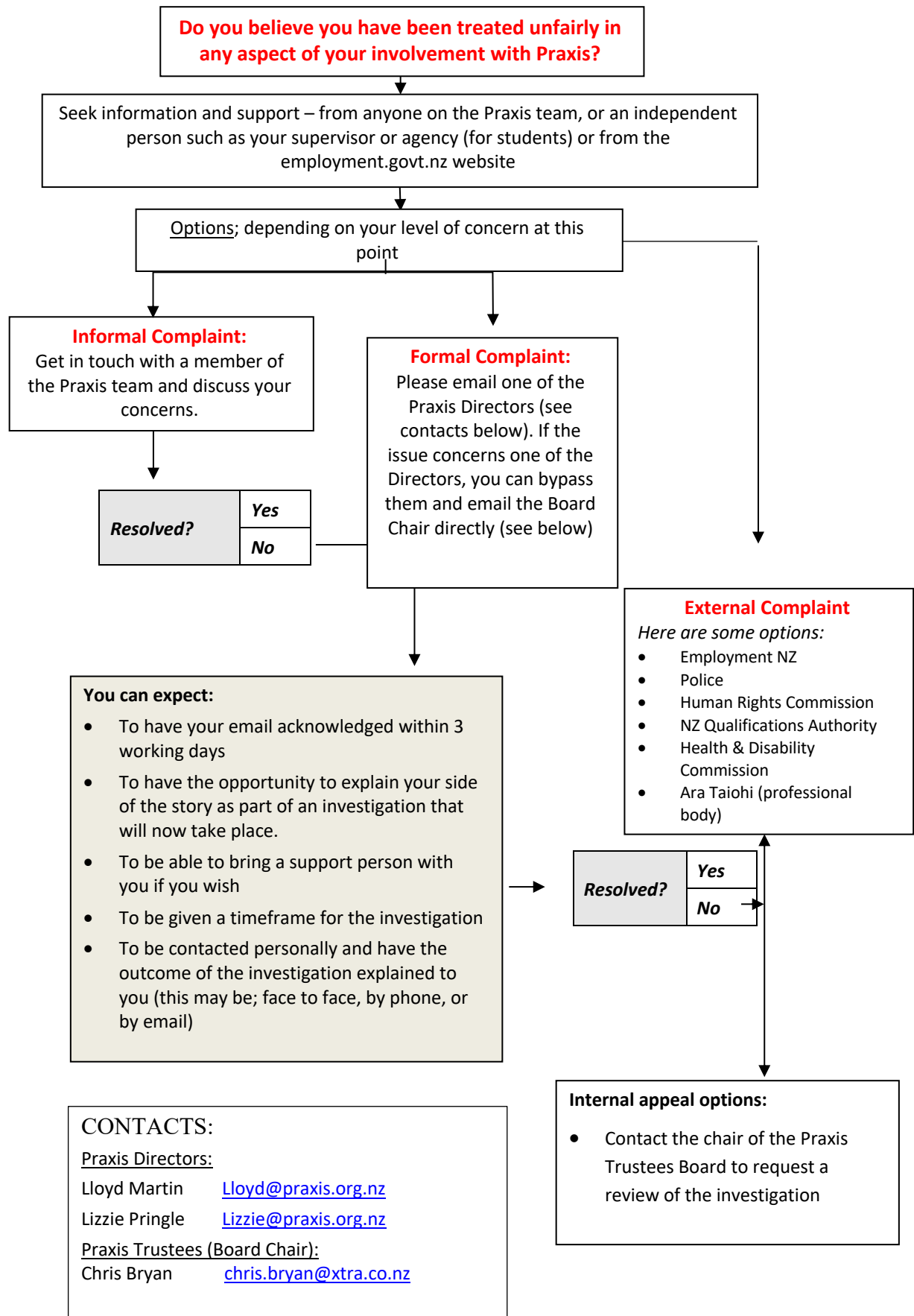
1. Where a formal complaint is found to be substantiated, the LEGO Group may recommend to the Director/s that any of the following penalties be imposed:
 - (a) A warning;
 - (b) Cancellation in full or in part of the mark or grade for the assessment in respect of which the misconduct occurred.
 - (c) Withdrawal from that course/module/unit.
 - (d) Termination of an enrolment.

2. The LEGO Co-ordinator will inform the student in writing and the Programme Leader of the penalty imposed within seven working days of the Special Committee (Disciplinary) meeting.
3. The Convenor of the LEGO Ggroup will report, in writing, the findings of any hearing to the YCCT Board.

2.15 Appeals

1. The student/staff member may appeal to the Youth Culture and Community Trust (YCCT) Board any decision or recommendation made by the LEGO Group by giving notice in writing to the YCCT Chairperson within four weeks of being notified of the decision. The grounds for appeal to the YCCT Board must be stated.
2. Where an appeal is lodged, a statement of the decision or recommendation, all written evidence and the record of any hearing before the LEGO Group will be forwarded as soon as possible to the YCCT Board and to the parties to the appeal.
3. The YCCT Board, may at its discretion, re-hear the whole or any part of the evidence and receive further evidence verbally or in writing. It may dismiss or allow the appeal, or vary the penalty or recommendation, but it may not impose a penalty which would not have been imposed under this procedure.
4. The YCCT Board may suspend the operation of any penalty imposed under this procedure pending the hearing and determination of the appeal.

2.16 Complaint Process



2.17 Withdrawals and Refunds

If you decide to withdraw within the first eight days of the course your fees will be refunded in full less administration costs of up to 10% of the amount paid or \$500, whichever is the lesser.

If you decide to withdraw from the course after the first eight days, but within the first 4 weeks, 80% of your remaining fees will be refunded.

If the withdrawal occurs after the first 4 weeks Praxis is not obliged to provide a refund..

If you decide to withdraw from the course during the year you must fill out a Course Withdrawal Form which is also available from the Praxis National Office. This must be sent back to Praxis, once received, any refund due will be calculated and actioned

The replacement cost of any unreturned library books or equipment will be deducted from any refund due.

At any time in the year, if Praxis becomes unable to deliver the course that you have enrolled in, you will have the option of either receiving a full fees refund, or transferring your enrolment to another education provider.

Praxis will only be liable for the refund of fees paid, and not for other costs incurred (such as travel).

Student Fee Refund Flow Chart

