



# GRADUATION GUIDE

TIMARU 2017  
16 FEBRUARY  
SOUTHERN TRUST EVENTS CENTRE



**Ara**

Institute of Canterbury

Ara rau, taumata rau



# CONTENTS

## **ARA REGALIA**

Description	3
Regalia Hire	5
Collecting Regalia	6
Returning Regalia	6
Late Arrivals to Christchurch	6
Penalties for Late or Non-Return	6
Regalia Refund Policy	6

## **GRADUATION DAY INSTRUCTIONS**

Guest Tickets	7
Photographs	7
Programme	7
Online Streaming	7
Personal Belongings	8
Assembly and Procession	8
Graduation Ceremony	9
Conclusion of Ceremony	9

## **QUALIFICATIONS GRADUATING 10**

## **GRADUATION BEARS 13**

Graduation Bear Order Form	14
----------------------------	----

## - NOT REQUIRED AT THIS STAGE



Ara Council and staff congratulate you on completing your qualification. You have gained something that will open the doors of opportunity and set you on the path to an amazing career - not just your qualification but also industry-relevant skills, experience, lifelong friends and professional networks. You have worked hard and you deserve the recognition you will receive today in front of your friends and family for all that you have achieved.

You are first students to graduate from Ara Institute of Canterbury, which is the region's newest vocational training organisation, but carries on a proud tradition of responding to the skills needs of the Canterbury region for over 100 years.

Ara was created on 1 January 2016 when CPIT and Aoraki Polytechnic created a new organisation to serve all of the Canterbury region. You enrolled in one of these fine establishments which were focused on providing you with the skills your sector needs and with opportunities to practice these skills even before you reached this point to graduate today.

Former graduates from both institutes work in New Zealand and around the world and we regularly hear stories of their success. The applied vocational training you engaged with here has prepared you to contribute to the workplace from day one. We encourage you to keep learning during your career. The world is changing and vocational training is at the forefront of new developments in industry, business, health, the arts and hospitality.

Ara carries on the best of CPIT and Aoraki Polytechnic's expertise but expands the vision of vocational training, making learning more accessible, flexible and innovative than ever before. When you are ready to take the next step in your career, you will be able to choose where and when you study with us.

In the meantime, we wish you every success.

## REGALIA

Ara regalia must be worn at formal graduation ceremonies.

## GOWN

A black Cambridge style gown worn under all Ara graduation colours.

The sleeves on the Cambridge gown have two openings. Undergraduates (certificates/ diplomas) wear the gown with arms through the lower opening. Degree graduands (and graduates receiving diplomas) wear the gown with their arms through the upper opening. Refer diagram below.

## DIPLOMA AND CERTIFICATE SCARF

Diploma scarf is worn by graduands receiving diplomas. Certificate scarf is worn by graduands receiving certificates.

## DEGREE HOOD

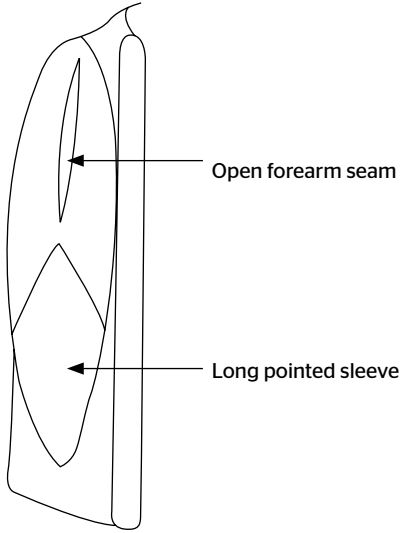
The degree hood incorporates an Ara diploma scarf. The hood is worn with the scarf sitting on the shoulders and the hood hanging down the wearer's back.

## HOOD LINING COLOURS

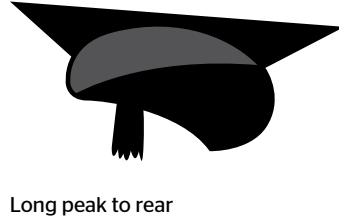
Each degree hood lining is an individual colour denoting the degree being conferred.

Degree (Bachelor of)	Colour	Department
Information & Communication Technologies	Jade	Computing
Sustainability & Outdoor Education	Forest Green	Humanities
Applied Management	Sky Blue	Business
Applied Science	Indigo	Science & Primary Industries
Medical Imaging	Irish Green	Science & Primary Industries
Midwifery	Burnished Gold	Science & Primary Industries
Nursing	Purple	Nursing, Midwifery & Allied Health
Language (Japanese)	Pink	Humanities
Social Work	Red	Nursing, Midwifery & Allied Health
Architectural Studies	Camel	Engineering & Architectural Studies
Broadcasting Communications	Silver Grey	Creative Industries
Design	Yellow	Creative Industries
Musical Arts	Old Gold	Creative Industries
Performing Arts	Orange	Creative Industries
Engineering Technology	Scarlet	Engineering & Architectual Studies
Language (Māori)	Scarlet + Kowhaiwhai designed for this degree	Humanities

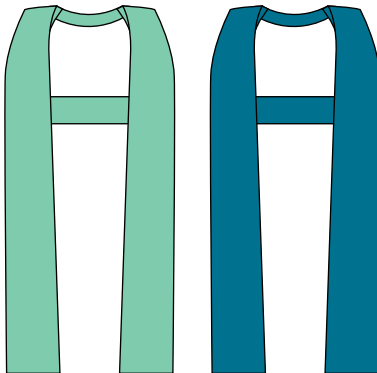
**GOWN**



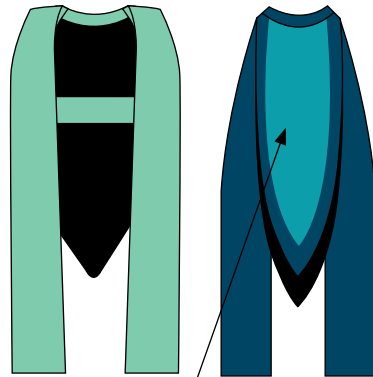
**TRENCHER**



**SCARF**



**HOOD**



If you attend the graduation ceremony to receive your award, you must comply with the Ara policy on regalia.

If you are receiving	Do you have a previous degree?	You will need:
Certificate	No previous NZ degree	Gown, Ara certificate scarf
	Yes - NZ degree	Gown, Ara certificate scarf, hood for your previous NZ degree
	Yes - Overseas degree*	Gown, trencher, Ara certificate scarf
Diploma	No previous NZ degree	Gown, Ara diploma scarf
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree
	Yes - Overseas degree*	Gown, trencher, Ara diploma scarf
Graduate Diploma or Graduate Certificate	No previous NZ degree	Gown, trencher, Ara diploma/ certificate scarf
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree
	Yes - Overseas degree*	Gown, trencher, Ara diploma scarf
Degree	No previous NZ degree	Gown, trencher, Ara hood
	Yes - NZ degree	Gown, trencher, Ara hood for your new degree

Note:

1. \*Overseas regalia cannot be supplied.
2. If you already have a degree and are now receiving an Ara degree, you must wear the hood for your new Ara degree. It is not appropriate to wear two hoods.

### KOROWAI

For some graduands, appropriate dress may include a Korowai.

## COLLECTING REGALIA

Regalia hired for graduation can be collected from TC 201, Arthurs Street Campus, Timaru

Hours for collection:

**Timaru based graduates** - Wednesday, 15 February 1-4pm

**Oamaru and Ashburton based graduates ONLY** - Thursday, 16 February 9-10am or during the Wednesday collection hours if preferred.

## RETURNING REGALIA

All regalia is to be returned to the Southern Trust Events Centre, Timaru on **16 February** no later than 5pm.

## PENALTIES FOR LATE OR NON RETURN OF REGALIA

Late return means you will lose your \$20 deposit. Non return of regalia items means you will be charged at replacement cost which is:

**Gown \$528**

**Hood \$165**

**Trencher \$95**

**Scarf \$80**

## REGALIA REFUND POLICY

If you notify Ara that you are withdrawing from Graduation prior to the day of the ceremony, you will receive a full refund of your regalia hire costs including your \$20 bond. However, if you notify us on the day you are withdrawing or simply don't turn up, we will only refund the actual regalia hire costs and not the bond money. This \$20 is an administration cost.

To advise withdrawal from a graduation ceremony:

Phone: 03-940 8231 or email: [graduation@ara.ac.nz](mailto:graduation@ara.ac.nz)



## Timaru Graduation 2017

**Southern Trust Events Centre - 16 February**

Parade - 11am | Ceremony - 2pm

### GUESTS TICKETS

You will receive tickets that you are automatically entitled to and have requested, up to a maximum of five. Any additional tickets requested, if available, will be sent approximately two weeks before the ceremony. Your guests are asked to be seated 20 minutes before the ceremony commences.

Tickets are general admission only and seating is on a first come first seated basis, as no reserved seats are available.

### PROGRAMME

You and your guests will receive a Graduation Programme with a full list of graduands either receiving awards at the ceremony or in absentia. This programme will include a detailed order of proceedings.

### PARADE DETAILS

All graduands in their regalia are required to assemble at 10.45am for an 11am parade at Cannon Street, in front of Movie Max.

### GRADUATION ASSEMBLY AND PROCESSION

- Assemble in your regalia in the Southern Trust Events Centre (follow signage) no later than 1.30pm.
- Graduands should line up behind appropriate department or school signs. You will need to look for your school sign and then locate your class or group.
- Line up in class groups in alphabetical order as directed by Marshals.
- The Parade Marshal will brief you on the details of the graduation ceremony.
- Then at a signal from the Parade Marshal move in procession.
- As you move in procession keep the same order.
- Follow the directions of the Marshals, who will direct you into the arena and then into your seat.

## **Timaru Graduation Ceremony 2pm Southern Trust Events Centre - 16 February 2017**

### **ASSEMBLY AND PROCESSION**

- Assemble in your regalia in the loading bay of the Horncastle Arena (see diagram below) no later than 1.30pm. On entering the loading bay you will receive your copy of the programme.
- Graduands should line up behind appropriate department or school signs (see pages 10-13). You will need to look for your school sign and then locate your class or group.
- Line up in class groups in alphabetical order as directed by Marshals.
- The Parade Marshal will brief you on the details of the graduation ceremony.
- Then at a signal from the Parade Marshal move in procession.
- As you move in procession keep the same order.
- Follow the directions of the Marshals, who will direct you into the arena and then into your seat.

## GRADUATION CEREMONY

- After the welcome and introductions, you will be called to receive your award in qualification groups. Marshals will direct you.
- File from your seat into the side aisle and wait to proceed to the stage. Your name will be re-checked at this point.
- When directed by the Marshal move up the steps and wait until you are instructed to proceed across the stage.
- Walk to the Chief Executive and Chair of Council who will shake your hand and present your award (please keep your hands free). You will be photographed receiving your award, so remember to pause and smile.
- If you are receiving a degree, carry your trencher until the Chair of Council has ceremoniously “capped” you. You should then put your trencher on, shake hands, and receive your award.
- On receipt of your award, go down the central steps and return to your seat as directed by the Marshals.

## PERSONAL BELONGINGS

Please leave personal items (eg handbags, cameras, cellphones, flowers, etc) with your guests during the course of the procession and graduation ceremony.

## CONCLUSION OF CEREMONY

After the ceremony, please wait until the academic procession has left the arena. The MC will then ask you to vacate the arena as directed by the Marshals, keeping the doorways clear. You will then be free to join your guests.

## SHARE YOUR SUCCESS



Join our global community of leaders, achievers and innovators by adding yourself to our interactive graduate map and keeping us updated with your career progression. Go to [ara.ac.nz/careers-map](http://ara.ac.nz/careers-map)

## - ALL FOLLOWING PAGES ARE NOT REQUIRED AT THIS STAGE

### QUALIFICATIONS GRADUATING

Note: The order of qualifications below does not reflect the order for the actual ceremonies.

#### Applied Sciences &

##### Allied Health Department

- Certificate in Health Studies
- Diploma in Childbirth Education
- New Zealand Certificate in Applied Science Level 4
- New Zealand Diploma in Applied Science Level 5
- New Zealand Diploma in Applied Science Level 6
- National Certificate in Veterinary Nursing
- New Zealand Diploma in Vet Nursing
- Certificate in Fitness
- Certificate in Quality Systems
- Graduate Diploma in Human Nutrition
- Graduate Diploma in Laboratory Technology
- Graduate Diploma in Physical Activity, Health and Wellness
- Graduate Diploma in Sports and Exercise Science
- Bachelor of Applied Science (Specialisation)
- Bachelor of Medical Imaging
- Bachelor of Midwifery

##### Business Department

- Certificate in Foundation Studies
- Certificate in Business Administration
- National Certificate in Business Administration
- National Certificate in Business (First Line Management)
- New Zealand Certificate in Business (Administration and Technology)
- New Zealand Certificate in Project Management
- NZIM Diploma in Management
- Diploma in Human Resource Management
- Diploma in Marketing
- Diploma in Accounting
- Diploma in Applied Business

- Diploma in Business
- National Diploma in Business
- New Zealand Diploma in Business
- Graduate Diploma in Applied Management
- Graduate Diploma in Business Information Systems
- Graduate Diploma in Event Management
- Graduate Diploma in Operations and Production Management
- Graduate Diploma in Personal Financial Planning
- Graduate Diploma in Project Management
- Graduate Diploma in Retail Management
- Graduate Diploma in Sales and Marketing
- Graduate Diploma in Supply Chain Logistics
- Graduate Diploma in Innovation and Entrepreneurship
- Graduate Diploma in Business Transformation and Change
- Graduate Diploma in Human Resource Management
- Graduate Diploma in Accounting
- Graduate Diploma in Sport Management
- Bachelor of Applied Management

##### Computing Department

- Computer Technicians Certificate
- Computer Networking Instructors Certificate
- Certificate in Information and Communications Technologies
- Certificate in Systems Administration
- New Zealand Certificate in Information Technology Essentials
- New Zealand Diploma in Information Technology Technical Support

- New Zealand Diploma in Web Development and Design
- Diploma in Computing Networking
- Diploma in Information Systems Development
- Diploma in Information and Communications Technology Level 6
- Graduate Diploma in Information and Communication Technologies
- Bachelor of Information and Communication Technologies

### Creative Industries Department

- Certificate in Arts and Media
- Certificate in Digital Photography
- Certificate in Fashion Technology and Design
- Certificate in Media Communication
- Diploma in Arts and Media
- Diploma in Arts and Media (Digital Design and Photography)
- Diploma in Arts and Media (Visual Arts and Design)
- Diploma in Fashion Technology and Design Level 5
- Diploma in Fashion Technology and Design Level 7
- Diploma in Photographic Imaging
- Diploma in Professional Photography
- Certificate in Design (Foundation)
- Bachelor of Design
- Diploma in Digital Video Post-Production
- Diploma in Broadcasting Communications
- Bachelor of Broadcasting Communications
- Graduate Diploma of Information Design
- Diploma in Music Arts
- Bachelor of Musical Arts
- Bachelor of Music Arts
- Bachelor of Performing Arts (Music Theatre)
- Bachelor of Performing Arts (Circus Arts and Physical Theatre)

### Humanities Department

- Certificate of Proficiency (Foundation)
- Certificate in Workskills

- Graduate Certificate in Environmental & Outdoor Education
- National Certificate in Work and Community Skills (Supported Learning)
- New Zealand Certificate in English Language (General/Workplace/Academic)
- New Zealand Certificate in English Language (Professional / Academic)
- Diploma in English (General)
- Diploma in English (Academic)
- Certificate in Foundation Studies Level 4
- Certificate in Tertiary Learning and Teaching
- Diploma in Tertiary Learning and Teaching
- National Certificate in Adult Education and Training
- Certificate in Liaison Interpreting
- Certificate in Japanese (Foundation)
- Certificate in Japanese
- Diploma in Japanese
- Bachelor of Language (Japanese)
- Diploma in Childbirth Education
- Certificate in Outdoor Recreation
- Diploma in Environmental and Outdoor Leadership
- Diploma in Outdoor Education
- Diploma in Outdoor Instruction and Management
- Graduate Diploma in Sustainability and Outdoor Education
- Bachelor of Sustainability and Outdoor Education

### Nursing & Human Services Department

- Certificate in Human Services
- National Certificate in Mental Health (Mental Health Support Worker)
- National Certificate in Mental Health & Addiction Support
- National Diploma in Mental Health
- Diploma in Enrolled Nursing
- New Zealand Diploma in Enrolled Nursing
- Graduate Certificate in Nursing Practice
- Graduate Certificate in Nursing Practice (Specialisation)
- Graduate Diploma in Nursing

- Graduate Diploma in Health
- Bachelor of Nursing
- Diploma in Social Services
- Bachelor of Social Work

## Engineering & Architectural Studies Department

- Diploma in Interior Design (Residential)
- National Diploma in Architectural Technology
- National Diploma in Construction Management
- New Zealand Diploma in Construction
- National Diploma in Quantity Surveying
- New Zealand Diploma in Architectural Technology
- Bachelor of Architectural Studies
- Certificate in Computer Aided Design Level 4
- Diploma in Computer Aided Design
- Graduate Diploma in Computer Aided Design
- Diploma in Engineering (Civil)
- Diploma in Engineering (Mechanical)
- National Diploma in Engineering
- National Diploma in Engineering (Electrotechnology)
- New Zealand Diploma in Engineering
- Bachelor of Engineering Technology (Specialisation)

## Primary

- New Zealand Diploma in Agribusiness Management

## Te Puna Wānaka

- Te Ata Hōu - Certificate in Māori Studies
- Akona Te Reo - Certificate in Māori Language
- Te Hāpara - Diploma in Māori Studies
- Te Atatū - Diploma in Māori Studies
- Bachelor of Language (Māori)
- Bachelor of Māori Language and Indigenous Studies (Te Ohoka)

## Trades

- Certificate in Furniture and Joinery
- National Certificate in Furniture Making Level 4
- Certificate in Carpentry
- National Certificate in Carpentry

- National Certificate in Construction Trades (Supervisor)
- National Certificate in Draining
- National Certificate in Gasfitting
- National Certificate in Plumbing
- National Certificate in Painting (Wall Coverings)
- National Certificate in Engineering - Fabrication
- National Certificate in Motor Industry (Automotive Body)
- National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering)
- National Certificate in Electrical Engineering (Electrician for Registration)

## Hospitality & Service Industries

- National Certificate in Hairdressing (Professional Stylist)
- New Zealand Certificate in Hairdressing (Professional Stylist)
- New Zealand Certificate in Baking (Generalist) Level 4
- National Certificate in Hospitality (Cookery)
- New Zealand Certificate in Cookery Level 4
- National Certificate in Hospitality (Specialist Food & Beverage Service) with Advanced Wine Service Strand
- Certificate in Professional Restaurant, Wine and Bar Service
- National Certificate in Travel Level 4
- Certificate in Travel Operations
- National Diploma in Hospitality Management
- New Zealand Diploma in Cookery (Advanced)
- New Zealand Diploma in Cookery (Advanced) (Cookery Strand)
- New Zealand Diploma in Cookery (Advanced) Patisserie Strand
- New Zealand Certificate in Food & Beverage Service Level 4 (Restaurant Services Strand)
- Diploma in Professional Cookery

To help commemorate your graduation we are offering you the opportunity to purchase one of these exclusive Ara Graduation Bears.

These bears are completed with the regalia of your degree or diploma and can be purchased by completing the order form.



#### **DEGREE BEAR**

**Price \$50 + \$7 postage & handling**

Comes with mortarboard and a degree hood coloured for your own degree.

Height: approx. 295mm



#### **DIPLOMA AND CERTIFICATE BEAR**

**Price \$35 + \$7 postage & handling**

Height: approx. 255mm

# GRADUATION BEAR ORDER FORM

## BEARS AVAILABLE AT GRADUATION OR BY MAIL ORDER.

To order your Graduation Bear(s), complete this form and FREEPOST it today to:

**Lois N Lea, Main West Coast Road, West Melton, RD 1, Christchurch, New Zealand**

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

I wish to purchase the following:

	No. required	Amount (\$)
<b>DEGREE BEAR</b> \$50 each + \$7 postage and handling		
Applied Management (Sky Blue)		
Applied Science (Indigo)		
Architectural Studies (Camel)		
Broadcasting (dark Grey)		
Design (Gold)		
Engineering Technology (Scarlet)		
Information & Communication Technologies (Jade)		
Languages (Japanese) (Pink)		
Language (Māori) (Red/Kowhaiwhai)		
Medical Imaging (Irish Green)		
Midwifery (Burnished Gold)		
Musical Arts (Old Gold)		
Nursing (Purple)		
Performing Arts (Orange)		
Social Work (Red)		
Sustainability & Outdoor Education (Forest Green)		
<b>DIPLOMA BEAR</b> \$35 each + \$7 postage and handling		
<b>CERTIFICATE BEAR</b> \$35 each + \$7 postage and handling		

Cheque (Please make cheque payable to 'Lois Lea') or enter your credit card details below and sign.

Master Card     Visa     Diners Club     American Express

□ □ □ □    □ □ □ □    □ □ □ □    □ □ □ □

Card Name \_\_\_\_\_ Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone No \_\_\_\_\_



## GRADUATION PHOTOGRAPHS

Linton Photography is the official photographer for Ara Graduation 2016. They are a local company with experience of a wide range of event photography, including graduation ceremonies.

## PRESENTATION PHOTOGRAPHS

Every graduate will be photographed as they are presented with their award on stage. These photographs are available for purchase. The most popular options for Presentation Photographs are 7x5" prints presented in presentation folders and 12x8" enlargements. There are a number of other print sizes available. 7x5" prints cost \$17.50 each or four for \$55, 12x8" enlargements are \$55 each. Presentation Photographs may be ordered at the venue on Graduation Day or after graduation via mail, phone, fax or on-line. Full details and order forms are available from the Linton Photography stand in the foyer on Graduation Day, by calling them or visiting their web site. All Presentation Photographs will be displayed on the Internet. They can be viewed and ordered at [www.eventphoto.co.nz](http://www.eventphoto.co.nz).

## GRADUATION PORTRAITS

Portrait Sessions are available at a number of times and locations. Linton Photography have a range of package and session options. There are also special deals that are only available for sessions photographed within two weeks of Graduation Day. Locations for sessions are:

- At the venue, on Graduation Day.  
Linton Photography will have studios set up at the venue. No bookings are required, simply see their staff in the foyer after the ceremony.
- At their studio which is located at Unit 2, 16 Bernard Street in Christchurch.

Several background and package options are available including having library books behind you. Bookings are essential at the studio and they have regalia available. Please phone 03 339 6699 to book a time that suits. Remember to book early as session times fill quickly.

Full information about portrait packages and prices are available by calling their studio or visiting their web site at [www.eventphoto.co.nz](http://www.eventphoto.co.nz). Linton Photography is a qualified professional member of the New Zealand Institute of Professional Photographers. All their work has a full satisfaction guarantee.



For studio session bookings or general enquiries please phone Linton Photography on 03 339 6699.



Institute of Canterbury

Ara rau, taumata rau

Ara is proud to be a smokefree institute

---

**PO Box 540, Christchurch 8140, New Zealand**  
**Telephone 0800 24 24 76 | Facsimile +64 3 366 6544**

**[www.ara.ac.nz](http://www.ara.ac.nz)**

---