



HERB FEDERATION OF NEW ZEALAND INC.

**CERTIFICATE COURSE IN
"HERBS AND THEIR USES"**

ISSUE 1: 2011

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HFNZ CERTIFICATE COURSE "HERBS AND THEIR USES"

1.0 AIM OF THE COURSE

This HFNZ certificate course aims to educate course students about Herbs and their uses to enable them to confidently use Herbs to enhance their lives and health.

2.0 COURSE STRUCTURE:

2.1 This HFNZ Certificate course consists of twelve modules of study.

MODULE NUMBER	MODULE TOPIC
1.	Our Planet, Plants and HFNZ Objectives
2.	History of Herbs
3.	Herbal Botany and Identification
4.	Growing Herbs
5.	Herb propagation and plant production
6.	Harvesting and storing Herbs
7.	Culinary use of Herbs
8.	Herbs in personal care
9.	Medicinal use of Herbs
10.	Herbal crafts
11.	Growing Herbs commercially
12.	Herbal products and the law

2.2 The course is a distance learning /extramural course.

2.3 Students must complete all twelve modules of the course within two years from their enrolment date in order to qualify for the HFNZ certificate.

2.4 Students can choose to study one or more modules only and a Letter of Achievement will be sent from HFNZ for each Module passed.

2.4 Entry requirements:

This course is presented in English. Intending students need to be competent in reading and writing in English.

2.5 Students can start the course at any time during the year.

3.0 LEARNING OBJECTIVES AND OUTCOMES

Each of the twelve course modules have specified learner objectives and outcomes.

4.0 COURSE ASSESSMENTS

4.1 Each of the twelve modules has a written assessment which must be posted into HFNZ for marking.

4.2 A student must sign a declaration when each assignment is submitted stating that the assignment is their own work and has not been copied and that the answers are the work solely of the student.

4.3 A pass of 60% is required for each module assessment.

4.4 Each assessment submitted to HFNZ for marking must include a stamped addressed envelope for return of the assignment to the student.

4.5 All assessments are to be posted to the HFNZ Secretariat, P.O. Box 546, Feilding 4070, New Zealand, for redistribution to the appropriate marker.

4.6 Students may resubmit a failed assessment once for remarking. The assessment will only be remarked if the resubmitted assessment is accompanied by an additional payment of \$20.00.

4.7 Format of the assessments is as follows:

Question No	Question Type	Marks
1	True/False	15
2	Fill in gaps - table or text	20
3	Paragraph on topic	15
4	Paragraph on topic	15
5	Short answers	15
6	Write up/report on practical exercise	15

Each assessment will also have 5 marks for presentation and correct referencing.

4.8 Students are required to keep a personal copy of all assessments submitted for marking.

4.9 Students are required to reference work they copy from any source.

4.10 Reference format is as follows:

Author surname

Author initials

Year of publication

Title of book or article

Publisher if a book OR Title of journal and volume number if an article

Page reference

4.11 All assessments are to be accompanied by two "Cover-pages" which have been completed by the student.

4.12 The Cover-pages include date of receipt of the assessment by HFNZ Secretariat, date of receipt by marker, marker's comments and

mark, date marker posted assessment back to student.

4.13 The marker retains one of the Cover-pages and returns the other Cover-page to the student with the marked assessment.

5.0 COURSE RESOURCES

5.1 Course workbooks and assessments are downloaded from the HFNZ website: www.herbs.org.nz

Course workbooks and assessments are available in PDF or Word for Windows format.

5.2 Each module will include a list of recommended readings.

5.3 The HFNZ website contains:

- back copies of Herbnews
- list of HFNZ library books

and students are expected to make use of these resources.

6.0 COURSE COSTS

Cost to the student is \$30 per module if a HFNZ member, and \$45 per module if not a member of the HFNZ. (Costs are as at 1 March 2011, and are subject to review).

Payment is to be made on a module by module basis to HFNZ Secretariat. Passwords to enable download of the relevant Module Workbook from HFNZ website will not be given until payment has been received by the HFNZ Secretariat.

7.0 APPLICATION TO STUDY

All potential students are to apply to Christine Tuffnell, HFNZ Certificate Course Coordinator c/ HFNZ, P.O. Box 546, Feilding 4070, stating their name, address, contact details (phone and email), and the Module they are enrolling to study.