



HERB FEDERATION OF NEW ZEALAND INC.

CERTIFICATE COURSE IN

“HERBS AND THEIR USES”

COURSE DESCRIPTION AND CONDITIONS

ISSUE 3: 2020

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## 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. Students can choose to study one or more modules only and an Assessment Cover Page, overall mark, and markers comments will be sent from HFNZ for each Module passed.

2.3 Entry requirements:

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

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 HFNZ Certificate Course Coordinator, PO Box 198, Inglewood 4347, New Zealand for redistribution to the appropriate marker.

4.6 Students may resubmit a failed assessment once, for revising and 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 which 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

If using websites, then you will be required to reference the website, the name, the author/organisation and the date of access.

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](http://www.herbs.org.nz)  
Course workbooks and assessments are available in PDF.

5.2 Each module will include a list of recommended readings.

5.3 The HFNZ website contains:

- back copies of Herb News
- list of HFNZ library books

and students are expected to make use of these resources.

Please use the books in the Herb Federation Library as there are a number of books which are related to the topic of this Module: Herbs in Personal Care. The Library is at Avic Hill Library, 395 Memorial Avenue Christchurch, and is open on the second Thursday of each month from 12 – 2pm. Books can also be sent out to you by mail. Payment is negotiated with the Librarian and made in stamps.

Contact the Librarian on 03 347 8817 or email: or [heza@xtra.co.nz](mailto:heza@xtra.co.nz).

Visit HFNZ website: [www.herbs.org.nz](http://www.herbs.org.nz) for a list of library books to choose from.

## 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. The PDF link to enable download of the relevant Module Workbook from HFNZ website will not be given until payment has been received by the HFNZ Certificate Course Coordinator.

## 7.0 Course Coordinator

Any enquiries or further questions can be made to the course coordinator:

Caroline Banks

Herb Federation of New Zealand

Email: [herbfednz@gmail.com](mailto:herbfednz@gmail.com)