Teacher Education 2016

College of Education, Health and Human Development (CEHHD)
Graduate and Postgraduate Programmes

Master of Teaching and Learning endorsed in Early Childhood Education
Master of Teaching and Learning endorsed in Primary
Master of Teaching and Learning endorsed in Secondary
Graduate Diploma of Early Childhood Teaching
Graduate Diploma of Teaching and Learning (Primary)
Graduate Diploma of Teaching and Learning (Secondary)

Applications close when programme is full or four weeks prior to your programme start date
(Refer to www.education.canterbury.ac.nz for start dates)

Detach appropriate pages (Keep the rest of the booklet as it contains relevant information)
Useful contacts

Contact Centre
Phone toll free: 0800 VARSITY (827 748)
Phone: +64 3 364 2555
Fax: +64 3 364 2999
e-mail: enrol@canterbury.ac.nz

Liaison Office
Freephone in NZ: 0800 103 109
Direct Line: +64 3 364 2993
Email: liaison@canterbury.ac.nz

Enrolments, Student Services
Application for Programme Entry
Private Bag 4800, Christchurch 8140
Email: applytoteach@canterbury.ac.nz
Phone: +64 3 366 7001
Sarai Roper: ext 6779
Margaret Ingram: ext 4106
Fax: +64 3 364 2174

Admissions
(IInternational student or Domestic students with International Qualifications)
Phone: +64 3 366 7001 ext 8928 or 4110
Email: admission@canterbury.ac.nz

CEHHD Office
Reception phone: +64 3 343 9606
Email: educationadvice@canterbury.ac.nz
Email: teacheredselect@canterbury.ac.nz
(For referee reports only)
Fax: +64 3 345 8416
www.education.canterbury.ac.nz

Student Advisors
Gemma Harte
Lynette Magson
Kirsty Fraser
Manja Pieters
Reception phone: + 64 3 343 9606
Email: educationadvice@canterbury.ac.nz

International students
Phone: +64 3 364 2459
Freephone in NZ: 0800 VARSITY (827 748)
Email: international@canterbury.ac.nz

Outside contacts
Education Council of Aotearoa
New Zealand
Level 12, 80 Boulcott St,
PO Box 5326, Wellington, 6145
Phone: +64 4 471 0852, Fax: +64 4 471 0870
Email: inquiries@educationcouncil.org.nz
www.education.govt.nz

Teach NZ National Office
Phone: 0800 165 225 for an information pack
Email: TeachNZ.admin@minedu.govt.nz
www.teachnz.govt.nz

StudyLink
StudyLink handles all Student Loan, Allowance and Bursary applications.
www.studylink.govt.nz
Freephone in NZ: 0800 88 99 00
Overseas: +64 4 917 3107

Scholarship information
Please visit www.education.canterbury.ac.nz/scholarships/ for a full list of scholarships.
Application process

Applications close four weeks before the programme starts or when programme is full.

A: Application for Programme Entry (APE)

1. Send this completed Application Form and certified supporting documents (see pg 4, No 7) to Enrolments, Student Services. (Do not forget to tick the declaration box and complete the checklist).
   
   Note: You must be eligible for admission to UC in order to apply. Please refer to pg 4, No 9 of the Application guidelines for admission details.
   
   If you are sitting NCEA in 2015 please still apply for programme entry – approval will be subject to your NCEA results.

2. If you are applying for more than one qualification you only need to send one application form.
   
   Your application will be matched up with your Confidential Referee Reports.

3. Your application will be acknowledged by email to the email address supplied by you on pg 7.
   
   If we have not contacted you within five working days please email applytoteach@canterbury.ac.nz or contact Enrolments, Student Services, phone +64 3 366 7001, ext 6779 or 4106.

4. Once your application is complete it will be forwarded to an Admissions Officer, then to a Selection Co-ordinator for consideration. This process can take several weeks.
   
   Please be prepared to travel to attend an interview if required. Interviews via Skype may be possible.

5. You will be advised of the outcome of your Application for Programme Entry by the CEHHD, College Office, telephone: +64 3 343 9606 or email: education@canterbury.ac.nz

B: Application to Enrol (from 7 October 2015)

6. If you are offered a place in the programme, your courses will be entered automatically.

7. You will be emailed a letter confirming your Application to Enrol. Please check your courses, semester indicators and site codes. Please note this is not your Enrolment Offer.

C: Enrolment Offer (will be emailed to you)

8. If you are accepted into the programme and meet all other requirements, an Enrolment Offer will be sent to you. Ensure you check your courses, semester indicators and site codes before accepting the offer.

   Domestic Students: you must accept your offer as soon as possible to confirm your place.

   International Students: you must accept your offer and complete your enrolment in person during international enrolment days.

9. Once you have accepted the Enrolment Offer, an email will confirm that you are enrolled (ENR Status).
   
   The email will advise you how to obtain your Canterbury Card and timetable.

Note:

Recreation Centre – Enjoy free membership while you are a student. For more information go to www.reccentre.canterbury.ac.nz or phone +64 3 364 2433.

Health Centre – You are encouraged to enrol with the Health Centre while you are a student to access care as cheaply as possible. For more information and to obtain enrolment forms go to www.canterbury.ac.nz/healthcentre or phone +64 3 364 2402.

Studylink – Online applications can be made now, see www.studylink.govt.nz
Application guidelines

Please refer to these guidelines as you complete your application

1. Fill in all relevant sections.
2. Where numbers are limited, preference is given to those who apply early. Late applications may be declined.
3. Applications cannot be assessed until all requested documents have been received. See checklist on pg 12.
4. A Police Request and Consent Form is included with the application. It must be signed and returned with your application, along with your photo and ID referee details, and their signature. If you have lived in another country for 12 months continuously in the past 10 years and were over 16 years of age, you need to provide an original or certified hardcopy of a police report from that country. For assistance on obtaining overseas police clearance, check: www.teacherscouncil.govt.nz/content/overseas-police-clearance

If you have been convicted of a crime (excluding minor traffic offences) you must declare this. Certain criminal convictions will prohibit you entering the programme and the granting of your teacher registration. Note: If your police report or medical information causes concern, the Selection Committee may require you to provide additional information such as further referee reports or medical certificates (see A5 pg 12).

5. If you have previously enrolled at UC you do not need to complete questions 13 and 14 (pg 8).
6. When official academic records from school or tertiary institutions are required only original or certified hard-copies can be accepted. Please do not post original documents as they will not be returned. Uncertified photocopies, emailed or faxed copies will not be accepted. Certified copies should be on A4 paper and not trimmed to the size of the copied document. Each copy must be certified as a true copy of the original document by a Justice of the Peace, Solicitor, Notary Public, an official of the institution that issued the original document or your New Zealand secondary school principal. Alternatively, you may bring an original for copying and certification to the Enrolment counter.

7. All applicants must provide a certified copy of their University transcript (if studied at any university other than UC) with their application. A transcript lists all the courses in which you are/were enrolled, and your grades (it is not a certificate or results page). Contact the institution that awarded your qualification to request an official transcript. If you have completed your qualification, the transcript must state that your degree has been conferred or that you are eligible to graduate.
8. Students with a degree from outside New Zealand who wish to teach in New Zealand need to provide an NZQA (New Zealand Qualifications Authority) assessment of their overseas degree with their application. Please see www.nzqa.govt.nz for information on how to obtain an NZQA evaluation. Teacher Registration in New Zealand is overseen by the New Zealand Teachers Council (NZTC), and the NZTC relies on NZQA evaluations of international qualifications in assessing applications for teacher registration.

9. To be eligible for admission to the University of Canterbury you must have one of the following:
   1. Waiting for NCEA/UE results
   2. NZ UE through NCEA
   3. Bursary from 1993
   4. Bursary from 1986 to 1992
   5. NZ UE (prior to 1986)
   6. Discretionary Entrance* Not available for international students
   7. Provisional Entrance Not available for international students
   8. Special Admission*
   9. Admission Ad Eundem Statum at Entrance Level (Including IB, CIE)
   10. Admission Ad Eundem Statum eg. with Graduate Status
   11. 20+ Adult Admission* Not available for international students.
   *Do not use ‘20+ Adult Admission’ if any of options 1-5 is your entrance qualification category.
   *Separate application must be made. For more information please check pg 10, No. 9 & 10.

10. If English is not your first language or the language spoken by your family, you must provide evidence of having achieved IELTS Academic with a minimum score of 7.0 in all bands.
   a. Graduate Diploma applicants must have IELTS (Academic) with a minimum of 7.0 in all bands.
   b. MTeachLn applicants must have IELTS (Academic) with a minimum score of 7.5 in all bands.

Applicants who have completed at least two years of successful study in a New Zealand secondary school and achieved a minimum number of NCEA level 2 credits in Literacy, or have completed a tertiary qualification in New Zealand at NZQA level 7 or higher, may be eligible for an exemption from the requirement to sit IELTS. (See pg 8 no. 12).

11. A passport sized photo is required with your application – we use this for identification purposes.
12. Give a Confidential Referee Report form to each of your nominated referees. Ask them to complete the form and return it as soon as possible. Please write your full name, phone number, and the qualification(s) for which you are applying on the Referee Reports before giving them to your referees.

NOTE: Tell your referees that your application will not be processed until these have been received. They can either complete and submit it online at www.education.canterbury.ac.nz, or scan it as one document and email it to teacherselect@canterbury.ac.nz or post to Selection Team, CEHHD, Private Bag 4800, Christchurch 8140.

13. Suitable people to complete your Referee Reports could be an employer, colleague, tutor/lecturer, or religious or community leader. It is strongly recommended that at least one of your referees be an employer or a person of professional background. The people who cannot complete this form are immediate family such as: parents, grandparents, siblings, your spouse or partner. If any of these people complete your Referee Report it will not be accepted. Friends or flatmates may not be suitable referees.

14. If your details change during the approval process, you need to contact Enrolments, Student Services. Refer to pg 2.

15. If you have completed courses that may be relevant to your course of study you may apply for Transfer of Credit. Details are online at www.canterbury.ac.nz/enrol/credit/.

16. Applicants are responsible for all expenses that they incur as a result of their application.

17. Enrolment is complete only after payment of tuition fees, which are due in full before the commencement of your course. Payment of fees gives access to the library, computers, UCLearn and after hours computer labs. Payment details are listed on the Enrolment Offer. Distance (Flexible Learning) students must have paid fees or made arrangements with StudyLink or they will not be able to access material.

18. To pay by Student Loan you must first apply to StudyLink. Please see Useful Contacts on pg 2. Apply now and if using this facility to pay fees you must authorise fees to UC on the Loan Application.
Application Form

First name ___________________________ Family name ___________________________

Section A1: Programme details

- Domestic Student
- International Student

Qualification choice

- Full-time
- Part-time

Domestic Students only:

Indicate your choices in order of preference, if you wish to apply for more than one qualification:

Early Childhood Teacher Education

- Master of Teaching and Learning
  - Full-time, Christchurch only
- Graduate Diploma in Early Childhood Teaching
  - Flexible Learning

Foreign students must select full-time, Christchurch based courses

Primary Teacher Education

- Master of Teaching and Learning (Full-time, Christchurch only)
- Graduate Diploma in Teaching and Learning (Primary)
  - Christchurch
  - Flexible Learning

Secondary Teacher Education

- Master of Teaching and Learning (Full-time, Christchurch only)
- Graduate Diploma in Teaching and Learning (Secondary)
  - Christchurch only
  - Second Teaching Subject eg History

If you have previously applied for a qualification at the CEHHD, please state:

Year __________ Qualification ____________________________

If overseas at time of application, indicate when you expect to return to NZ __________

Referees (refer to details pg 4, No. 11 & 12)

Please give the names, addresses and telephone numbers of the two people you have given confidential Referee Reports to. Your application cannot be processed until both your Referee Reports are received, so you may need to follow them up.

Name ___________________________ Name ___________________________
Address ___________________________ Address ___________________________
Phone ___________________________ Phone ___________________________
Relationship to referee ___________ Relationship to referee ___________

Attach passport size photo here
(staple or clip, do not paste)
Section A2: Personal details

1. Canterbury Student Number
Have you ever been enrolled at the University of Canterbury?
- Yes
- No
  If YES enter Student Number:
  If NO, a Student Number will be given to you.

2. Name
Print your full legal family name
Print your legal first name
Print any other legal name/s (ie, middle names)
Previous name(s) if you have previously enrolled at the University of Canterbury under another name, write that name below
This was my
Preferred name(s)

3. Gender
- Male
- Female
- Other

4. Date of birth (in figures)
Day  
Month  
Year

5. NSN/NZQA Number
If you have a New Zealand NSN (National Student Number) or NZQA number please state:

6. Citizenship
Tick the box that best describes your citizenship or permanent residency status.
1. New Zealand Citizen
2. Holder of a Residential Class Visa and Permanent Residents of Australia, Cook Islands, Tokelau and Niue
3. Australian Citizen
4. Other country (Please state)
For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.

7. Study location
Will you be residing in New Zealand for the period of your study?
- Yes
- No

8. Ethnic identification
Which ethnic groups do you belong to? (You may tick up to three groups)
1. NZ European/Pākehā
2. NZ Māori
3. Samoan
4. Cook Island Māori
5. Tongan
6. Niuean
7. Tokelauan
8. Fijian
9. Other Pacific Peoples
10. British/Irish
11. Dutch
12. Greek
13. Polish
14. South Slav
15. Italian
16. German
17. Australian
18. Other European
19. Filipino
20. Cambodian
21. Vietnamese
22. Other Southeast Asian
23. Chinese
24. Indian
25. Sri Lankan
26. Japanese
27. Korean
28. Other Asian
29. Middle Eastern
30. Latin American
31. African
32. Other

IWI (NZ Māori please complete)
If you identify as a New Zealand Māori, please state your iwi (you may list up to three iwi). If you do not know your iwi enter “unknown”.

Iwi
Iwi
Iwi
9. Address

**Current address (where you are living)** Any time you change your address during the year you must update your details. The primary contact method will be email.

Number and street/PO Box number ____________________________

Suburb ____________________________ City ____________________________

Country ____________________________ Postcode ____________________________

Telephone ____________________________ Extension ____________________________

Personal mobile phone ____________________________ Text messaging may be used to advise you of any enrolment issues.

Personal email (do not use your UC email address) Compulsory* ____________________________

*Please read Address, Email and Student Web Information: www.canterbury.ac.nz/enrol/forms

**Permanent/Emergency contact details (must be different phone number from above)**

Name ____________________________

Number and street/PO Box number ____________________________

Suburb ____________________________ City ____________________________

Province/State/Region ____________________________ Country ____________________________

Postcode ____________________________

Telephone ____________________________ Extension ____________________________

Email ____________________________

Can they speak English?  ○ Yes  ○ No

10. Are you applying via an agent (international students only)

○ Yes  ○ No

Agent name ____________________________

Agent company ____________________________

Number and street/PO Box number ____________________________

Suburb ____________________________ City ____________________________

Province/State/Region ____________________________ Country ____________________________

Postcode ____________________________

Telephone ____________________________ Extension ____________________________

Email ____________________________

Agent stamp

11. Disabilities

Do you live with the effects of significant injury, long-term illness or disability? The information you supply is confidential.

○ Yes  ○ No

If you tick YES, you will be sent information on the services available to students with a disability. It is important to complete this section if you will require special exam arrangements.

If YES above, please indicate your disability.

1.  □ Deaf
2.  □ Hearing Impairment
3.  □ Blind
4.  □ Vision Impairment
5.  □ Specific Learning Disability
6.  □ Temporary impairment (less than 6 months duration)
7.  □ Medical Condition
8.  □ Psychological/Psychiatric Disability
9.  □ Mobility Impairment
10. □ Speech Impairment
11. □ Other
12. English Language Proficiency
Is English your first language?  ○ Yes  ○ No
If no, what is your first language?
What is the language you and your family speak at home?

Applicants who have English as an additional language
If English is not your first language, you must have either:
 ○ IELTS Academic 7.0 in all bands  IELTS result ________________ Date of test ________________
Applicants who have completed at least two years of successful study in a New Zealand secondary school and achieved a minimum number of NCEA level 2 credits in Literacy, or have completed a tertiary qualification in New Zealand at NZQA level 7 or higher, may be eligible for an exemption from the requirement to sit IELTS.

I intend to apply for an exemption from the IELTS requirement on the basis of ________________
(You must provide evidence of the grounds on which you seek this exemption, such as a transcript of your secondary and/or tertiary studies.)

13. Prior activity or occupation
Indicate your main activity on 1 October 2015. Tick only one box.
1.  University student (at university other than UC)  6.  Overseas
2.  Secondary school student  7.  Self-employed
3.  Non-employed or beneficiary  8.  Wānanga student
4.  Houseperson or retired  9.  Private training establishment (PTE) student
5.  Wage or salary earner  10.  Polytechnic student

14. UC Staff Number (UC staff only)
If you are a UC staff member please write your staff number:

15. IRD Number (all students except international students)
Please complete this section if you have a student loan, or anticipate applying for a student loan this year so that Inland Revenue can determine your eligibility for a full student loan interest write-off, and can give you that write-off. You do not need to complete this section if you do not have a NZ student loan, and do not intend applying for one this year.
IRD Number: ____________

Interest-free student loans and other interest write-offs
If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study.
On 1 April 2006, legislation was introduced to make student loans interest-free for borrowers living in New Zealand. For more information on how to become eligible for interest-free student loans, go to www.ird.govt.nz/Studentloans.
If you choose to provide your IRD number with your Application to Enrol, this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.
Providing your IRD number is voluntary. If you choose not to provide your IRD number, you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.
Please note: providing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and cannot be matched, no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

16. Student loan payment method (all students except international students)
Do you intend to use a student loan to pay your 2016 tuition fees?  ○ Yes  ○ No
Student Loan is a payment method. If you accept your enrolment offer and do not complete your loan application, or withdraw your loan application, or you are declined a student loan, you will remain liable for your tuition fees.
If you ticked YES above but have not yet applied for a 2016 student loan:
1.  Contact StudyLink NOW on freephone in NZ 0800 88 99 00 or go to www.studylink.govt.nz and apply for a student loan to cover your 2016 tuition fees.
2.  Make sure you provide full and correct study details including Education Provider (“University of Canterbury”), Study Programme (eg, “Bachelor of Teaching and Learning (Primary)”), Student ID number and Start Date (please refer to 2016 Guide to Enrolment for key course dates).
3.  Make sure you answer “Yes” to the question asking “Do you want a loan to pay for your course fees?”
4.  Make sure you provide the correct postal address for your student loan contract to be sent to you and make sure that you complete and return the contract.
Section A3: Academic history and admission

1. Last secondary school attended
Enter the name of the last secondary school you attended. ___________________________________________ (If this was outside NZ, write “overseas”)
What was your last year at secondary school? □□□□□

2. Highest secondary school qualification
What is the highest level of achievement you hold?
Tick only one box:
1. □ NCEA Level 3 or □ Bursary or □ Scholarship
2. □ University Entrance
3. □ NCEA Level 2 or □ Sixth Form Certificate
4. □ NCEA Level 1 or □ A. School Certificate
5. □ 14 or more credits at any level
6. □ Overseas qualifications
7. □ International Baccalaureate (please ask the IBO to release your results to the University of Canterbury)
8. □ Cambridge International Examination Centre No. ____________ Candidate No. ____________
Are you expecting more results in January? □ Yes □ No
9. □ No formal secondary qualifications
10. □ Other
11. □ Not known
In which year did you or do you expect to obtain the above secondary school qualification? □□□□□

3. First year of an undergraduate degree
When was or will be your first year in an undergraduate degree/programme at any New Zealand university? □□□□□

4. First year in tertiary study
What year did you first enrol in a university, polytechnic, college of education, private training establishment or wānanga, either in New Zealand or overseas, since leaving school? (Do not include enrolments in STAR, community or hobby classes.) □□□□□

5. First year at University of Canterbury
Enter what was or will be your first year at the University of Canterbury □□□□□

6. First in Family
Are you the first person in your immediate family to attend university and enrol in a university degree programme?
□ Yes, I am. □ No, I am not the first person.
If you ticked NO above, did your other family member graduate?
□ Yes □ No

7. Exclusion
Have you ever been excluded from UC or any other university? □ Yes □ No

8. UCSA Membership (all students)
Membership of the University of Canterbury Students’ Association (UCSA) is automatically granted on enrolment. Membership is free and allows you to participate in the UCSA’s student representation role. All students (regardless of UCSA membership) have equal access to student services administered by UCSA.
If you want to be a member of UCSA, go to the next section.
If you want to opt out of UCSA membership you can do so by ticking the box below. You can resign or resume membership at any time (see UCSA Membership Policy available at www.ucsa.org.nz/about)
□ I wish to opt out of UCSA membership.
9. Admission Ad Eundem Statum *(with equivalent status)*

Are you using qualifications from overseas to gain entry into your programme of study?
- Yes
- No

Are you using qualifications from a New Zealand polytechnic, College of Education (other than the CEHHD) or a private NZ provider to gain entry into your programme of study?
- Yes
- No

If you have answered YES in Question 9 please tick Admission Ad Eundem Statum in Question 10. There is a $105 fee for Ad Eundem Statum admission for domestic students.

10. Admission to a NZ University *(University Entrance Qualification)*

What is or was your university entrance qualification for your first year of study at a New Zealand university? For further information go to [www.canterbury.ac.nz/admissions/](http://www.canterbury.ac.nz/admissions/)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Note</th>
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<tbody>
<tr>
<td>1.</td>
<td>Waiting for NCEA/UE results</td>
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<tr>
<td>2.</td>
<td>Waiting for CUP or Foundation course results.</td>
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<tr>
<td>3.</td>
<td>NZ UE through NCEA</td>
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<td>4.</td>
<td>Bursary from 1993</td>
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<td>5.</td>
<td>Bursary from 1986 to 1992</td>
<td></td>
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<tr>
<td>6.</td>
<td>NZ UE (prior to 1986)</td>
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<td>7.</td>
<td>Discretionary Entrance* Not available for international students *Separate application must be made.</td>
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<td>8.</td>
<td>Provisional Entrance Not available for international students</td>
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<td>9.</td>
<td>Special Admission*</td>
<td>Must have a Bachelor's degree</td>
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<td>10.</td>
<td>Admission Ad Eundem Statum at Entrance Level</td>
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<td>11.</td>
<td>Admission Ad Eundem Statum with Graduate Status</td>
<td>Must have a Bachelor's degree</td>
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<td>12.</td>
<td>20+ Adult Admission† Not available for international students †Do not tick †Adult Admission if any of options 1–5 is your entrance qualification category.</td>
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*What year did you (or will you) gain this qualification? [ ] [ ] [ ] [ ] [ ]

Discretionary and Special Entrance – Please go to the following website: [www.canterbury.ac.nz/admissions/](http://www.canterbury.ac.nz/admissions/)

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**Payment options**

*Only make payment if you marked yes in question 9*

**Internet Banking** (only if you have a UC Student number)

Our bank details are:
- Bank account name: University of Canterbury
- Bank account number: 01 1839 0036732 00
- Bank and Branch details: ANZ Bank, Auckland (Q&V)
- SWIFT number (international payments): ANZBNZ22
- Bank address: Cnr Queen & Victoria Street, Auckland, New Zealand
- Reference – your student ID

**Credit Card (Visa or Mastercard only)**

In person at the Finance counter in the Student Services Centre.

Other arrangements can be made to pay by credit card, please phone 366 7001 extn 8921.

**EFTPOS**

Payments can be made in person at the Finance counter in the Student Services Centre.

**Cheque**

Make cheques payable to *University of Canterbury* and record your Student ID number and/or full name on the back.

Cheques can be presented at the Finance counter in the Student Services Centre or post to: Cashiers, University of Canterbury, Private Bag 4800, Christchurch 8140, New Zealand
Section A4: Tertiary qualifications

1. University or other tertiary qualifications *(if applicable)*
   - NZ  [ ] Overseas
   - Please list all qualifications, eg CUP, even if not completed

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Institution</th>
<th>Completed</th>
<th>Year completed</th>
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<tr>
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If your degree/diploma is incomplete at the time of application, do you expect to complete it by the end of this semester/year?  [ ] Yes  [ ] No

2. Other relevant qualifications  *eg First Aid Certificate, Coaching Qualification, Singing Grades*

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Institution/school</th>
<th>Subjects &amp; grades</th>
<th>Year (eg, 2012)</th>
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3. Current study *(not mentioned elsewhere)*

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<th>Qualification</th>
<th>Institution/organisation</th>
<th>NZQA Level</th>
<th>Expected date of completion</th>
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</table>
1. Police record/misconduct (refer to details pg 4, No. 6)

1a. New Zealand

1. If you have lived in New Zealand for 6 months or longer, you must complete the NZ Police Request and Consent Form (pgs 14–16).

2. Are you awaiting trial for any misconduct?  
   - Yes  
   - No

3. Have you ever been convicted of any offence (excluding minor traffic offences) against the law?  
   - Yes  
   - No

   If YES, please provide full description and dates of all convictions on a separate sheet.

   Your application will be held until this is received. Once accepted into a programme, you MUST declare any criminal conviction gained from date of application through to completion of study to CEHHD staff immediately. Your enrolment may be cancelled if it is likely this conviction would prevent you from registering as a teacher.

4. Have you ever been found guilty of misconduct; professional or otherwise?  
   - Yes  
   - No

   If YES, please provide details on a separate sheet.

1b. Overseas

Have you lived in a country other than New Zealand continuously for 12 months or more in the last 10 years when you were over 16 years of age?  

- Yes  
- No  (see pg 4, No. 4).

If YES, you must provide us with an original or certified hardcopy up-to-date police check from that country before you will get an offer into any programme.

Name of country __________________________

2. Health

Do you have any physical or mental health conditions?  

- Yes  
- No

If YES, list all physical and mental health conditions. Ensure you include:

• severity of the condition and whether it is acute (short term) or chronic (ongoing)
• frequency and duration of episodes
• progress made toward recovery (if applicable) and expected time-frame for full recovery

Comments ____________________________________________

_____________________________________________________

Please use a separate sheet, if necessary.

You may be requested to supply a medical certificate.

Personal statement required (not a CV)

Please provide a separate personal statement describing any recent, relevant work experience (paid or unpaid), interests, strengths, skills, and community involvement, including any leadership roles and experience with children/young adults. Please ensure that you include all your strengths and explain how your experience and interests make you a suitable candidate for teaching. Consider what you believe makes a good teacher, and your future goals or aspirations in teaching. The personal statement is a significant aspect of the selection process and is examined carefully. You might describe experiences such as:

- Tutoring/Teaching Holiday programmes, Marae/Hapu/Iwi involvement, Sport/Outdoor education, Fluency in another language, School activities, Work experience, Drama/Art/Music, Travel, Community activities, Coaching, Knowledge of other cultures.

Note: This statement should be one to two pages.

Application checklist

☐ Declaration (see pg 13).
☐ Personal Statement: completed and attached.
☐ Certified copy of Official University Transcript (if not University of Canterbury) stating Degree Conferred or Eligible to Graduate. If you are still studying, an interim transcript detailing the course content and any results gained to date will suffice, until final results are released.
☐ Evidence of other relevant qualifications (if applicable).
☐ Police Request and Consent Form: completed and signed (only if you have lived in NZ for 6 months or longer).
☐ Evidence of Identity signed photo (only if you have lived in NZ for 6 months or longer).
☐ Police record/misconduct: only if you have ticked yes to 1a (1) or 1b.
☐ Overseas Police Report: if you have lived in another country continuously for 12 months in the last 10 years.
☐ Referee Reports: complete top section then give to two people to complete.
☐ Evidence of English proficiency: if English is not your first language (see pg 4, No 5).
Declaration

All students enrolling for 2016 study must read the Declaration below before answering the question.

☐ Yes I have read and agree to abide by the terms and conditions of the Declaration below.

☐ No I have not read or do not agree to the declaration (Students who answer NO to this question will not be permitted to continue with the enrolment procedure).

I understand that making a false statement is an offence under the Crimes Act 1961. Pursuant to Principle 1(d) of the Privacy Act 1993 I agree to the disclosure and use of the information on this form by the University of Canterbury to authorised persons or parties in response to requests under statutory authority.

I hereby declare that the information I have given above is true and correct. No information which could have a material bearing on my application has been withheld. I understand that under Principle 6 of the Privacy Act 1993 I have the right of access to personal information held by the University about me and I also have the right under Principle 7 to request that the University correct any information which is inaccurate. I have an obligation to advise the University if/when any of the personal information I have provided changes including criminal convictions during period of study.

I acknowledge that the information on my enrolment is being collected and retained by the University and will be disclosed to officers, staff, consultants and departments of the University for relevant purposes relating to the administration of the University and my capacity as a student of the University with the exception of financial information, which will not be made available to college/ academic departments.

I consent to the disclosure of relevant information to agencies outside the University as required by protocols between the University and the agency where such disclosure is necessary for any statutory purpose or to enable that agency to properly fulfil its function in relation to the University. Such agencies will include but not be limited to Halls of Residence, University of Canterbury Students’ Association, Ministry of Education, New Zealand Teachers Council, StudyLink, Inland Revenue Department, NZ Immigration Service, Ministry of Foreign Affairs and Trade, Te Puni Kōkiri, tribal trusts and other financial support organisations, and other tertiary institutions for student transfer purposes or with which the University has a conjoint teaching agreement.

Please note that your name, date of birth and residency as entered on this enrolment will only be provisional until my previous university record is certified.

I hereby declare that the information I have given above is true and correct in every particular and that no information which would have a material bearing on this application has been withheld. I ALSO UNDERSTAND that if transferring from another university my enrolment will only be provisional until my previous university record is certified.

Personal Information

The Privacy Act which came into force on 1 July 1993 sets standards for the collection, storage and use of personal information. In particular it requires the University to:

• collect personal information directly from students themselves or obtain their approval to collect it from another source
• inform them of the reasons why the personal information is being collected
• obtain their approval of the proposed uses of that information
• give them access to the personal information held about them and
• give them the opportunity to update that information regularly.

The personal information we ask you to provide on this form is required to enable the University to enrol you in the academic programme you have chosen, to monitor your progress through that programme and to confer your degree when you have successfully completed the programme.

I agree as a condition of my enrolment to abide by the University of Canterbury Student Code of Conduct (www.canterbury.ac.nz/ucpolicy).

I also declare the information on this Application form to be true and correct in every particular and that no information which would have a material bearing on this application has been withheld. I ALSO EXPRESSLY PROMISE that I will faithfully obey the statutes and regulations of the University of Canterbury so far as they apply to me.

I ALSO UNDERSTAND that if transferring from another university my enrolment will only be provisional until my previous university record is certified.

Send to

Please check that you have completed the application before forwarding it to:

Attn: Enrolments, Student Services
University of Canterbury
Private Bag 4800
Christchurch 8140
NEW ZEALAND
New Zealand Police Vetting Service – Request and Consent Form

Complete pgs 14–16 if you have resided in New Zealand for six months or longer. If any costs are incurred as a result of this police vetting process they will be passed directly to the applicant.

Applicant

First name ___________________________ Family name ___________________________

Name of Approved Agency submitting vetting request

University of Canterbury, Agency code U70010

Applicant’s role – purpose of vet

Student Teacher – clean slate
Supervised contact with children/youth

Section 1: Applicant to complete

The University of Canterbury will submit the vetting request to NZ Police and receive the vetting result.

Personal information

Details (note: the name you are most commonly known by is your primary name)

Family name (Primary) __________________________________________________________

First name(s) (Primary) _________________________________________________________

Gender  ☐ Male  ☐ Female  ☐ Other  Date of birth: (dd/mm/yyyy) ______________________

Place of birth (town/city/state) ___________________________ Place of birth (country) ___________________________

NZ Driver Licence number (for ID verification by NZ Police – optional) _______________________

If applicable, please include other names and mark them A, M, or P as appropriate:
(A) alias or alternate name(s)
(M) married name if not primary name
(P) previous/maiden/name changed by deed poll or statutory declaration

Family name ___________________________________________ ☐ (A) ☐ (M) ☐ (P)

First name ___________________________________________ ☐ (A) ☐ (M) ☐ (P)

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Family name ___________________________________________ ☐ (A) ☐ (M) ☐ (P)

First name ___________________________________________ ☐ (A) ☐ (M) ☐ (P)

Permanent New Zealand residential address

Number/street ________________________________________________

Suburb ___________________________ Post code ___________________________

City/Town/Rural district ___________________________ Period of residence ___________________________
Evidence of Identity (ID)

For further information, see https://www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index

A Trusted Referee* has sighted the ID documents below, and verified the photo against the applicant in person (mark box)

- Primary ID document (e.g. passport, original birth certificate, etc)
- Another form of ID (e.g. driver licence, firearms licence, 18+ card, Community Services Card, bill or bank statement with name and address, etc)
- One of the above must be photographic – confirm comparison made
- Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)

* a trusted referee must be over 16, have known the applicant for at least 12 months, and not be related, or a partner/spouse, or a co-resident of applicant, and be either registered with the Approved Agency or a person of standing in the community (e.g. school principal, religious or community leader). The trusted referee must sign a copy of the photo ID and provide his or her name and contact details.

Referee's name

Address

Phone No.

Signature

ID Referee's signature is on the back of the photo

Consent to Disclosure (for a New Zealand Police Vet Check)

For further information, see https://www.police.govt.nz/advice/businesses-and-organisations/vetting

I acknowledge and understand as follows:

1. The information about me that NZ Police may consider relevant to my application and release in vetting comprises any conviction history and, for certain agencies, infringement/demerit reports; and it may include other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.

2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) Act 2004; this means that, if I am ‘eligible’ for clean slate (e.g. no convictions for 7 years, never been to prison, no convictions for specified sexual offending, etc – see section 7 of the Act):
   a) my criminal record of convictions will not be disclosed; but
   b) if the role for which I have applied is an exception to the clean slate scheme (e.g. predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.

3. When releasing information to non-government Approved Agencies, Police may release the fact, without details, that suppressed information exists in relation to any conviction and, where NZ Police considers it relevant and justified, in relation to any current or past charge however it was resolved (e.g. withdrawn, discharged, acquitted).

4. Where NZ Police holds relevant information that it is unwilling to disclose to the Approved Agency for privacy, confidentiality or law enforcement reasons, NZ Police may recommend against unsupervised access to children or vulnerable persons (this is known as a ‘red stamp’).

5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.

6. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency who will immediately notify NZ Police to cease the vetting process.

7. I am entitled to access the vetting result released to the Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993. By making a request to the 'Approved Agency' within 20 working days of submitting this ‘Request and Consent’ form.

8. No later than three months after the conclusion of the vetting process, the Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, in accordance with the Privacy Act 1993 or, if applicable, the Public Records Act 2005 or any other enactment.

9. The information I have provided in this form relates to me and is correct.

Authorisation

I authorise NZ Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Signature of applicant ___________________________ Date ___________________________
New Zealand Police Vetting Service – Request and Consent Form

Applicant

First name ___________________________________________ Family name ___________________________________________

Section 2: University of Canterbury to complete

Name of Approved Agency submitting vetting request

University of Canterbury, Agency code U70010

Evidence of Identity (ID)

For further information, see www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index

A Trusted Referee* has sighted the ID documents below, and verified the photo against the applicant in person (mark box)

☐ Primary ID document (e.g. passport, original birth certificate, etc)
  and
☐ Another form of ID (e.g. driver licence, firearms licence, 18+ card, Community Services Card, bill or bank statement with name and address, etc)
  and
☐ One of the above must be photographic – confirm comparison made
  and, if applicable
☐ Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)

Optional additional check by me (if appropriate)

A search of our records to verify uniqueness (especially for professional bodies)

Checklist

In making this request, I confirm that:

☐ I have compiled and will comply with the Approved Agency Agreement (or existing Memorandum of Understanding) between NZ Police and the Approved Agency I represent;
☐ I am satisfied as to the correctness of the Applicant’s identity; and
☐ I have obtained the signed consent of the Applicant, as set out in section 2 of this form, to submit this vetting request.

Approved Agency Authorised Representative

Name ________________________________ Signature ________________________________ Date __________________
This report can be completed and submitted electronically at www.education.canterbury.ac.nz.
Alternatively complete this report and return it by mail to: Selection Team, CEHHD, University of Canterbury or by email to: teacheredselect@canterbury.ac.nz. Please do not return it to the applicant.
This form can usually be completed in 15-20 minutes. Use black pen.

Student to complete
First name ___________________________ Family name ___________________________
Phone number __________________________
Qualification(s) applied for ○ Early childhood ○ Primary ○ Secondary

Dear Referee,
Thank you for agreeing to contribute to our selection process. We use the information you provide to assist us in assessing the suitability of the applicant for:
• Teacher education and
• University level study
We rely on Referee Reports to help us select future teachers of Aotearoa New Zealand. Information in this report is not shared with the applicant.
This report is confidential to the Selection Committee and is protected under Section 29(1)(b) of the Privacy Act 1993.

Referee to complete
Referee’s first name ___________________________ Family name ___________________________
Referee’s phone number (wk) ___________________________ (hm) ___________________________
Email ___________________________
During what period have you known the applicant? From ___________ To ___________
Relationship to the applicant ○ employer ○ teacher ○ minister ○ colleague ○ family friend ○ other ___________________________

Please note: immediate family are not eligible to act as referees

Do you consider that you know the applicant well enough to complete this form? ○ Yes ○ No

Comments ___________________________

Please scan and email (as a single PDF or JPEG file) completed reports to: teacheredselect@canterbury.ac.nz
or forward by post to:
Selection Team, CEHHD
Private Bag 4800
Christchurch 8140
New Zealand
If sending by post, please retain a copy for your records.

Please ensure that you return this report directly to our University. We cannot progress the application until we receive all referee reports.
**Personal skills and attributes**

Please tick the boxes and **comment** according to your judgement of the applicant.

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<th>Satisfactory</th>
<th>Some concern</th>
<th>Major concern</th>
<th>Unable to comment</th>
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<td>Self assurance /confidence</td>
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<td>Self-awareness regarding strengths/weaknesses</td>
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<td>Adaptability</td>
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<td>Receptiveness to learning opportunities/feedback</td>
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<td>Initiative</td>
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<td>Ability to deal with complexity or uncertainty</td>
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<td>Perseverance</td>
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<td>Ability to take the perspective of others</td>
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<td>Fairness</td>
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Comments *(Please provide details of any areas of concern)*

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Communication Skills

Please tick the boxes and comment according to your judgement of the applicant.

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<th>Major concern</th>
<th>Unable to comment</th>
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<td>Use of digital media</td>
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Comments

________________________________________________________________________

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Cultural awareness and Inclusiveness

Do you consider that the candidate has cultural awareness and is inclusive in his/her actions?

☐ Yes  ☐ No  ☐ Unable to comment

Please comment on the applicant’s understanding of Aotearoa New Zealand society or other societies regarding diversity and inclusiveness of others (e.g. bicultural, multicultural, multi-lingual, ability/disability, gender).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Leadership of learning

Do you consider that the applicant is interested in and concerned for children’s or young people’s learning and development?

☐ Yes  ☐ No  ☐ Unable to comment

Please comment on situations where you have seen the candidate display interest in students’ learning or provide learning leadership.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Collaboration/Partnership

Do you consider the applicant to be a collaborative and an effective member of a team or group?

☐ Yes  ☐ No  ☐ Unable to comment

Please comment on situations where you have seen the candidate display effective collaborative skills, and build productive relationships with others.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Critical thinking/Multiple perspectives

Do you consider the applicant to be a critical and flexible thinker?

☐ Yes  ☐ No  ☐ Unable to comment

Please comment on the applicant’s ability to engage with complex ideas, and consider alternative perspectives, or perspectives that are different from their own.

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Overall recommendation

☐ I recommend the applicant without reservation
☐ I have some reservations but would recommend the applicant
☐ I doubt the applicant's suitability
☐ I think the applicant is unsuitable

Further comments

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If you wish, you may attach a separate sheet detailing any concerns/special recommendations. This will also remain confidential.

Signed ___________________________ Date ___________________________

Please note that applicants are disadvantaged if their referee reports are not returned promptly. Thank you once again for your assistance.

Please scan and email completed report (as a single PDF or JPEG file) to teacheredsellect@canterbury.ac.nz

or forward by post to

Selection Team, CEHHD

University of Canterbury

Private Bag 4800

Christchurch 8140

NEW ZEALAND

If sending by post, please retain a copy for your records.
This report can be completed and submitted electronically at www.education.canterbury.ac.nz. Alternatively complete this report and return it by mail to: Selection Team, CEHHD, University of Canterbury or by email to: teacheredselect@canterbury.ac.nz. Please do not return it to the applicant.

This form can usually be completed in 15–20 minutes. Use black pen.

**Student to complete**

First name ____________________________ Family name ____________________________

Phone number ____________________________

Qualification(s) applied for  ○ Early childhood  ○ Primary  ○ Secondary

Dear Referee,

Thank you for agreeing to contribute to our selection process. We use the information you provide to assist us in assessing the suitability of the applicant for:

- Teacher education and
- University level study

We rely on Referee Reports to help us select future teachers of Aotearoa New Zealand. Information in this report is not shared with the applicant.

This report is confidential to the Selection Committee and is protected under Section 29(1)(b) of the Privacy Act 1993.

Please scan and email (as a single PDF or JPEG file) completed reports to: teacheredselect@canterbury.ac.nz

or forward by post to:

Selection Team, CEHHD
Private Bag 4800
Christchurch 8140
New Zealand

If sending by post, please retain a copy for your records.

Please ensure that you return this report directly to our University. We cannot progress the application until we receive all referee reports.

**Referee to complete**

Referee’s first name ____________________________ Family name ____________________________

Referee’s phone number (wk) ____________________________ (hm) ____________________________

Email ____________________________

During what period have you known the applicant? From ____________________________ To ____________________________

Relationship to the applicant  ○ employer  ○ teacher  ○ minister  ○ colleague  ○ family friend  ○ other ____________________________

Please note: immediate family are not eligible to act as referees

Do you consider that you know the applicant well enough to complete this form?  ○ Yes  ○ No

Comments ____________________________

____________________________________________________________________________________

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## Personal skills and attributes

Please tick the boxes and **comment** according to your judgement of the applicant.

<table>
<thead>
<tr>
<th></th>
<th>Highly satisfactory</th>
<th>Satisfactory</th>
<th>Some concern</th>
<th>Major concern</th>
<th>Unable to comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self assurance /confidence</td>
<td></td>
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<tr>
<td>Self-awareness regarding strengths/weaknesses</td>
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<tr>
<td>Adaptability</td>
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<tr>
<td>Receptiveness to learning opportunities/feedback</td>
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<tr>
<td>Initiative</td>
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<tr>
<td>Willingness to take on leadership/responsibility</td>
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<tr>
<td>Reliability</td>
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<tr>
<td>Integrity</td>
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<tr>
<td>Ability to foster and maintain relationships with others</td>
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<tr>
<td>Ability to handle stress/pressure</td>
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<td>Ability to deal with complexity or uncertainty</td>
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<tr>
<td>Perseverance</td>
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<tr>
<td>Ability to take the perspective of others</td>
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<tr>
<td>Organisational skills</td>
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<tr>
<td>Discretion</td>
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<tr>
<td>Fairness</td>
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Comments *(Please provide details of any areas of concern)*

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Section B – Give to Referee

Communication Skills
Please tick the boxes and comment according to your judgement of the applicant.

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<th>Highly satisfactory</th>
<th>Satisfactory</th>
<th>Some concern</th>
<th>Major concern</th>
<th>Unable to comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral expression of ideas</td>
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<tr>
<td>Written expression of ideas</td>
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<tr>
<td>Clarity of writing</td>
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<tr>
<td>Clarity of speech</td>
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<td>Active listening</td>
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<tr>
<td>Use of digital media</td>
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</table>

Comments __________________________________________________________
_________________________________________________________________
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_________________________________________________________________

Cultural awareness and Inclusiveness
Do you consider that the candidate has cultural awareness and is inclusive in his/her actions?
☐ Yes ○ No ○ Unable to comment

Please comment on the applicant's understanding of Aotearoa New Zealand society or other societies regarding diversity and inclusiveness of others (e.g. bicultural, multicultural, multi-lingual, ability/disability, gender).
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Leadership of learning
Do you consider that the applicant is interested in and concerned for children's or young people's learning and development?
☐ Yes ○ No ○ Unable to comment

Please comment on situations where you have seen the candidate display interest in students' learning or provide learning leadership.
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Collaboration/Partnership
Do you consider the applicant to be a collaborative and an effective member of a team or group?
☐ Yes ○ No ○ Unable to comment

Please comment on situations where you have seen the candidate display effective collaborative skills, and build productive relationships with others.
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Critical thinking/Multiple perspectives
Do you consider the applicant to be a critical and flexible thinker?
○ Yes  ○ No  ○ Unable to comment
Please comment on the applicant’s ability to engage with complex ideas, and consider alternative perspectives, or perspectives that are different from their own.


Does the applicant have any health conditions (physical/mental) that might affect their training or ability to be a teacher?
○ Yes  ○ No  ○ Unable to comment
If YES, please explain:


Are there any special circumstances which the selection committee should know about when considering this applicant?
○ Yes  ○ No
If YES, please explain:


Would you be happy to have this applicant teach or care for members of your family?
○ Yes  ○ No
Comments
Overall recommendation

☐ I recommend the applicant without reservation
☐ I have some reservations but would recommend the applicant
☐ I doubt the applicant’s suitability
☐ I think the applicant is unsuitable

Further comments ____________________________________________________________
________________________________________________________
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