



# Teacher Registration and Practising Certificates Policy

Version 1 | Mahi Tuatahi  
Effective Date | Whakamana tahito: July 2024 | Hūrae 2024  
Next Review | ā houanga arotake: July 2026 | Hūrae 2026  
Policy Owner | Rangatira Kaupapa Māhere: Chief People Officer  
Key Accountabilities | Ngā Takonga Tuatahi: Senior Teachers

## Introduction | Timatanga Kōrero

The purpose of this policy is to:

- Ensure He Whānau Manaaki o Tararua (Whānau Manaaki)'s expectations around Teacher Registration and the renewal of Practising Certificates are clear.
- Ensure the requirements for Teacher Registration Practising Certificates and Limited Authority to Teach from the Teaching Council of Aotearoa New Zealand are applied consistently throughout the organisation.

## Applies To | Ko Wai Whakahāngaitia

This policy applies to all Whānau Manaaki's employees who are employed in a position as a Teacher.

## General Principles | Mātāpono Whānui

1. Whānau Manaaki is committed to having 100% qualified and registered Teachers being employed in ratio Teacher positions within the Kindergartens, therefore, to be considered for a position as a Teacher at Whānau Manaaki, a candidate must:
  - a. Hold an Early Childhood Teaching qualification that has been awarded in New Zealand or that has been assessed as equivalent by the New Zealand Qualifications Authority.
  - b. Be registered as a Teacher and hold a current Practising Certificate with the Teaching Council of Aotearoa New Zealand or in the case of new graduates, provide evidence that registration has been applied for.
2. If an appointee has not finished their studies and received their Practising Certificate when offered the position, their appointment may be subject to this, and they will generally not be able to start until they have received it and provided Whānau Manaaki with a copy.
3. Individual Teachers are responsible for obtaining and renewing a current Practising Certificate with the Teaching Council of Aotearoa New Zealand, including any costs associated with this.
4. It is the responsibility of the Teacher to send a copy of their current Practising Certificate in a timely manner to the Human Resources team to be kept on their personal file.
5. Teachers who are registered with the Teaching Council of Aotearoa New Zealand under the Pūmau | Full 2 (Previously Subject to Confirmation) category, are expected to engage in a mentoring plan for one year. Then they can apply to move to Tūturu | Full (Category One) with an endorsement from their Senior Teacher (professional leader) which says that you have successfully completed the one year of mentoring required and that you have been endorsed as meeting the Standards | Ngā Paerewa.



## Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

- Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement 2019-2022
- Education (Early Childhood Services) Regulations 2008
- Education and Training Act 2020
- Guidelines for Induction and Mentoring and Mentor Teachers from the Education Council of New Zealand (now the Teaching Council of Aotearoa New Zealand)
- Requirements for Teacher Registration Practising Certificates and Limited Authority to Teach from Teaching Council of Aotearoa New Zealand
- Standards for the Teaching Profession | Ngā Paerewa mō te Umanga Whakaakoranga

## Related Procedures or Processes and Documents | **Pākanga Tukanga me Pukapuka**

- Teacher Registration and Practising Certificates Information Sheet

## Policy Review Cycle | **Kaupapa Arotake Hurihanga**

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





# Teacher Registration and Practising Certificates Information Sheet

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All registered teachers must apply for and hold a practising certificate to be employed in a teaching position in New Zealand. If you're not teaching, you are not required to hold a practising certificate, however you are required to have completed satisfactory recent teaching to renew your practising certificate.

There are three main practising certificate types depending on where you are in your teaching career:

- Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate — for all new and beginning teachers from New Zealand and overseas.
- Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One) — for experienced teachers; those who have been endorsed as meeting all the Standards | Ngā Paeroa.
- Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two) — for experienced teachers who are not currently able to be endorsed as meeting all the Standards | Ngā Paerewa because of their role type but are considered by their professional leader as likely to meet the Standards | Ngā Paerewa.

This information sheet outlines key information for Teachers registered under these categories. For more information please look on the Teaching Council website under 'getting certificated'

## **Tōmua | Provisional Practising Certificate - Induction and mentoring programme**

Tōmua | Provisional practising certificates are designed to be held for a maximum of five years. You are expected to gain Tūturu | Full (Category One) within this timeframe. If this does not happen within this timeframe a teacher may be required to complete a Teacher Education Refresh Programme (TER).

To begin your induction and mentoring programme you need to be employed:

- in a teaching position (not a volunteer or teacher aide position) and/or for blocks of less than six weeks cannot be counted.
- in a 0.5 Full Time Teacher Equivalent (FTTE) minimum role
- Minimum of 2 years in the I and M programme (at least 72 weeks)
- within an early childhood centre, school, or kura.

(Please refer to the Induction and Mentoring Policy for further information)

- If you currently hold Tōmua | Provisional, you are ready to move to Tūturu | Full (Category One) when you:
  - have talked with your mentor and professional leader about whether you are ready





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- have successfully completed your induction and mentoring for at least two years while on Tōmua | Provisional (or at least one year for overseas teaching service with evidence – approved by the Council)
- have been provided with multiple opportunities to demonstrate that you independently use and meet the Standards | Ngā Paerewa
- If a teacher is employed with a Tōmua practising certificate either permanently or as a long-term reliever in a position that is less than a 0.5 FTE, (less than 20 hours per week), we recommend you talk to someone in the People Team to make a plan for moving towards Tūturu | Full (Category One) practising certificate.

### **Tūturu** | Full (Category One) and **Pūmau** | Full (Category Two)

Tūturu | Full (Category One) and Pūmau | Full (Category Two) practising certificates are issued or renewed for three years. They are practising certificate types for experienced teachers. You are likely to be issued with Tūturu | Full (Category One) if you can demonstrate that you have been endorsed as meeting all the Standards | Ngā Paerewa following successful completion of an induction and mentoring programme, supervised by a mentor who holds a Tūturu | Full (Category One) practising certificate as well as meeting all other requirements listed.

### **Pūmau** | Full Category 2 (Previously Subject to Confirmation)

A Pūmau | Full Category Two practising certificate means you are an experienced teacher but are not currently able to demonstrate that you meet all the Standards | Ngā Paerewa because of the nature of your role i.e. too few hours worked but are considered by your professional leader as likely to meet them.

To move from Pūmau | Full (Category Two) to Tūturu | Full (Category One), you will need to complete a one-year programme of mentoring organised by your Senior Teacher and/or Head Teacher, supported by a mentor teacher who holds a Tūturu | Full (Category One) practising certificate.

Satisfactorily completing a mentoring programme and meeting the other requirements for Tūturu | Full (Category One) will enable you to be endorsed as meeting the Standards | Ngā Paerewa.

As a Pūmau | Full (Category Two) teacher you have already demonstrated you can independently use and meet the Standards | Ngā Paerewa, so your further professional learning will be focused on your specific learning needs within the context of your setting and will follow the process that He Whānau Manaaki has in place for the Professional Growth Cycle.

