

PROGRAMME HANDBOOK 2016

Initial Teacher Education

Bachelor of Education (Teaching)

Incorporating ECE, Primary, Huarāhi
Māori, and ECE Pasifika Specialisations

EPSOM CAMPUS

Private Bag 92601
Symonds Street
Auckland 1150, NZ

Gate 3, 74 Epsom Ave, Epsom
Auckland 1023
P: (09) 623 8899

TAI TOKERAU CAMPUS

P.O. Box 1326
Whangarei

13 Alexander Street
Whangarei 0110
P: (09) 470 1000

MANUKAU INSTITUTE OF TECHNOLOGY CAMPUS

Private Bag 94006
South Auckland Mail Centre
Manukau 2204

NQ Building, Room 227
Gate 11, Otara Road, Otara, Manukau
P: (09) 968 8765

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Programme Contacts:

EARLY CHILDHOOD TEACHER EDUCATION

Epsom Campus

Shareen Sapsworth
Associate Director Early Childhood Teacher Education

Extn: 48239 Office: H210
Email: s.sapsworth@auckland.ac.nz

Manutai Leaupepe
Programme Leader, BEd (Tchg) ECE Pasifika Specialisation

Extn: 48771 Office: N365
Email: m.leaupepe@auckland.ac.nz

PRIMARY TEACHER EDUCATION

Epsom Campus

Karen Major
Associate Director Bachelor of Education (Teaching) Primary
Teacher Education Office Co-ordinator – Chris Tennet

Extn: 48581 Office: H211
Email: k.major@auckland.ac.nz
Email: c.tennet@auckland.ac.nz

Tai Tokerau Campus

Lindsay Laing
Tai Tokerau Co-ordinator

Extn: 47005
Email: l.laing@auckland.ac.nz

Programme Administrator - Leeanne McInnes

Email: l.mcinnnes@auckland.ac.nz

Manukau Institute of Technology Campus

Tessa Tupai
BEd (Tchg) Programme Co-ordinator
Programme Administrator - Bev Hosking

Email: t.tupai@auckland.ac.nz
Email: bev.hosking@manukau.ac.nz

HUARAHI MĀORI SPECIALISATION

Katarina Edmonds
Toihau Hōtaka Reo Māori - Director Māori Medium Education

Waea: 48882 Tari: B205
Imēra: k.edmonds@auckland.ac.nz

Practicum Contacts:

Practicum Manager

Judy Robinson

Extn: 48891 Office: H211X
Email: judy.robinson@auckland.ac.nz

EARLY CHILDHOOD TEACHER EDUCATION – Epsom

Shareen Sapsworth, Associate Director Early Childhood Teacher Education
Practicum Co-ordinator

Extn: 48239
Email: s.sapsworth@auckland.ac.nz

Manutai Leaupepe, Programme Leader, BEd (Tchg) ECE Pasifika Specialisation
Practicum Co-ordinator

Extn: 48771 Office: N365
Email: m.leaupepe@auckland.ac.nz

Laurice Joicey (ECE)
Practicum Placement Co-ordinator

Extn: 48868 Office: H202A
Email: l.joicey@auckland.ac.nz

PRIMARY TEACHER EDUCATION - Epsom & Manukau Institute of Technology Campus

Karen Major
Associate Director Bachelor of Education (Teaching) Primary
EDPRAC 305 Course Co-ordinator

Extn: 48581 Office: H211
Email: k.major@auckland.ac.nz

Jill Murray
EDPRAC 201 Course Co-ordinator

Extn: 48454 Office: H108
Email: j.murray@auckland.ac.nz

Sandra Chandler
EDPRAC 101 Course Co-ordinator

Extn: 48129 Office: H105
Email: s.chandler@auckland.ac.nz

Liz Jenkins (Primary)
Practicum Placement Co-ordinator

Extn: 48452 Office: H202
Email: l.jenkins@auckland.ac.nz

Tai Tokerau Campus

Judy Taingahue
Practicum Co-ordinator

Email: j.taingahue@auckland.ac.nz

HŌTAKA O TE HUARAHI MĀORI - HUARAHI MĀORI SPECIALISATION PROGRAMME

Tauwehe Tāmāti
Kaikōtuitui mō te noho ā kura o EDPRACM 101

Pekanga: 48705 Tari: C08
Imēra: t.tamati@auckland.ac.nz

Kīmai Tocker
Kaikōtuitui mō te noho ā kura o EDPRACM 201

Pekanga: 46415 Tari: C07
Imēra: k.tocker@auckland.ac.nz

Katarina Edmonds
Kaikōtuitui mō ngā noho ā kura o EDPRACM 302A me EDPRACM 302B

Pekanga: 48882 Tari: B205
Imēra: k.edmonds@auckland.ac.nz

Veronica Peri
Kaikōtuitui noho ā kura ki Tai Tokerau

Waea: (09) 470 1000
Pekanga: 47021
Imēra: v.peri@auckland.ac.nz

Introduction:

Nau mai rā ki Te Kura Akoranga o Te Whare Wānanga o Tāmaki-makau-rau.
Welcome to the Faculty of Education and Social Work at the University of Auckland.

The aim of all the faculty's teacher education programmes is to develop graduates who are able to demonstrate an evidence-informed, outcomes-focused, inquiry-based approach to teaching. It is envisaged that you, as a graduate, will have the research, subject knowledge, pedagogical understandings and appropriate dispositions to enable you to teach in ways that focus on children and young people's learning, and to address current disparities in educational achievement.

Underpinning teacher education programmes is the view that education encompasses the intellectual, moral and emotional growth of the individual and, consequently, the evolution of a democratic society (Dewey, 1916). Teaching, therefore, is a moral and ethical activity that requires you, as a student teacher, to develop critical knowledge, skills and dispositions to teach in ways that enable success for all learners. This is a complex undertaking that requires integrating many kinds of knowledge and skills in order to make the best teaching decisions for a diverse range of learners (Darling-Hammond & Bransford, 2005). Thus a variety of learning opportunities will be provided to assist you to develop, integrate and apply knowledge, understandings and skills that will enable you to become effective beginning teachers.

The faculty's teacher education programmes are underpinned by a conceptual framework, at the centre of which is the overarching goal that you, as a graduate, will become: *A research-informed, inquiry-based practitioner who leads the learning of others by creating purposeful, responsive and safe learning environments within which all learners achieve valued skills, knowledge and attitudes* (please refer to the Conceptual Framework on page 5 of this handbook).

Each of the seven circles within the framework addresses a vital area of critical knowledge, skills and dispositions that provide a consistent focus across all courses and learning experiences in teacher education programmes. A related set of principles, along with specific graduate outcomes that contribute to each vital area and collectively address the overarching goal of the Conceptual Framework, underpin all teacher education qualifications. (These are included and detailed on page 6). Importantly the Education Council's Graduating Teacher Standards (which are listed on page 7) are embedded in this framework.

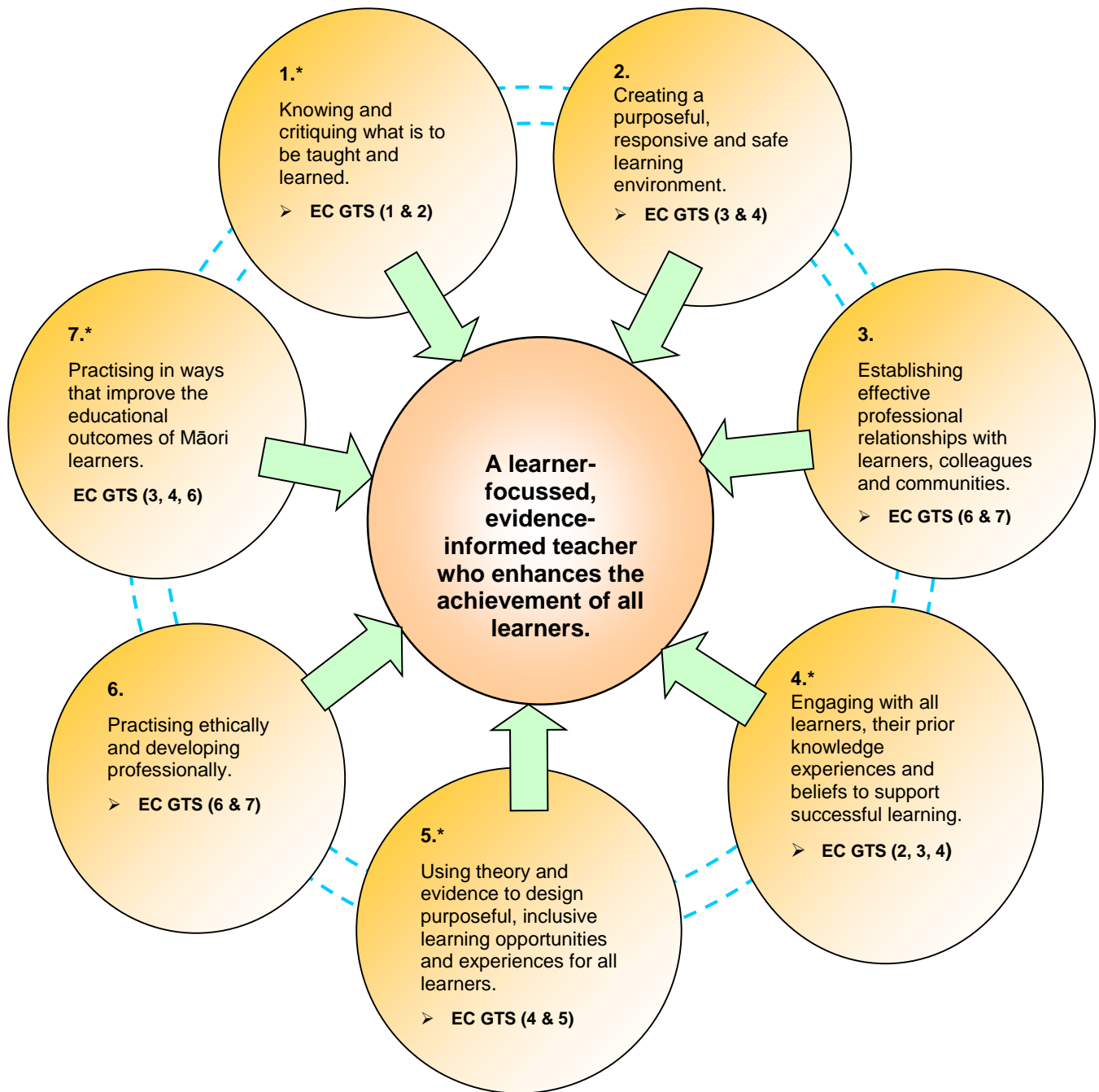
Concepts relating to Māori and diversity are fundamental to the achievement of all other outcomes. The first concept is the recognition of the special place of Māori in education in Aotearoa/New Zealand. This recognizes the commitment to prepare teachers with a sound understanding of Māori education priorities and aspirations, and a preparedness to work towards the achievement of these aspirations as central to teacher education programmes. The second central concept embedded within programmes is the acknowledgment that all learners are entitled to quality education that addresses their diverse learning needs.

It is hoped that your programme will be a fulfilling, rewarding, gainful experience that results in you becoming a successful beginning teacher. Best wishes in your studies.

References:

Darling-Hammond, L., & Bransford, J. (Eds.). (2005). *Preparing teachers for a changing world: What teachers should learn and be able to do*. San Francisco: Jossey Bass.
Dewey, J. (1916). *Democracy and education*. New York: Free Press.

Conceptual Model Underpinning Teacher Education Programmes:



Notes (refer to circles above):

1. What is expressed in MoE statement of intent, curriculum statements, and community expectations.
4. We acknowledge that students/learners bring into education their values, beliefs and dispositions which are shaped by language, culture, ethnicity, gender, sexual orientation, religious affiliation, marital status and ability/disability.
5. Theory refers to own, as well as formal theory.
- 7a. Responding effectively to the interests and aspirations of Māori learners and communities.
- b. Developing knowledge of tikanga Māori, te ao Māori and te reo Māori

Comments:

- (i) The dashed interconnecting ring (_ _ _) indicates that the foci of the seven circles are interconnected in complex ways.
- (ii) The numbers in brackets refer to the Education Council Graduating Teacher Standards (EC GTS).
- (iii) The Education Council Code of Ethics for registered teachers underpins the EC GTS.

* Human Rights Act 1993 No 82 (as at 03 March 2010), Public Act

Principles Underpinning Teacher Education Programmes and Related Graduate Outcomes:

	PRINCIPLES <i>Teacher education programmes will develop:</i>	RELATED GRADUATE OUTCOMES <i>Graduates of initial teacher education programmes will be able to:</i>
1	The skills and understandings that enable teachers to teach in ways that raise overall achievement levels and reduce disparities.	Teach in ways that raise overall achievement levels and reduce disparities.
2	The ability to access, understand, critically appraise and use validated research findings on the impact of teaching interventions on student learning.	Access, understand, critically appraise research findings on the impact of teaching interventions on student learning, and use these findings to improve practice.
3	The ability and disposition to improve practice on the basis of inquiry into the values and assumptions that inform practice and the impacts of practice on students.	Improve their own practice through inquiry into the values, assumptions and dispositions that inform their own and others' practices and into the impacts of those practices on students.
4	The knowledge and skills necessary to practise in ways that are consistent with the Treaty of Waitangi.	Practise in ways that are consistent with the Treaty of Waitangi.
5	The skills and dispositions to respond effectively to the needs and aspirations of Māori students and communities, and to improve educational outcomes for Māori.	Respond effectively to the needs and aspirations of Māori learners and communities and work actively, on the basis of evidence about learning and achievement, to improve educational outcomes for Māori students.
6	The skills and dispositions to respond effectively to Pasifika learners, and the knowledge and skills to improve educational outcomes for Pasifika students.	Respond effectively to Pasifika students and work actively, on the basis of evidence about learning and achievement, to improve educational outcomes for these students.
7	Flexible and accurate understanding of subject matter knowledge, and related te ao Māori dimensions, associated with the core activities of teaching in curriculum areas.	Demonstrate accurate understanding of subject matter knowledge, and related te ao Māori dimensions, associated with the core activities of teaching in curriculum areas and use this knowledge in ways that are responsive to learners.
8	High level skills in teaching approaches that are effective with particular types of content.	Skilfully apply teaching approaches appropriate to particular types of content and monitor these to maximise effectiveness.
9	The ability to inquire into the values and assumptions that underlie and derive from the social, moral and political context of teachers' work.	Inquire into the social, moral and political context of teachers' work and into the values and assumptions that underlie and derive from these contexts.
10	Ability to establish ethical relationships, and to work collaboratively with colleagues and community to improve educational outcomes.	Establish ethical relationships, and work collaboratively with colleagues and community to improve educational outcomes.

Education Council of Aotearoa New Zealand Teacher Standards:

PROFESSIONAL KNOWLEDGE
Standard 1: Graduating Teachers know what to teach
a) have content knowledge appropriate to the learners and learning areas of their programme
b) have pedagogical content knowledge appropriate to the learners and learning areas of their programme
c) have knowledge of the relevant curriculum documents of Aotearoa New Zealand
d) have content and pedagogical content knowledge for supporting English as an Additional Language (EAL) learners to succeed in the curriculum
Standard 2: Graduating Teachers know about learners and how they learn
a) have knowledge of a range of relevant theories and research about pedagogy, human development and learning
b) have knowledge of a range of relevant theories, principles and purposes of assessment and evaluation
c) know how to develop metacognitive strategies of diverse learners
d) know how to select curriculum content appropriate to the learners and the learning context
Standard 3: Graduating Teachers understand how contextual factors influence teaching and learning
a) have an understanding of the complex influences that personal, social, and cultural factors may have on teachers and learners
b) have knowledge of tikanga and te reo Māori to work effectively within the bicultural contexts of Aotearoa New Zealand
c) have an understanding of education within the bicultural, multicultural, social, political, economic and historical contexts of Aotearoa New Zealand
PROFESSIONAL PRACTICE
Standard 4: Graduating Teachers use professional knowledge to plan for a safe, high quality teaching and learning environment
a) draw upon content knowledge and pedagogical content knowledge when planning, teaching and evaluating
b) use and sequence a range of learning experiences to influence and promote learner achievement
c) demonstrate high expectations of all learners, focus on learning and recognise and value diversity
d) demonstrate proficiency in oral and written language (Māori and/or English), in numeracy and in ICT relevant to their professional role
e) use te reo Māori me nga tikanga-a-iwi appropriately in their practice
f) demonstrate commitment to and strategies for promoting and nurturing the physical and emotional safety of learners
Standard 5: Graduating Teachers use evidence to promote learning
a) systematically and critically engage with evidence to reflect on and refine their practice
b) gather, analyse and use assessment information to improve learning and inform planning
c) know how to communicate assessment information appropriately to learners, their parents/caregivers and staff
PROFESSIONAL VALUES & RELATIONSHIPS
Standard 6: Graduating Teachers develop positive relationships with learners and the members of learning communities
a) recognise how differing values and beliefs may impact on learners and their learning
b) have the knowledge and dispositions to work effectively with colleagues, parents/caregivers, families/ whanau and communities
c) build effective relationships with their learners
d) promote a learning culture which engages diverse learners effectively
e) demonstrate respect for te reo Māori me nga tikanga-a-iwi in their practice
Standard 7: Graduating Teachers are committed members of the profession
a) uphold the Education Council's Code of Ethics/Nga Tikanga Matatika
b) have knowledge and understanding of the ethical, professional and legal responsibilities of teachers
c) work co-operatively with those who share responsibility for the learning and wellbeing of learners
d) are able to articulate and justify an emerging personal, professional philosophy of teaching and learning

Faculty of Education and Social Work Academic Roles:

DEAN OF EDUCATION	▪ Professor Graeme Aitken
DEPUTY DEAN	▪ Dr Wayne Smith
ASSOCIATE DEAN INITIAL TEACHER EDUCATION	▪ Dr Fiona Ell
ASSOCIATE DEAN TEACHING and LEARNING	▪ Dr Kirsten Locke
ASSOCIATE DEAN RESEARCH	▪ Associate Professor Martin East
ASSOCIATE DEAN POSTGRADUATE	▪ Associate Professor Richard Pringle
ASSOCIATE DEAN STAFFING	▪ Professor Stephen May
ASSOCIATE DEAN INTERNATIONAL PROGRAMMES	▪ Dr John Hope
ASSOCIATE DEAN PASIFIKA	▪ Dr Tanya Samu
TE TUMU	▪ Professor Cindy Kiro

Teacher Education	
Director Early Childhood Teacher Education	Dr Sandy Farquhar
Director of Primary Programmes	Vivienne Mackisack
Director Secondary Teacher Education	Dr Ngaire Hoben
Director Māori Medium Education	Katarina Edmonds
Programme Leader Bachelor of Physical Education	Rachel Russell
Programme Leader BEd (Tchg) ECE Pasifika Teacher Education	Manutai Leaupepe
Associate Director Early Childhood Teacher Education	Shareen Sapsworth
Associate Director Grad Dip Primary Teacher Education	Paul Heyward
Associate Director Bachelor of Education (Teaching) Primary	Karen Major
Associate Director Secondary Teacher Education	TBA
BEd (Teaching) Programme Co-ordinator (MIT)	Tessa Tupai
Tai Tokerau Co-ordinator	Lindsay Laing

Schools	Heads of School
School of Counselling, Human Services and Social Work	Professor Christa Fouché
School of Critical Studies in Education	Associate Professor Carol Mutch
School of Curriculum and Pedagogy	Associate Professor Helen Hedges
School of Learning, Development and Professional Practice	Dr Richard Hamilton
School of Te Puna Wānanga	Dr Te Kawehau Hoskins

Support Systems:

Where students have questions or concerns about their programme, performance, or personal professional well-being they are urged to seek immediate assistance from an appropriate source. Support for Manukau Institute of Technology campus and Tai Tokerau campus please contact campus staff for details.

Nature of your query or concern:	Who to see:
Academic Success Centre (Student Support) N Block Level 3 foyer	First Year Experience Michael Willimott, ext 48855 Academic English Language Co-ordinator Jenni Bedford, ext 48186 Speech Language Therapist Elaine Tasker, ext 48756 Maths Support Angela Spavin, ext 48217 Careers Services Sue Edwards, ext 88645
Deferral, Resignation, Transfer	Education Student Centre – request appropriate form
Difficulty with course content	Your lecturer/s Academic Success Centre – N Block
Disability Support	Email: disability@auckland.ac.nz Website: www.disability.auckland.ac.nz
Feeling at risk of failure/progress causing concern	Your lecturer/s, Academic Success Centre, Counsellors, Associate Director or Programme Leader, Course Directors, Pouarataki
Financial, Student Association etc.	ETTSA Inc., Budgeting Service, email: epsomhub@ausa.org.nz or phone: (09) 9237294
Health/Medical	Epsom Campus Student Health Service, R Block, ext 48526, DD 623 8889
International Students	Associate Dean International Programmes Dr John Hope, ext 87515
Personal, professional, or confidential issues	Epsom Campus Counsellors: make appointment online under 'Counselling Services' or phone 923-7681
Practicum experience in schools	Please refer to Practicum Contact Details on page 3
Student Allowances/Loans	StudyLink, 0800-889 900
Support for Māori students Te Korowai Atawhai / Māori Student Support Service	Kaitiaki Tauira Māori /Māori Student Support Co-ordinator: Rochai Taiaroa, ext 46388 Kaiāwhina & student study space (contact Rochai for location) Te Puna Wānanga Graduate student space (D Block)
Support for Pasifika students	Pasifika Success Co-ordinator (Level 2 N211) Tim Baice, Academic Co-ordinator, ext 48469
Sylvia Ashton Warner Library	Epsom Campus – Phone: 09 623 8886 Email: library@auckland.ac.nz See University website for hours
Timetable and programme of study. Fails, resits, all changes to your programme	Education Student Centre, A Block

Contact Details for Campuses:

City Campus
Epsom Campus
Manukau Institute of Technology Campus
Tai Tokerau Campus

Phone: 373 7599
Phone: 623 8899
Phone: 968 8765
Phone: 09 470 1000 (or 0800 61 62 63)

Bachelor of Education (Teaching) Pathways and Structure:

Bachelor of Education (Teaching)

The Bachelor of Education (Teaching) qualification consists of 360 points and is available both full-time (three years) and part-time, up to six years. The full-time course of study involves eight 15 point courses per year, four per semester. Each course involves approximately 42 hours face-to-face teaching and approximately 100 hours self-directed study.

The Bachelor of Education (Teaching) is a three-year full-time, and up to six year part time, programme of study leading towards teacher registration. **The Education Council stipulates that this degree must be completed within six years.** It is the student's responsibility to ensure that the qualification is completed within this time. Students who are concerned about completion within this timeframe **MUST** contact the Associate Director/Programme Leader for their programme. The degree has four specialisations, all of which are grounded in the teacher education programme principles, conceptual framework and graduate outcomes. These specialisations are:

Primary Specialisation

The primary specialisation is designed to prepare student teachers to teach effectively in primary and intermediate schools. In addition to broader knowledge, skills and dispositions, the primary specialisation will develop graduates who are well grounded in the curriculum requirements of primary schools. All curriculum areas will be addressed in the first two years of full-time study. In the third year, students will have the opportunity to learn about the curriculum in an integrated way, either through a multi-literacy approach, a year-levels approach, or through a Pasifika, or a Māori education focus.

Huarahi Māori Specialisation

The Huarahi Māori specialisation is designed to prepare student teachers to teach effectively in Māori medium classrooms, including Kura Kaupapa Māori, immersion bilingual and enhancement and enrichment classes. The programme is underpinned by three broad philosophical drivers. These are:

1. Responding effectively to the needs and aspirations of Māori learners and communities (Tino rangatiratanga focus).
2. Developing skills, dispositions and knowledge of tikanga Māori, te ao Māori and te reo Māori (Bicultural focus)
3. Improving educational outcomes for Māori learners on the basis of evidence about learning and achievement (Article 3 – Equity focus).

The Huarahi Māori programme's overarching whakataukī, "***Kia tū tangata te tauira i te ao Māori, i te ao mātauranga whānui tonu***" echoes the programme's commitment to the development of teachers who are: proficient and reflective speakers of te reo Māori; knowledgeable about effective pedagogy including second language learning theory and methodology; knowledgeable about curriculum (*Te Marautanga o Aotearoa and its intent, content and implementation*); inquiring, reflective and open-minded (Māori knowledge and knowledge of wider world); committed to the sustenance of te reo Māori, tikanga Māori (Māori ways of being and doing) and mātauranga Māori (Māori knowledge).

Early Childhood Specialisations

The early childhood specialisation is designed to prepare student teachers to be effective early childhood teachers. This specialisation has components integral to the qualification that acknowledge the generic nature of some aspects of teaching and are therefore, generic to all specialisations. The specialisation, however, also acknowledges the unique aspects and special nature of early childhood education, which is evidenced in the structure of the programme where twelve of the twenty-four courses have been written specially for the early childhood context.

Early Childhood Education Pasifika Specialisation

The early childhood Pasifika specialisation is designed to prepare student teachers to be effective early childhood teachers in Pasifika ECE Centres. This specialisation has components integral to the qualification which acknowledge the generic nature of some aspects of teaching and are therefore, generic to all specialisations. The specialisation, however, also acknowledges the unique aspects and special nature of Pasifika early childhood education, which is evidenced in the structure of the programme where twelve of the twenty-four courses have been written specially for the early childhood context.

Campuses

The Bachelor of Education (Teaching) Primary specialisation is available at the Epsom, Tai Tokerau campuses and at Manukau Institute of Technology.

The Bachelor of Education (Teaching) Huarahi Māori specialisation is available at the Epsom and Tai Tokerau campuses.

2016 Bachelor of Education (Teaching) Programme Overview:

An overview of the 2016 Year for programmes has been placed as a separate link amongst Programme Handbooks under "quick links" on the Faculty of Education and Social Work website.

This overview is also available on the Bachelor of Education (Teaching) Primary Moodle Information site.

Student Meeting Times for 2016:

Epsom campus Early Childhood and Primary specialisations only.

Details for Manukau Institute of Technology campus, Tai Tokerau campus and extra meetings for Huarahi Māori and Pasifika specialisations will be advised separately.

EARLY CHILDHOOD EDUCATION				
Facilitator: Shareen Sapsworth				
1st Year	Monday	7 th March (week 11)	9.30 – 10.30pm	Venue: N3 Programme Meeting
	Monday	4 th April (week 15)	12.30 – 1.30pm	Venue: TBC Programme Meeting
	Monday	2 nd May (week 19)	1 – 2.30pm	Venue : J3 Practicum Orientation
	Monday	16 th May (week 21)	1 – 2.30pm	Venue: J3 Practicum Briefing
	Thursday	15 th Sept (week 38)	11.30 – 12.30pm	Venue: J2 Programme Meeting
2nd Year	Wednesday	24 th Feb (week 9)	12.30 – 1pm	Venue: J2 Programme Meeting
	Thursday	4 th August (week 32)	9.30 – 10.30am	Venue: J2 Programme Meeting
	Tuesday	11 th October (week 42)	1.30 – 2.30pm	Venue: J3 Orientation for EDPRAC 306 in 2017
3rd Year	Monday	21 st March (week 13)	1.00 – 2.30pm	Venue: N3 Introduction to eportfolio
	Monday	17 th October (week 43)	11.30 – 1pm	Venue: J2 Transition – from student to teacher
	Thursday	3 rd Nov (week 45)	1 – 3pm	Venue H205 Farewell

PRIMARY EDUCATION

Facilitator: Karen Major

1st Year	Tuesday	8 March (week 11)	2.45 – 3.45 pm	Venue: J1	Programme Meeting
	Tuesday	12 April (week 16)	2.45 – 4.45 pm	Venue: N431&3	e-Portfolio workshop (x1)
	Tuesday	10 May (week 20)	1.45 – 3.30 pm	Venue: J1	Practicum Orientation
	Tuesday	17 May (week 21)	2.45 – 3.45pm	Venue: J1	Programme Meeting
	Tuesday	24 May (week 22)	1.45 -3.30pm	Venue: N3	Practicum Briefing
	Tuesday	13 Sept (week 38)	2.45 – 4.30 pm	Venue: J1	End of Year Meeting
	Wednesday	14 Sept (week 38)	12.00 – 6.00 pm	Venue: N431&3	e-Portfolio workshop (x1)
2nd Year	Tuesday	15 March (week 13)	2.45 – 3.45 pm	Venue: J1	Programme Meeting
	Tuesday	9 August (week 33)	2.45 – 3.45 pm	Venue: J1	Programme Meeting
	Tuesday	16 August (week 33)	2.30 – 5 pm	Venue: N431&3	e-Portfolio workshop (x1)
		21 Sept (week 39)	2.45 – 4.30 pm	Venue: J1	End of Year Meeting and EDPRAC 305 information
3rd Year	Friday	12 February (on-campus day)		Completed	e-Portfolio workshop (x1)
	Wednesday	26 October (week 44)	8:30 – 10.30	Venue: A325] e-Portfolio final Please select one of these dates to attend
	Wednesday	26 October (week 44)	11:00 – 1.00	Venue: A325	
	Thursday	27 October (week 44)	1:00 – 3:00	Venue: A325	
	Friday	28 October (week 44)	2:30 – 4:30	Venue: A325	

Overview of Specialisations:

Information of each of these specialisations can be found on the following pages:

- **BEd (Tchg) Primary Specialisation Overview**
BEd (Tchg) Primary Programme of Study
- **BEd (Tchg) Huarahi Māori Specialisation Overview**
BEd (Tchg) Huarahi Māori Programme of Study
- **BEd (Tchg) ECE Specialisation Overview**
BEd (Tchg) ECE Programme of Study
- **BEd (Tchg) ECE/Pasifika Specialisation Overview**
BEd (Tchg) ECE/Pasifika Programme of Study

Bachelor of Education (Teaching) Primary Specialisation

History and Society in NZ Education EDUC 118 (Stage 1)	Development, Learning and Teaching EDUC 119 (Stage 1)	The Professional Teacher Primary 1 EDPRAC 101 (Stage 1)	General Education/ENGLISH 121G	Language and Literacy Education Primary 1 EDCURRIC 102 (Stage 1)	Primary Mathematics and Statistics Education 1 EDCURRIC 104 (Stage 1)	Arts Education Primary EDCURRIC 101 (Stage 1)	Hapai Akonga EDPROFST 100 (Stage 1)
Assessment for Learning and Teaching EDPROFST 214 (Stage 2)	Promoting Achievement for Diverse Learners EDPROFST 205 (Stage 2)	Practicum Primary 2 EDPRAC 201 (Stage 2)	General Education	Health and Physical Education EDCURRIC 103 (Stage 1)	Primary Mathematics and Statistics Education 2 EDCURRIC 204 (Stage 2)	Science Education Primary EDCURRIC 105 (Stage 1)	Social Studies Education Primary EDCURRIC 106 (Stage 1)
Politics, Philosophy and Education EDUC 321 (Stage 3)	The Professional Teacher EDPROFST 313 (Stage 3)	Practicum: Enabling Achievement Primary EDPRAC 305 (Stage 3)		Languages and Literacy Education Primary 2 EDCURRIC 202 (Stage 2)	OPTION	OPTION	OPTION

- Generic to all pathways as well as BPE
- Parts are generic to all pathways

■ Optional strand

2016 BEd (Tchg) Primary Programme of Study

Year One

Course No	Course Title	Credits
EDUC 118	History and Society in NZ Education	15
EDUC 119	Development, Learning and Teaching	15
EDPRAC 101	The Professional Teacher Primary 1	15
EDPROFST 100	Hapai Akonga	15
EDCURRIC 101	Arts Education Primary	15
EDCURRIC 102	Language and Literacy Education Primary 1	15
EDCURRIC 104	Primary Mathematics and Statistics Education 1	15
ENGLISH 121G	If required to complete AELR (Academic English Language Requirement) you must enrol in ENGLISH 121G . OR If you meet the Academic English Language Requirement	15
OR General Education		
Total		120

Year Two

Course No	Course Title	Credits
EDPRAC 201	Practicum Primary 2	15
EDPROFST 205	Promoting Achievement for Diverse Learners	15
EDPROFST 214	Assessment for Learning and Teaching	15
EDCURRIC 103	Health and Physical Education	15
EDCURRIC 105	Science Education Primary	15
EDCURRIC 106	Social Studies Education Primary	15
EDCURRIC 204	Primary Mathematics and Statistics Education 2	15
General Education	General Education	15
Total		120

Year Three

Course No	Course Title	Credits
EDUC 321	Politics, Philosophy and Education	15
EDPRAC 305	Practicum: Enabling Achievement Primary	30
EDPROFST 313	The Professional Teacher	15
EDCURRIC 202	Languages and Literacy Education Primary 2	15
PLUS	3 Optional Courses (See UoA Calendar for descriptors)	45
Total		120

Tohu Mātauranga (Whakaakoranga): Huarahi Māori
Bachelor of Education (Teaching): Huarahi Māori Specialisation

These courses are generic to Huarahi Māori, Primary and ECE Specialisations

These courses have some aspects in common with Primary and ECE Specialisation

These Courses Have Māori and English Medium Equivalency

These courses are specific to Huarahi Māori Specialisation

Tau Tuatahi Year One	Te Whanaketanga me te Ako EDUCM 119 Stage 1	Ngā Toi: He Whakatakinga EDCURRM 101 Stage 1	Pāngarau: He Whakatakinga EDCURRM 104 Stage 1	Te Pou Tāwharau Tikanga Māori EDPROFM 109 Stage 1	He Tirohanga ki te Mātauranga EDUCM 118 Stage 1	Pakirehua Ngāio: Te Ao Pouako EDPRACM 101 Stage 1	Te Reo Matatini Te Pihinga EDCURRM 102 Stage 1	General Education/ ENGLISH 121G
Tau Tuarua Year Two	Te Aromatawai mō te Ako me te Whakaako EDPROFM 214 Stage 2	Tikanga āIwi: He Whakatakinga EDCURRM 106 Stage 1	Pūtaiao: He Whakatakinga EDCURRM 105 Stage 1	Noho ā kura: Te Taiao Ako EDPRACM 201 Stage 2	Te Whiringa Pūmau o te Reo EDPROFM 209 Stage 2	Te Whakatairanga Paetae mō te Ākonga EDPROFM 205 Stage 2	Te Whaiora EDCURRM 103 Stage 1	General Education Stage 1
Tau Tuatoru Year Three	Te Ao Tōrangapū me te Mātauranga EDUCM 321 Stage 3	Te Reo Matatini Te Puanga EDCURRM 202 Stage 2	Pāngarau: Te Whakaako EDCURRM 204 Stage 2	Noho ā kura Te Whakatairanga Paetae Mātauranga EDPRACM 302 Stage 3	Noho ākura Te Whakatairanga Paetae Mātauranga EDPRACM 302B Stage 3	Te Pouako Ngaio EDPROFM 313 Stage 3	Tū Tangata* EDCURRM 304 Stage 3	Te Pae Tawhiti kia Tata* EDPROFM 309 Stage 3

*Kia möhio mai: * =he köwhiringa*

2016 Te Hōtaka o Te Huarahi Māori Huarahi Māori Programme of Study

TAU 1 / Year 1

Tau Kōwae Ako Course No	Ingoa Kōwae Ako Course Title	Whiwhinga Credits
EDUCM 118	He Tirohanga ki te Mātauranga i Aotearoa History and Society in New Zealand Education	15
EDUCM 119	Te Whanaketanga me te Ako Development, Learning and Teaching	15
EDPRACM 101	Pakirehua Ngaio: Te Ao Pouako Practicum 1	15
EDPROFM 109	Te Pou Tāwharau Tikanga Māori	15
EDCURRM 101	Ngā Toi: He Whakatakinga Arts Education	15
EDCURRM 102	Te Reo Matatini: Te Pihinga Literacy Education	15
EDCURRM 104	Pāngarau: He Whakatakinga Maths and Stats Education 1	15
ENGLISH 121G OR General Education	If required to complete AELR (Academic English Language Requirement) you must enrol in ENGLISH 121G . OR If you meet the Academic English Language Requirement	15
Tapeke/Total		120

TAU 2 / Year 2

Tau Kōwae Ako Course No	Ingoa Kōwae Ako Course Title	Whiwhinga Credits
EDPROFM 205	Te Whakatairanga Paetae mō te Ākonga Promoting Achievement for Diverse Learners	15
EDPROFM 209	Te Whiringa Pūmau o te Reo	15
EDPROFM 214	Te Aromatawai mō te Ako me te Whakaako Assessment for Learning and Teaching	15
EDPRACM 201	Noho ā kura: Te Taiao Ako Practicum 2	15
EDCURRM 103	Te Whaiora Health & Physical Education	15
EDCURRM 105	Pūtaiao: He Whakatakinga Science Education	15
EDCURRM 106	Tikanga ā iwi: He Whakatakinga Social Studies Education	15
	General Education	15
Tapeke/Total		120

TAU 3 / Year 3

Tau Kōwae Ako Course No	Ingoa Kōwae Ako Course Title	Whiwhinga Credits
EDUCM 321	Te Ao Tōrangapū me te Mūtauranga Politics, Philosophy and Education	15
EDPROFM 309	Te Pae Tawhiti Kia Tata	15
EDPROFM 313	Te Pouako Ngaio The Professional Teacher	15
EDPRACM 302A	Noho ā kura: Te Whakatairanga Paetae Mātauranga Practicum 3	15
EDPRACM 302B	Noho ā kura: Te Whakatairanga Paetae Mātauranga Practicum 4	15
EDCURRM 202	Te Reo Matatini: : Te Puanga 2	15
EDCURRM 204	Pāngarau: Te Whakaako Primary Mathematics and Statistics Education 2	15
EDCURRM 304	Tū Tangata	15
Tapeki/Total		120

Bachelor of Education (Teaching) ECE Specialisation

These courses are generic with the primary pathway- so have the same course number as the primary courses

These courses have some parts of their content the same as primary and some different so are a separate number from the primary specialisation.

The yellow boxes are specific to the early childhood specialisation.

The green boxes have Pasifika ECE Specialisation medium equivalency.

History and Society in NZ Education EDUC 118 Stage 1	The Professional Teacher ECE 1 EDPRAC 102 Stage 1	Development, Learning and Teaching EDUC 119 Stage 1	Hauora: Early Years Wellbeing EDPROFST 101 Stage 1	Science in the Early Years EDCURRIC 115 Stage 1	Visual Arts in the Early Years EDCURRIC 116 Stage 1	General Education/ ENGLISH 121G	Hapai Akonga EDPROFST 100 Stage 1
Assessment for Learning and Teaching EDPROFST 214 Stage 2	Te Whariki for Diverse Learners EDPROFST 204 Stage 2	Practicum ECE 2 EDPRAC 202 Stage 2	General Education	Music in the Early Years EDCURRIC 114 Stage 1	Mathematics in the Early Years EDCURRIC 212 Stage 2	Languages and Literacies EDCURRIC 211 Stage 2	Infants/Toddlers Pedagogies EDPROFST 200 Stage 2
Politics, Philosophy and Education EDUC 321 Stage 3	The Professional Teacher EDPROFST 313 Stage 3	Practicum: Enabling Achievement Early Childhood EDPRAC 306 Stage 3		Social Sciences Education EDCURRIC 213 Stage 2	Dance /Drama in the Early Years EDCURRIC 110 Stage 1	Play and Pedagogy EDPROFST 304 Stage 2	Hauora: Early Years Movement EDCURRIC 112 Stage 1

2016 BEd (Tchg) ECE Programme of Study

Year One

Course No	Course Title	Credits
EDUC 118	History and Society in NZ Education	15
EDUC 119	Development, Learning and Teaching	15
EDPRAC 102	The Professional Teacher Early Childhood 1	15
EDPROFST 100	Hāpai Akonga	15
EDPROFST 101	Hauora: Early Years Wellbeing	15
ENGLISH 121G	If required to complete AELR (Academic English Language Requirement) you must enrol in ENGLISH 121G .	15
OR General Education	If you meet the Academic English Language Requirement you make take any other General Education Course	
EDCURRIC 115	Science in the Early Years	15
EDCURRIC 116	Visual Arts in the Early Years	15
Total		120

Year Two

Course No	Course Title	Credits
EDPROFST 204	Te Whāriki for Diverse Learners	15
EDPROFST 214	Assessment for Learning and Teaching	15
EDPRAC 202	Practicum Early Childhood 2	15
EDCURRIC 114	Music in the Early Years	15
EDPROFST 200	Infants/Toddlers Pedagogies	15
EDCURRIC 211	Languages and Literacies	15
EDCURRIC 212	Mathematics in the Early Years	15
	General Education	15
Total		120

Year Three

Course No	Course Title	Credits
EDUC 321	Politics, Philosophy and Education	15
EDPROFST 313	The Professional Teacher	15
EDPRAC 306	Practicum: Enabling Achievement Early Childhood	30
EDCURRIC 110	Dance/Drama in the Early Years	15
EDCURRIC 112	Hauora: Early Years Movement	15
EDCURRIC 213	Social Sciences Education	15
EDPROFST 304	Play and Pedagogy	15
Total		120

Bachelor of Education (Teaching) ECE Pasifika Specialisation

These courses are generic within the BEd(Tchg)

These courses have some parts the same as general courses and some different so need separate number from the general pathway

These courses are unique to the BEd(Tchg) ECE-Pasifika specialisation

These courses have the same title as ECE-Pasifika curriculum courses, & will share most learning outcomes & content. Pasifika specialisation content includes Pasifika approaches to enabling all learners, & the use of Pasifika languages & cultures in teaching & learning in this course area

History and Society in NZ Education EDUC 118 Stage 1	Faiakoga o akoga kamata 1 [Professional Teacher 1 ECE Pasifika] EDPRACPK 102 Stage 1	Development, Learning and Teaching EDUC 119 Stage 1	Nai vakarau ni vuli ka ena Pasifika [Te Whāriki and Pasifika Pedagogy] EDCURRPK 120 Stage 1	Apii taieni I nga mataiti mua [Science in the Early Years - Pasifika] EDCURRPK 115 Stage 1	<i>Pe mafai vefea e ki tatou oi tamaiti aoga Pasifika</i> [Learning in Pasifika Contexts] EDPROFPK 102 Stage 1	General Education/ENGLISH 121G	Hapai Akonga EDPROFST 100 Stage 1
Assessment for Learning and Teaching EDPROFST 214 Stage 2	Te Whariki for Diverse Learners EDPROFST 204 Stage 2	Practicum Early Childhood 2 EDPRAC 202 Stage 2	General Education (Stage 1)	Lafilafiaga Tautufuga Pasifika [Integrating Pasifika Arts] EDCURRPK 116 Stage 1	Fika 'i he Fanau liki [Mathematics in the Early Years - Pasifika] EDCURRPK212 Stage 2	Gagana ma lana matafaioi [Language and Literacies - Pasifika] EDCURRPK211 Stage 2	Aoaoga o fanau laiti [Infants/Toddler Pedagogies - Pasifika] EDCURRPK 210 Stage 2
Politics, Philosophy and Education EDUC 321 Stage 3	The Professional Teacher EDPROFST 313 Stage 3	Practicum: Enabling Achievement Early Childhood EDPRAC 306 Stage 3		Moui fakaagaga I loto he tau Aoga Fanau Ikiiki he Pasifika [Spirituality and Young Pasifika Children] EDCURRPK 322 Stage 1	Su'esu'ega loloto i le fa'aaogaina o gagana [Critical Investigation in the Role of Pacific Languages in Education] EDCURRPK 353 Stage 2	Tuvatuva vakarautaki ena vuli me qito [Play and Pedagogy - Pasifika] EDCURRPK 313 Stage 3	Moui olaola [Holistic Development - Pasifika] EDCURRPK 121 Stage 1

2016 BEd (Tchg) ECE/Pasifika Programme of Study

Year One

Course No	Course Title	Credits
EDUC 118	History and Society in New Zealand Education	15
EDUC 119	Development, Learning and Teaching	15
EDPRACPK 102	Faiakoga o akoga kamata 1 [Professional Teacher 1 ECE Pasifika]	15
EDPROFST 100	Hapai Akonga	15
EDPROFPK 102	Pe mafai vefea e ki tatou oi tamaiti aoga Pasifika [Learning in Pasifika Contexts]	15
ENGLISH 121G OR General Education	If required to complete AELR (Academic English Language Requirement) you must enrol in ENGLISH 121G . If you meet the Academic English Language Requirement you make take any other General Education Course	15
EDCURRPK 115	Apii taieni I nga mataiti mua [Science in the Early Years - Pasifika]	15
EDCURRPK 120	Na i vakarau ni vuli ka ena Pasifika [Te Whaariki & Pasifika Pedagogy]	15
Total		120

Year Two

Course No	Course Title	Credits
EDPROFST 204	Te Whariki for Diverse Learners	15
EDPROFST 214	Assessment for Learning and Teaching	15
EDPRAC 202	Practicum Early Childhood 2	15
EDCURRPK 116	Lafilafiaga Tautufuga Pasifika [Integrating Pasifika Arts]	15
EDCURRPK 210	Aoaoga o fanau laiti [Infants/Toddler Pedagogies – Pasifika]	15
EDCURRPK 211	Gagana ma lana matafaioi [Languages and Literacies - Pasifika]	15
EDCURRPK 212	Fika `I he Fanau liki [Mathematics in the Early Years – Pasifika]	15
Gen Ed	Gen Ed	15
Total		120

Year Three

Course No	Course Title	Credits
EDUC 321	Politics, Philosophy and Education	15
EDPROFST 313	The Professional Teacher	15
EDPRAC 306	Practicum: Enabling Achievement Early Childhood	30
EDCURRPK 121	Moui olaola [Holistic Development - Pasifika]	15
EDCURRPK 322	Moui fakaagaga I loto he tau Aoga Fanau Ikiiki he Pasifika [Spirituality and Young Pasifika Children]	15
EDCURRPK 353	Su'esu'ega loloto i le fa'aagaina o gagana [Critical Investigation in the Role of Pacific Languages in Education]	15
EDCURRPK 313	Tuvatuva vakarautaki ena vuli me qito [Play & Pedagogy - Pasifika]	15
Total		120

Practicum:

Introduction

EDPRAC/EDPRACM courses comprise an on-campus class component and a practicum experience. The courses are EDPRAC 101/102 & EDPRACM 101, EDPRAC 201/202 & EDPRACM 201, and EDPRAC 305/306 & EDPRACM 302A/B.

Students should note EDPRAC and EDPRACM dates/times. Full attendance at both the on-campus classes and the practicum is a requirement of the course learning outcomes.

Practicum Placements

Before enrolling in a practicum course, students must ensure that they have accrued the required number of pre-requisite points, met their DELNA requirements and have passed the necessary pre-requisite courses. Students can check their status with the Education Student Centre or online at Student Services Online (go to 'Advisement').

Practicum Course	Pre-requisite points required	Pre-requisite course required
EDPRAC 101/102 EDPRACM 101	Any 45 points in BEd (Tchg) schedule	None
EDPRAC 201/202 EDPRACM 201	Any 75 points in BEd (Tchg) schedule	EDPRAC 101/102 EDPRACM 101
EDPRAC 305/306 EDPRACM 302A/B	Any 180 points in BEd (Tchg) schedule	EDPRAC 201/202 EDPRACM 201

If a student is out of synchrony with his/her cohort due to failure, deferral, withdrawal, being part-time or for any other reason, they must confirm with the Education Student Centre that they are eligible to enrol and can be assigned to a block that does not affect attendance during other courses. Out-of-schedule placements may be made in exceptional circumstances, and only after consultation with the Practicum Course Co-ordinator. Students cannot assume that out-of-schedule placement times available in previous years will be available in the current year. Students should consult with the relevant practicum co-ordinator and **confirm their enrolment arrangements** before making any personal arrangements in order to avoid the possibility of conflicting commitments.

Procedures

Students may **not** approach a school or centre to organise their own placement. Students may only approach a school or centre when a confirmed placement has been emailed to the student's university email address

Please note while every endeavour will be made to place you in your area of choice, it is the responsibility of the Practicum Placement Co-ordinator to assign you to a designated school/centre. You may therefore be required to travel.

Requests for placement in schools and centres are made at the time of enrolment, via our practicum online process. Once enrolled, you will be provided with the link to allow you to complete the Practicum Placement Request Form:

<https://placements.education.auckland.ac.nz>.

Once you are directed to the Practicum Placement Request Form you will be provided with a list of schools/centres. At this stage of the process the list does not advise school/centre availability. You will be asked to indicate a range of schools/centres that you can travel to.

A practicum placement is an official arrangement between the faculty and the school. Faculty requests must be made to schools/centres within stated timeframes for your

practicum placement and so it is important that you complete your Practicum Placement Request Form promptly. Students will be advised in advance of their school/centre placement. **Requests for any changes must be made through the Practicum Placement Co-ordinator.** After placement requests have been made to schools/centres, no changes can be considered except in exceptional circumstances.

Should no requested schools or centres be able to confirm a student's placement, the student will be informed via their university student email address and asked to make contact with the appropriate practicum placement co-ordinator.

Students who do not submit a request for placement in schools/centres within the stated timeframe may have their placement delayed or arranged for them without consultation.

When a change in a student's circumstances means that s/he is unable to proceed with a placement that has been confirmed the student **must contact** the Practicum Placement Co-ordinator immediately.

If you experience a problem using the online system, please contact the relevant Practicum Placement Co-ordinator at Epsom or Tai Tokerau.

If you have concerns about past convictions for specified offences or whether you could be assessed to pose an undue risk to the safety of children, you should notify us by emailing esc.manager@auckland.ac.nz. You should note that the Criminal Records (Clean Slate) Act 2004 does not apply to Police vets conducted to perform safety checks of core children's workers under the Vulnerable Children Act 2014, even if it would normally permit that person to conceal their criminal convictions.

Placement Requirements/Restrictions

(Placement restrictions with regard to links with practicum schools/centres)

Students may not be placed for practicum in a school/centre where:

1. A member of their family attends as a student or as a staff member;
2. The student or their family has been or is currently employed in any paid or voluntary capacity;
3. The student has submitted an application and/or is under consideration for a teaching position;
4. The student or a member of their family has a personal relationship with any member of the school/centre staff or Board of Trustees or Management Committee.

Requests for an 'Out of Area' Placement (i.e., out of Auckland or out of Tai Tokerau)

For the purposes of practicum placements, Auckland is defined as an area between and inclusive of Pōkeno in the south and Warkworth in the north. For the purposes of practicum placements, Tai Tokerau is defined as north of and inclusive of Warkworth.

Practicum Courses

There are pathway specific requirements for practicum placements:

➤ **Bachelor of Education (Teaching) Primary Specialisation**

Each student teacher must experience:

- practicum across a range of learner age settings
- at least one practicum in a school where the decile falls within the 1-4 range.

Where possible, one practicum should be completed in a Normal or other Primary Partner School. Students should attempt to cover a range of localities.

Attendance during Practicum

Full attendance is expected during practicum. Non-attendance will put a student's ability to meet learning outcomes at risk. Once practicum dates are confirmed an agreement exists between the student, the faculty and the school/centre in which the student is placed. No alteration is made to dates without the consent of all parties (Refer to the Practicum Handbook for more detail).

Requests for Leave during Practicum

At times students require leave during practicum. In all cases the Practicum Course Co-ordinator has oversight over leave that is approved. Applications for leave are made on the **Request for Leave during Practicum** form available from the Practicum Office and individual programme resource avenues (e.g., Bachelor of Education (Teaching) Primary Information Moodle - *Forms*). (Refer to the Practicum Handbook for more detail regarding *anticipated and unanticipated leave*)

Leave is not granted to attend work-related commitments. Leave, known in advance, must be applied for through the Practicum Course Co-ordinator and will be granted only in exceptional circumstances. Important note: It is the University of Auckland's responsibility to confirm that graduates meet 'satisfactory teacher' criteria for registration and provisional certification by the Education Council. The university must have confidence that graduates are reliable (e.g., can "take on responsibilities with due regard for time and place") and professional (e.g., is unlikely to be "absent from duty without valid excuse").

Please Note:

Your on-campus classes are structured to prepare you for your practicum experiences out in schools. These classes are an important and integral part of preparing you for the practicums and your future teaching profession. In our experience, students who miss lectures and/or workshops are often inadequately prepared for their practicums. **We reserve the right to not allow you a place in practicum where we determine that you are not sufficiently prepared.** This could result in failure of the practicum course in which you are enrolled. Should exceptional circumstances arise regarding attendance, students need to contact their practicum course lecturer directly as soon as possible.

Concerns during Practicum

If a situation of concern arises within the school/centre you must remain at the school/centre until the situation has been dealt with. Students should not leave the school/centre without confirmation (from the Practicum Course Co-ordinator or University Supervisor/Visiting Lecturer or Principal/Head Teacher) that this is the appropriate course of action. Leaving the school/centre without confirmation under any circumstances may amount to voluntarily terminating the practicum and may result in a failure for the course.

As a student teacher, you are placed in the school/centre on the basis of an invitation from the school/centre for you to be there. If, for any reason, the school/centre wishes to rescind your invitation and to terminate your placement, this may also be ground for a failure in the practicum course.

➤ Bachelor of Education (Teaching) Primary - Huarahi Māori Specialisation

Each student should experience a practicum across a range of levels (i.e., years 1-3; years 4-6; years 7-8). Each student should experience TWO placements in a Māori medium classroom setting. (See Ministry of Education definition of 'Māori medium'.)

Placement out of zone must be made by written request to the appropriate kaikōtuitui noho ā kura (Practicum Course Co-ordinator).

➤ **Bachelor of Education (Teaching) Early Childhood Pathway and Pasifika ECE Specialisation**

Placements must include:

- A range of settings (variables from the range of: sessional services, full day services, public kindergarten, placement with infants and toddlers, multicultural, special nature services)
- At least one assessed practicum will be in a public kindergarten and at least one in a setting with a student focus on infants and toddlers.
- Pasifika students may be placed in Pasifika settings such as aoga amata or punanga reo, as well as English medium kindergarten or childcare centres as required.

Early Childhood – Community Placements

An opportunity for a special placement occurs for all students in this programme at the beginning of year three.

Resolving Concerns during Practicum

Where students have concerns during practicum they must contact their Professional Supervisor in the first instance, and follow the procedures as outlined in the practicum handbook. A copy of the current practicum handbook is provided as a course resource in Canvas. Professional behaviour/responsibility is expected at all times. A decision to discontinue a practicum will result in a DNC (Did Not Complete) grade and require students to repeat the entire course including practicum placement. (Please refer to Repeated Fails).

Withdrawal from practicum courses

Where exceptional circumstances exist that require a student to withdraw from a practicum, the student **must** contact the appropriate Practicum Course Co-ordinator (Epsom, Huarahi Māori, and Tai Tokerau) **and** seek advice from appropriate Education Student Centre personnel with regard to the formal process to be followed. (Refer University of Auckland Calendar – Enrolment and Programme Regulations: <http://www.calendar.auckland.ac.nz/regulations/academic/enrolment-and-programme.html>)

While it is important to advise the Associate Teacher, Professional Supervisor/Visiting Lecturer and/or Practicum Course Co-ordinator of a decision to withdraw, this does not constitute an official withdrawal from the course. A student must action a withdrawal from a course through the Faculty of Education and Social Work Student Services Online website: <http://www.studentservices.auckland.ac.nz/uoal/>

Assessment of a practicum involving school or centre placement

Practicum credits are awarded on successful achievement of practicum learning outcomes. It is an Education Council requirement that the practicum has specific learning outcomes that are supervised and assessed by the professional supervisor, recognising the advice and feedback provided by the associate teacher.

Summative assessment of the student teacher's learning in the practicum will be based upon professional judgement in relation to their achievement of the learning outcomes and assessment criteria for each course. To gain a pass for the course, student teachers must achieve all of the learning outcomes.

Towards the end of the practicum, student teacher performance is jointly reviewed by the associate teacher, the student teacher, and the professional supervisor. While the final assessment is made by the professional supervisor, the contribution of all parties to this summative assessment meeting is particularly important. The Practicum Course Co-ordinator and Course Director have ultimate responsibility for the decision.

At the discretion of the Practicum Course Co-ordinator, a student who has narrowly failed to meet a small number of performance criteria for a practicum course may be invited, at

no extra cost to the student, to complete additional placement of no more than two weeks duration to demonstrate achievement of these criteria. Where satisfactory achievement is not demonstrated, no extension of this additional placement will be granted and the student will have to apply for permission to re-enrol in the course.

NOTE: It is the student's responsibility to ensure that all necessary practicum documentation is completed and delivered to the Practicum Office. For primary students, a follow-up meeting with the Professional Supervisor/Visiting Lecturer to confirm assessment is required.

Confidentiality during Practicum

The Privacy Act (1993) controls how agencies (i.e., individuals or organisations) collect, use, disclose, store, and give access to personal information. There are twelve Information Privacy Principles which set out rules and exceptions to those rules. In schools/centres, as individuals and organisations, we must be informed about and adhere to the requirements of the Privacy Act. However, for students on practicum, Principle 1 - Purpose of Personal Information, Principle 4 - Manner of Collection of Personal Information, Principle 10 - Limits on Use of Personal Information, and Principle 11 - Limits on Disclosure of Personal Information are particularly relevant. (Refer:

<http://www.legislation.govt.nz/act/public/1993/0028/latest/whole.html>

Students should familiarise themselves with and adhere to school/centre policies that relate to confidentiality and the Privacy Act. In particular the following should be noted:

- Students wishing to photograph, audiotape, or videotape children or their work must ensure that the associate teacher is consulted in the first instance and that school/centre policy is strictly adhered to. Early childhood students must ensure that ethical procedures are followed as outlined in the practicum handbook.
- Information gained about children, their family/whānau, staff, other student teachers while on practicum must be kept confidential in accordance with Principles 10 and 11 of the Privacy Act 1993.

Please note that this does not preclude disclosing information through the appropriate channel regarding any concerns about the life or health of children (Principle 10d, (i) and (ii)) or; using the information in a form in which the individual concerned is not identified (Principle 10f, (i)).

Students should also note the Education Council's definition of 'Good Character and Fit to be a Teacher' which includes promoting and nurturing the safety of learners within a teacher's care as well as being reliable and trustworthy in carrying out duties.

(Refer <http://www.teacherscouncil.govt.nz/required/goodcharacter2007.stm>)

Students should also note the Education Council NZ Council Code of Ethics for Registered Teachers. (Refer <http://educationcouncil.org.nz/content/code-of-ethics-certificated-teachers>)

Students are required to show student (photo) ID as proof of identity when entering the school/centre.

Students with Family Responsibilities

It is not permissible to take babies and young children on practicum. Students must either make their own private arrangements for the care of their babies and young children during practicum or defer their practicum to a more suitable time.

For further details of placement requirements and procedures, and requirements for professional conduct on practicum, please refer to programme specific practicum handbooks.

Please Note:

Your on-campus classes are structured to prepare you for your practicum experiences out in schools. These classes are an important and integral part of preparing you for the practicums and your future teaching profession. In our experience, students who miss lectures and/or workshops are often inadequately prepared for their practicums. **We reserve the right to not allow you a place in practicum where we determine that you are not sufficiently prepared.** This could result in failure of the practicum course in which you are enrolled. Should exceptional circumstances arise regarding attendance, students need to contact their practicum course lecturer directly as soon as possible.

Vulnerable Children Act

Every student applying for admission or admitted to an Initial Teacher Education programme or Bachelor of Social Work, Postgraduate Diploma in Counselling Theory, Master of Counselling and Master of Social Work Professional programme will be subject to safety checks under the Vulnerable Children Act 2014. A safety check includes (but is not limited to) a New Zealand Police vet and an assessment of the risk, if any, that the student would pose to the safety of children if employed or engaged as a children's worker. If a student enrolled in an Initial Teacher Education, Counselling or Social Work programme is found to have been convicted of a specified offence (as listed in Schedule 2 of the Vulnerable Children Act) or otherwise assessed to pose an undue risk to the safety of children, they may not be permitted to perform the required practical work and so be unable to complete the programme. Please refer to the legislation [here](#) for more information.

If you have concerns about past convictions for specified offences or whether you could be assessed to pose an undue risk to the safety of children, you should notify us by emailing esc.manager@auckland.ac.nz. You should note that the Criminal Records (Clean Slate) Act 2004 does not apply to Police vets conducted to perform safety checks of core children's workers under the Vulnerable Children Act 2014, even if it would normally permit that person to conceal their criminal convictions.

Academic Success Centre:

The Academic Success Centre (ASC) is the academic support service for all students of the university. There is an ASC located on the third level of N Block at the Epsom campus for all students of the Faculty of Education and Social Work of the University of Auckland.

The staff in this area and their roles are:

- Hilary van Uden, Student Learning Co-ordinator, N321, Extn 46316 and a team from the City Student Learning Centre on a daily basis, N329
- Jenni Bedford, Academic English Language Support, N323, Extn 48186
- Elaine Tasker, Speech Language Therapist, N324, Extn 48756
- Angela Spavin, Mathematics Support, Extn 48217

The Centre has been set up as a student working area as well as a place where students are able to seek support. Complementary to the excellent facilities available in the Library, there are 12 computers in the main area of the centre for students' general use. There are also several tables in the main area where students are able to work in groups.

The ASC is central in its location to the Library and to other support services and this area has the potential to be pivotal to student life and well-being in the faculty.

Other support for students (and no less important):

- Rochai Taiaroa, Māori Student Support Co-ordinator, E7, Extn 46388
- Meryl Ulugia-Pua, Co-ordinator Pasifika Success (PS), N Block Level 2, Extn 48367
- Chris Moselen, Library Manager, Extn 48973
- Counsellors, Student Health Centre, R Block
- Rebekah Williams, Disability Services, Extn 48459

Assessment:

Academic Progress Reviews

At undergraduate level to maintain the status of 'good' academic standing a student is required to pass at least 50% of points enrolled in any one semester. Failure to meet the 50% threshold will mean that a student's academic status in their next semester of study will be reviewed by the Associate Director BEd (Tchg) Primary or nominee.

Assessment and Grading Scale

Assessment comprises examinations and coursework. Examinations are run centrally. Programme coursework refers to all other assessments (assignments, seminars, practicum, tests etc.).

1. In courses that involve coursework and examinations students must complete **both** components to the satisfaction of the examiners.
2. In courses that only include coursework students must complete to the satisfaction of the examiners such oral, practical, written or other tests and assignments as have been prescribed for the completion of the course.
3. In any course, students must complete **all** assignments.
4. In any course that has a practicum component, a student must pass all components in order to have passed that course as a whole.
5. Course results are reported as grades. There are ten pass grades and three fail grades as set out below

Course results are reported as grades. There are ten pass grades and three fail grades as set out below.

Grade	Description	Grade Point	Percentage
A+	High first	9	90-100
A	Clear first	8	85-89
A-	Bare first	7	80-84
B+	High second	6	75-79
B	Clear second	5	70-74
B-	Bare second	4	65-69
C+	Sound pass	3	60-64
C	Pass	2	55-59
C-	Marginal pass	1	50-54
Conceded Pass		1	
D+	Marginal fail	0	45-49
D	Clear fail	0	40-44
D-	Poor Fail	0	0-39

- To reduce student confusion about the award of marks a clear marking schedule or specific feedback should be provided that identifies the characteristics that led to the award of the marks.
- The development of assessment criteria for coursework should be adapted from the general university expectations for grade-level performance set out below:

Example of a Grading System and descriptors relating to student attainment

GRADE	% VALUE	DESCRIPTION
A +	90 – 100	Work of high to exceptionally high quality showing excellent knowledge and understanding of subject matter and appreciation of issues; well formulated arguments based on strong and sustained evidence; maps and diagrams, graphs and tables, etc included where appropriate; relevant literature referenced; high level of creative ability, originality and critical thinking; excellent communication and presentation skills.
A	85 – 89	
A -	80 - 84	
B +	75 – 79	Work showing good to strong grasp of subject matter and understanding of major issues though not necessarily of the finer points; arguments clearly developed and based on convincing evidence; relevant literature referenced; evidence of creative ability, originality and critical thinking; good communication and presentation skills.
B	70 – 74	
B -	65 - 69	
C +	60 – 64	Work showing a knowledge of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments developed and supported by some evidence and references; creative ability, originality and critical thinking present but limited; adequate communication and presentation skills.
C	55 – 59	
C -	50 - 54	
D +	45 – 49	Work lacking breadth and depth. Work generally has gaps. Frequently work of this grade takes a simple factual approach and understanding and coverage of material is inadequate; does not attempt to interpret the material; at the lower end, indicates a need for considerable effort to achieve improvement; communication and presentation skills are poor.
D	40 - 44	
D-	0 - 39	Highly unsatisfactory. Work shows a lack of knowledge about and understanding of the topic. Inadequate in degree of relevance, sometimes completeness, sometimes both. Communication and presentation skills are weak.

Please note that the attainment descriptors must be adapted to different levels of learning or degree study.

Canvas

In 2016 a large number of assignments will be able to be electronically submitted via the Learning Management System, Canvas.

Paper based and other non-electronic submissions will continue to be collected at the designated on-campus locations. These should be submitted with the coversheet that will be available via the Cover Sheet link located in the left hand navigation bar in your Canvas course site. The coversheets will be individualised with a QR code that will be scanned on receipt.

All non-electronic assignments are handed in at the campus where you attend the course (unless your lecturer advises otherwise).

Please see below for details of drop off locations and their opening hours:

- | |
|---|
| <ul style="list-style-type: none"> Epsom Campus (except Flexi Learning: see below): A114A (The Assignment Centre/Cashier's Office opposite the Education Student Centre is open Monday – Friday, from 9.30am – 4pm during semester, and reduced hours during semester breaks). Drop box to on left hand wall; after-hours drop box located beside the main entrance. |
| <ul style="list-style-type: none"> City Campus: Drop box for Liberal Arts courses is on Level 1, 15 Wynyard Street 8.30 am – 7pm during semester time. During semester breaks: 8.30 am to 5 pm. |
| <ul style="list-style-type: none"> Tai Tokerau Campus: ICT Suite foyer 8.15 am to 4.15 pm. |
| <ul style="list-style-type: none"> Manukau Campus: Programme office NQ227 7.30 am to 9.00 pm (and until 4 pm Saturdays) |

Assignment Submission

Non-electronic submission of Assignments

Faculty students across all campuses will generate their own individual coversheets for each assignment. Every coversheet will contain a unique barcode to facilitate prompt processing and automated emails to confirm receipt and advise when an assignment is ready to be picked up.

Find the answers to common questions about preparing and handing in your assignments where it has been indicated the submission is to be on paper. If you still have questions please contact foedassignments@auckland.ac.nz.

Electronic Submission of Assignments

All electronic submission of assignments must be uploaded to an assignment dropbox on Canvas, Moodle, or Turnitin as assigned by your lecturer. You will be notified at the beginning of your course that the submission of assignments is electronic. You will also be notified about how you will receive your marked assignment back. Usually online submission means your marked script will be made available to you online. Information will be provided as to how to upload your assignment and how to access your marked script online from the Course Director. No coversheet is required for electronic submission. **The submission times of 12:30pm for undergraduate and 4:30pm for postgraduate level 7** coursework apply to submission of online assignments.

Find information about coversheets, forms and course information and assignments frequently asked questions via link: www.education.auckland.ac.nz/en/for/current-students/course-booklets.html

Assessment - Notification of Assessment Information

- 1 Students can expect to receive from the Course Director at the start of the course (in writing - hard copy or electronically), the following details of assessment requirements:
 - a. detail of assessment tasks including specific referencing requirements
 - b. weighting of each task in relation to the overall course assessment load
 - c. expectations of word limits/workload for each task as appropriate
 - d. criteria by which each task will be assessed and any significant weighting of criteria
 - e. due date for each assessment task
 - f. a statement detailing what "completion to the satisfaction of the examiners" entails
 - g. reference to the Faculty statement on Cheating
- 2 All coursework must be submitted by 12.30pm on the due date.
- 3 Students can expect any change in coursework to be communicated by the Course Director in writing (hard copy or electronically) at least two weeks in advance of the original due date. Any changes to assessment dates will be made by the Course Director in conjunction with the Associate Director.
- 4 Students can expect to have marked assignments and tests returned within 3 weeks from the due date.

Assessment - Purposes and Roles

Assessment within teacher education courses relates directly to the learning outcomes established for that course.

Formative feedback provides on-going commentary aimed at enhancing students' professional development and competence in line with course outcomes.

Summative feedback is used to establish students' grades for each course. Such assessment is clearly linked to obtaining credentials through ascertaining a student's level of professional competence against stated outcomes and ultimately their eligibility

to proceed in the programme or to graduate from it. Summative assessment is formally applied, with purpose and timeframes clearly signalled. Summative assessment tasks include specific assessment criteria which define the relationship between performance demonstrated and results documented.

Attendance

In order to be credited with a course, a student needs to have attended to the satisfaction of the Senate. Students can expect to have any particular attendance requirements, especially those associated with professional programmes with registration requirements, notified at the start of the programme. Where attendance is a requirement either rolls should be taken or teaching and assessment should be structured in such a way that failure to attend compromises the students' chances of passing the course.

Note: the University Calendar states that students must attend "to the satisfaction of the examiner."

Course Cut-Off Times

No assessment material will be received after semester cut-off times.

Course Pass Grades

To be eligible for a pass grade (or equivalent) a student must:

- complete and submit all assessment tasks related to learning outcomes **and**
- achieve a points total of at least 50% of the course total, unless notified otherwise in course outlines

Course Failure

D+, D, D- fail grades are awarded if:

- not all assessment tasks relating to learning outcomes are completed and submitted **or**
- the total of marks awarded is below 50% of the course total or, if notified, below 50% of each component of the course.

Extensions <https://foedassignments.auckland.ac.nz/>

Requests for extensions must be made to the Course Director (or nominee where applicable) in advance of the due date. Applications must be accompanied by evidence of the need for an extension. Extensions will not be granted for academic workload reasons (for example, a number of assignments due at the same time) but may be considered in the case of temporary illness or injury, or for compassionate reasons.

Extensions are granted at the discretion of the Course Director (or nominee where applicable).

Group Projects

- a. The inclusion of any group project as part of the contribution to the final coursework percentage in a course should be restricted to relevant fields at higher levels
- b. Assessment should be on an individual basis wherever possible.
- c. Assessment criteria ... should be able to assess individual contributions to the project.
- d. Each group working on a project should be of limited size and not exceed a membership of four.
- e. Where marks allocated for group projects are part of the final percentage, such marks should not normally constitute more than 20% of the total marks for the course.

Literacy Standards

Teachers must be able to *communicate easily and lucidly in the English or Māori official languages of New Zealand* (Education Council). Students are required to proof-read all submitted work and sign a declaration that they believe it to meet the above standard.

Penalties for Late Work

A student who submits coursework after the notified deadline, or after the approved extension, will have the marks for that coursework adjusted as follows:

- a. within one calendar week late – deduct 10% of the total value of the assessment (e.g., for an assignment worth 40%, a student scores 32 but hands the work in a day late. The student loses 4 marks – 10% of 40 – and is awarded a final mark of 28)
- b. one to two calendar weeks late – deduct 50% of the total value of the assessment
- c. later than two calendar weeks but not after the handing back of other students' work – 100% deduction.

Note: under Examination Regulation 1c and d (on page 52 of the 2016 University of Auckland Calendar) students must complete "to the satisfaction of the examiners." This means that students still need to hand in assignment work even if it is later than two calendar weeks after the deadline.

Referencing

All assignments must use an accepted referencing system employed in a refereed international journal in the fields of Education and Social Work. For Education, this is usually APA referencing style but be guided by your lecturer if you are unclear.

Repeated Fails

A student who has failed an EDPRAC course **once** (Degree and Diploma regulations) or 'who has enrolled **twice** in, but has failed to be credited with a pass in, a non-EDPRAC course is not entitled to enrol again in that course other than in exceptional circumstances approved by the Senate or its representative (Enrolment and Programme Regulation 6c).

In undergraduate programmes, a student who fails an EDPRAC course **once**, or a non-EDPRAC core course **twice**, must apply to the Director/Associate Director/Programme Leader to repeat the course. If the Director/Associate Director/Programme Leader, in consultation with the Head of School, grants the right to re-enrol the student must be informed in writing that a further fail may result in a recommendation to the Dean for discontinuation in the programme. 'Application to Repeat a Failed Course' forms are available from the programme's Student Advisor in the Education Student Centre.

In undergraduate programmes, students in their first-year of the programme are required to pass a specified number of points prior to completing the first Practicum.

Student appeals against the Director/Associate Director/Programme Leader's decisions about re-enrolment must be made in writing to the Associate Dean Initial Teacher Education within 10 days of the dated notification of the decision.

Return of Marked Assignments

Students can expect to have marked assignments and tests returned within three weeks from the due date.

Special Consideration: Unavoidable Personal Circumstances (Coursework only)

Where a student faces unavoidable personal circumstances that mean the student is unable to submit a component of **coursework**, he/she may apply to the Director/Associate Director/Programme Leader for special consideration. The application is made on the form Special Consideration: Unavoidable Personal Circumstances and must be supported by written evidence from a doctor or counsellor. The student must apply no later than two weeks after the due date of the assignment. If the Director/Associate Director/Programme Leader supports the application, the Course Director in consultation with the Head of School may:

- a. either, require the student to re-enrol in the course, or
- b. *where at least 50% of the coursework has been completed at a grade well above the minimum pass standard*, award an assessed grade for the course based on:
 - i. **either** the grade achieved for completed work (one grade lower would normally be awarded in this case)
 - ii. **or** the allocation of a mark for the missing work derived from the student's ranking on the completed work, or
- c. ask the student to submit the work by a revised deadline, or
- d. submit a new task by a revised deadline.

Student Concerns

If a student has a concern about a COURSE/CLASS/ASSESSMENT TASK he/she should:

- a. Approach the course/class lecturer to discuss the concern.
- b. If the concern is not resolved to the student's satisfaction it should be discussed with the Course Director.
- c. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Head of School.
- d. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Deputy Dean.
- e. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Dean.

If a student has a concern about a PROGRAMME he/she should:

- a. Approach the Associate Director or Programme Leader to discuss the concern.
- b. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Director responsible for the programme.
- c. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Associate Dean, Initial Teacher Education.
- d. If the concern is not resolved to the student's satisfaction it should be notified in writing to the Dean.

Where a concern or issue about a course or a programme involves more than one student, i.e., it is a group or general class issue, the group or class would go through the process as above.

Students with Failed Courses

Students failing a course are required to resit the failed course. Where a failed course is a prerequisite for a further compulsory course, enrolment in the 'further' course may need to be delayed. This, and potential clashes with practicum, may require an extension to a student's programme of study. In exceptional circumstances the Associate Director, in consultation with the relevant Head of School, may approve a request for the waiver of prerequisite requirements enabling enrolment in a 'further' course concurrent with, or prior to, the required resit.

Academic Integrity

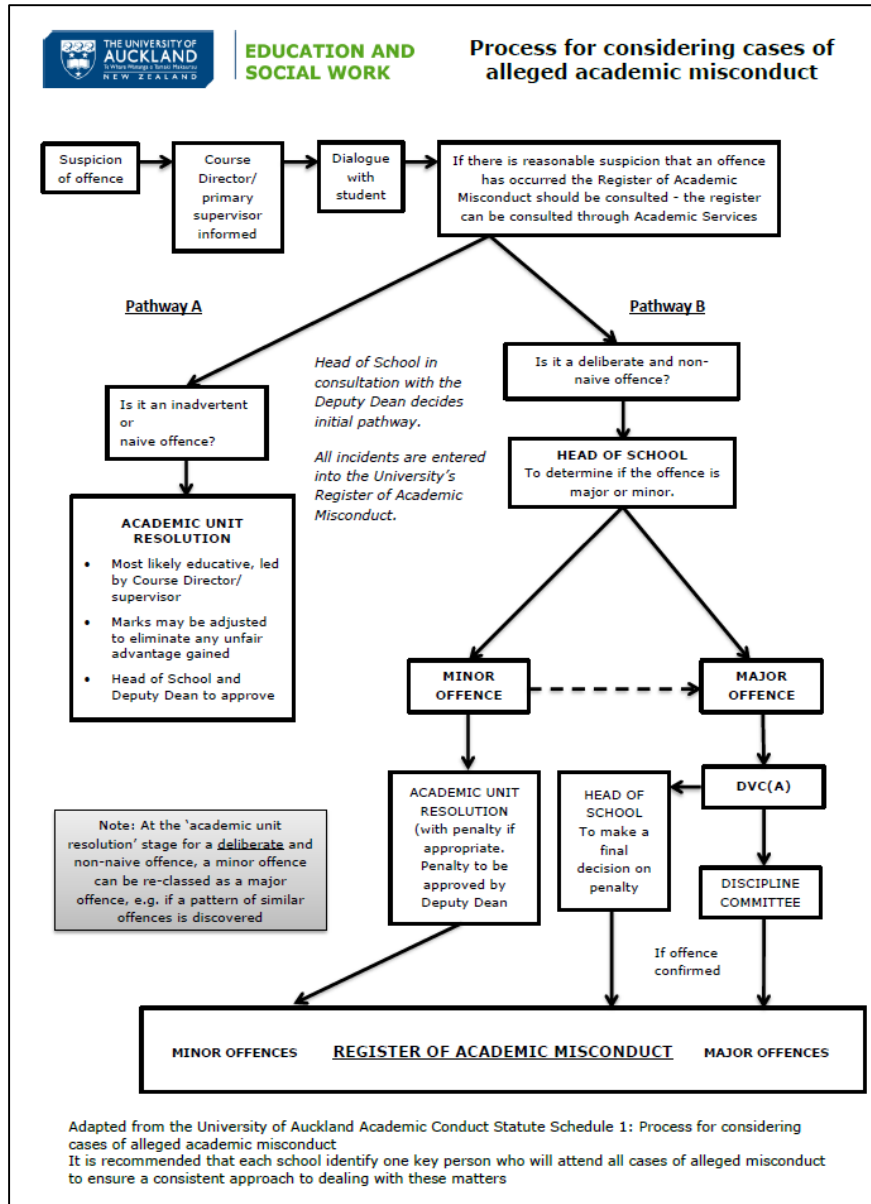
All students admitted to an undergraduate or postgraduate degree, diploma or certificate are required to complete a compulsory, online Academic Integrity Course (see University of Auckland 2016 Calendar, page 27). This online course, comprised of 5 modules, asks students to explore the concept of academic integrity. Students will learn how to demonstrate academic integrity in their study and research, improve their knowledge about University rules relating to academic conduct, and understand the consequences of academic misconduct. For more information visit this link: www.auckland.ac.nz/academic_honesty

Academic Misconduct

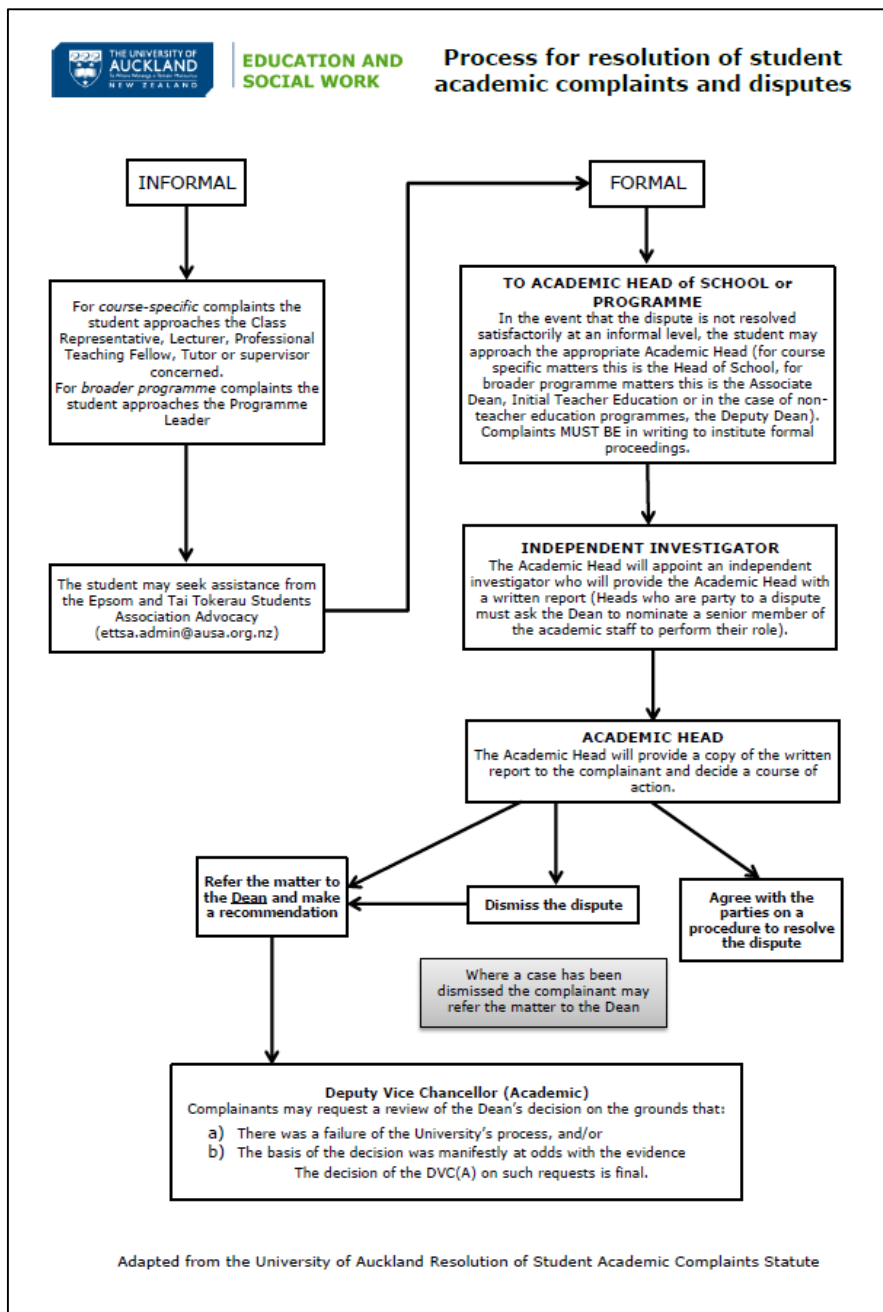
The university has a statutory responsibility to encourage the development of intellectual independence in its students. It assesses the achievement of this goal through coursework and examinations. The university expects all students to complete coursework and examinations with integrity and honesty.

The University of Auckland will not tolerate cheating, or assisting others to cheat. It views cheating as a serious academic offence. To ensure that the standard of all university qualifications is maintained, students and staff have a responsibility to prevent, discourage and report cheating.

Allegations of academic misconduct at the Faculty of Education and Social Work shall be dealt with by the following process:



The University of Auckland's full guidelines on procedures and penalties for academic dishonesty are detailed in the university's "Guidelines: Conduct of Coursework" available at www.auckland.ac.nz/academic_honesty



Academic English Language Requirement

From 2016, the university will introduce an Academic English Language Requirement (AELR) into all its bachelor degree programmes. The aim of the AELR is to ensure you have a sufficient level of competence in academic English to support your study at university. Those that have not met the AELR through their entrance qualification will be advised at the time of enrolment. The AELR may be met through your entry qualification or through satisfactory completion of an approved course in your first 12 months of study. For more information, see www.auckland.ac.nz/aelr.

Aegrotat and Compassionate Consideration

This is a university process that applies only to university examinations (and tests). Full details are in the *University of Auckland Calendar Examination Regulation 12*.

Appeal of Marks and Grades

A student who is concerned about a mark or grade for an assessment can appeal in writing to the Course Director for a reconsideration of the mark or grade stating the reasons why they consider the mark or grade is inconsistent with the assessment criteria. The written appeal must be received within one week of the work being available for return or grade being notified. The Course Director reviews the mark or grade in relation to the stated reasons or seeks a second opinion if they were the original marker. If the appeal is not upheld and the student is still concerned a written appeal, restating the nature of the concern in relation to the assessment criteria, needs to be made to the Head of School.

Availability of Examination Scripts

By making application during the three months after the end of the examination period for the examination, a candidate may obtain a copy of their examination script. For full details see the *University of Auckland Calendar Examination Regulation 22*.

Conceded Passes

Conceded passes can only be granted in undergraduate degrees consistent with university regulations. For full details see the *University of Auckland Calendar Examination Regulation 19*.

Course Deletions and Withdrawals

- A course deletion means that the course will be removed from your academic record and fees are fully refunded. There are specified timeframes within which course deletions can occur. Specific dates at which deletions can occur can be obtained via the following link: <http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>
- Withdraw means that you are withdrawing from a course after the deadline for deletion and before the last day to withdraw. Withdrawn courses remain on your academic record with a withdrawn grade and all fees remain owing. A withdrawn grade counts as a fail for Grade Point Average (GPA) calculations. Specific dates at which withdrawals can occur can be obtained via the following link: <http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>

DELNA (Diagnostic English Language Needs Assessment)

In professional programmes, it is important that students have well-developed English language skills to meet the graduating standards of their particular programme. As a consequence, all undergraduate students in the Faculty of Education and Social Work (Bachelor of Education (Teaching); Bachelor of Physical Education; Bachelor of Human Services and Bachelor of Social Work), as well as the Graduate Diplomas in Teaching, Master of Teaching and Education Foundation students are required to complete the DELNA language requirements.

In the first instance students must complete the DELNA **screening** assessment. Those students who meet the minimum standard or above automatically meet the DELNA requirement and need do nothing more in relation to DELNA. If a student's screening indicates that diagnosis is required he/she must undertake the DELNA **diagnosis**. A pass or above at screening indicates the student has met the DELNA requirements. Where students fail to meet the minimum requirement he/she will be required to develop **an individual plan**. This is a mandatory requirement.

An **individual plan** will be developed on the basis of students' DELNA diagnostic results and identified areas of need. The individual plan is developed in conjunction with the Academic English Language Support person who assists students to seek the most appropriate support to meet their individual needs. The DELNA diagnosis and, if required, the individual plan must be completed within **three months of the beginning of Semester One of the degree**.

Students who have an individual plan will then need to work on developing their English language skills in both an independent and supported manner. Students are expected to work independently utilizing a range of on-line resources such as Grammar Smart, Writing for Academic Purposes, Reading for Academic Purposes and Pronunciation. Enrolment in relevant Student Learning Centre workshops will be useful also. Regular meetings with the DELNA Language Support person are necessary for success.

Group Assessment

There may be times when students are required to complete a group assessment task or team based project. Details of such tasks, including group work expectations will be published in course materials to ensure students are clear about what is being assessed and the allocation of marks to the various components of the assessment. Students should also refer to Module 2 of the Academic Integrity Course (Avoiding Academic Dishonesty) to clarify responsibilities when collaborating with peers. For more information visit this link: www.auckland.ac.nz/academic_honesty

Partial Resits

Partial resits are not permitted. A student who has failed a course is required to complete all assessment requirements for the course in which they re-enrol.

Storage and Disposal of Student Work

Examination scripts will be retained in secure storage for only four months following the examination period and thereafter be destroyed (Examination Regulation 22). Thesis, dissertation or research portfolios will be retained until six months after the assessment has been completed.

Assignments will be retained in secure storage until five weeks into the start of the following semester and thereafter destroyed.

Student Email

All students enrolled at the university are provided with an email account called student email. At the time of enrolment, students are provided with an email address. This address includes a student's username characters plus a generic address, e.g., jbon007@aucklanduni.ac.nz. Students are able to access student email through the following link <http://mail.aucklanduni.ac.nz>.

Student email is the main way in which the university communicates with students so it is vital that students access their email account on a regular basis. Failure to do means that students miss out on important information such as communications relating to coursework and academic progress, graduation, student financials and the library. Urgent and unexpected communications are also sent through this email, e.g., what will happen if a natural disaster strikes the university / the city of Auckland.

Students can forward their university email to a private address if they wish to do so and this can be completed by signing into your account and providing the appropriate details.

Student Services Online (SSO)

Student Services Online is the University of Auckland's comprehensive online system, which enables students to apply for admission to the university and once accepted into a programme, enrol in courses. Students can access SSO via the following link: www.studentservices.auckland.ac.nz

SSO also provides students with access to a range of relevant academic information including:

- Course advice and information;

- Enrolment advice;
- Fees advice;
- Timetables, grades and course history advice;
- Graduation.

Course advice and information includes programme requirements and the course catalogue for your programme

Enrolment advice includes closing dates for enrolment into courses. Students can enrol in their required / selected courses and, if necessary, apply for a course concession. Changes to programmes can be made such as the deletion and addition of courses.

Fees advice

This link enables students to check their account details for fees, charges, payments, credits and refunds. Students can also create an account statement and invoice and make payments online using a credit card.

Timetables, grades and course history advice enable students to view their programme and examination timetables. Grades, course history and unofficial academic transcripts can also be viewed. A request for an official academic transcript can also be made.

Graduation

At the successful completion of a programme students must apply to graduate. This link also provides information pertaining to dates and times of graduation ceremonies as well as advice about academic regalia.

The SSO website is the place where students can update their **personal details** such as their email address (if that is used to redirect university mail), contact address and phone number. It is vital that students ensure that their personal details are current to enable effective communication.

Submission in Māori

Assignments and examinations in courses that do not use Te Reo as the medium of instruction may be submitted in Māori provided the Course Director has been consulted within the first two weeks of the course and confirmed the availability of a suitably qualified person with linguistic and subject expertise to mark the work.

Third Party Assistance

While it is expected that at all levels of study students work independently producing work that is their own, there may be times when help is needed in regard to the improvement of written communication skills. The University of Auckland encourages students to improve their writing skills and permits students to seek assistance from third parties to do so. However, there are limits to the type and level of assistance that third parties can provide. The following link provides full details regarding the type of advice and support that third parties can offer

www.auckland.ac.nz/en/about/learning-and-teaching/policies-guidelines-and-procedures.html

Unsatisfactory Progress

In undergraduate programmes, students' academic standing is assessed each semester. To maintain the status of 'good' academic standing a student is required to pass at least 50% of points enrolled in any one semester. Failure to meet the 50% threshold will mean that a student's academic status in their next semester of study is amended and s/he will be reviewed. Continued failure to meet the criteria to attain 'good' academic standing will result in a student's status being revised to 'academic restriction' and finally 'enrolment terminated'.

Professional Requirements and Conduct

As in any professional programme of study, a high level of professional ethics is expected of both staff and students alike. Particularly when working in practicum settings and when conducting research, students will be expected to observe the University of Auckland and site-specific codes of conduct as well as the provisions of The Privacy Act.

Attendance

Full attendance is expected in all on-campus courses/classes and during practicum placements or other field-work. Non-attendance will put at risk students' ability to meet learning outcomes. All absences should be discussed with the lecturer/s or the associate teacher as a matter of professionalism and courtesy. Please see the Associate Director/Programme Leader or a counsellor if you feel this is more appropriate.

Important note: It is the University of Auckland's responsibility to confirm that graduates meet 'satisfactory teacher' criteria for registration and provisional certification by the Education Council. The university must have confidence that graduates are reliable, (e.g., can "take on responsibilities with due regard for time and place") and professional, (e.g., is unlikely to be "absent from duty without valid excuse").

A copy of current Education Council criteria is included on pages 47 - 49 of this handbook. A review of a student's progress may result from concerns in these areas.

Cheating and Plagiarism

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in course work as a serious academic offence. The University Guidelines (2001) on cheating define plagiarism as the use of other people's work in an assignment, and presenting it as your own without explicitly acknowledging or referencing where it came from. Work can be plagiarised from many sources – including books, articles, the internet, and other students' assignments. Therefore, all assignments must be accompanied by a signed, student written declaration. This written declaration can be obtained via the following link: <https://foedassignments.auckland.ac.nz/>

You **may have up to 100 percent of marks deducted** for an assignment if it includes someone else's unattributed, or less than fully attributed, work or ideas. In serious cases disciplinary action may be taken.

You can avoid cheating by:

1. Being honest, with appropriate referencing, about all sources you have used and the level of indebtedness to those sources.
2. Not copying any part of any other student's work.
3. Not using material from previously submitted assignments.
4. Not making up or fabricating data.
5. Not using material from commercial essay or assignment services, including web-based sources.

You can help others avoid cheating, and avoid being accused yourself, by:

6. Not letting any other student copy any part of your work.

If you have any doubts about what is an acceptable level of collaboration or discussion with other students, you should talk about this with the Course Director BEFORE you hand in the work for grading.

There is a difference between "getting help" and cheating. "Getting help" is directed towards assisting you to understand the material and assignment questions so that you are in a better position to create your own answers – this is acceptable. "Getting help"

could be obtained through a discussion with a student group, academic staff or tutors in preparation for doing an individual assignment.

Talking about an assignment and methods of solving problems with other students is an acceptable form of collaboration in the learning process, and is encouraged. Cheating arises, for example, if a student copies another student's answers or ideas, or someone else writes some, or all, of a student's assignment. **You should keep all preparatory notes and assignment drafts.**

If you are having difficulties with your ability to manage the workload of the course you should seek assistance. It is better to deal with issues of workload and stress as they arise, rather than to be accused of cheating.

Developing Oral Language Skills

Free and confidential assistance is available for students to further develop their confidence and competence in English oral language skills to better prepare them for their professional roles in the classroom and school.

The following are some of the areas covered:

- Developing a more expressive voice
- Voice projection – especially for the classroom
- Classroom instructions
- Slowing down the pace of spoken English
- Reading aloud
- Speaking with confidence to groups
- Pronunciation and mastering 'difficult' sounds or words
- Losing your voice

The service is offered by a speech-language therapist, Elaine Tasker extn 48756, who offers speech language services to students both by referral and request.

Graduation

Once you have completed all of the requirements for your degree or diploma and you become eligible to graduate, *you must apply to graduate* online via Student Services Online. Please keep your mailing address up to date in Student Services Online to ensure that you receive any information relating to the graduation process - (<http://www.studentservices.auckland.ac.nz/uoa/>).

For further details about graduation go to:

<http://www.education.auckland.ac.nz/uoa/home/for/current-students/graduation>

There are two graduation ceremonies each year - in Autumn (early May) and in Spring (towards the end of September).

Jury Service

If you are called up for jury service you are able to request a letter of support from your Programme Director/Programme Leader so that your programme of study is not put in jeopardy. Applications to apply for exemption are considered on a case-by-case basis by the court registrar and they are not always accepted. Please take your jury summons documentation to the Teacher Education Office Co-ordinator in H201A.

(Please refer: <http://www.justice.govt.nz/services/access-to-justice/jury-service-1/just-been-summoned>).

Library: Essentials for using the Sylvia Ashton-Warner Library

The Library lending policy is explained in detail at:

http://www.library.auckland.ac.nz/about/genlib/lending_1.htm. There is also a pamphlet at the Lending Desk which explains how many books you may borrow and the

length of the borrowing period. It also explains how to request an item and how much the fines are.

Key points to remember:

- There are Subject Librarians who can help you with your research. Go to : <http://www.library.auckland.ac.nz/subjects/edu/eduinfoservices.htm>.
- The Library provides training courses in searching the catalogue, using databases and EndNote. Make a booking at: <http://www.library.auckland.ac.nz/booking/>
- **Always** check your patron information on the Library Catalogue, to find out when your books are due back. You can also renew your books online from here.
- If you receive a recall notice, return the item immediately or by the new due date. There are heavy fines for recalled books not returned by the new due date.
- Email notices about recalled books or overdue items are sent to your university email address (netid@aucklanduni.ac.nz)
- If you are going to be away from the campus – on practicum or on holiday – please ensure that you return any library books before you go. The Library will not accept either of the above as excuses to cancel any penalty charges.

Professional Ethics Related to Conduct and Research

As in any professional programme of study, a high level of professional ethics is expected of both staff and students alike. Particularly when working in practicum settings and when conducting research, students will be expected to observe the University of Auckland and site-specific codes of conduct as well as the provisions of The Privacy Act.

Professionalism and the Use of Social Media

The faculty launched its Facebook Page in March 2011. Access the following links for professional and practical guidelines for the use of social media to help you maintain professional standards.

[Professionalism and the use of social media guidelines](http://www.teachersandsocialmedia.co.nz/)
<http://www.teachersandsocialmedia.co.nz/>

Review of Student Progress

The Associate Dean Initial Teacher Education or nominee will require a student to meet with a review committee if his/her performance is such that there is a risk that programme, provisional entry, or Education Council requirements may not be met.

Where concerns of an Education Council nature are raised about an individual student with the Associate Director, a Review Feedback Form may be circulated among staff working with that student. If there proves to be a pattern of concern, then a review meeting will be instigated.

Tracking Student Performance

Where student progress is causing concern the Associate Director will contact the student and he/she will be required to have ongoing communication with the Associate Director until there is improvement. This often involves ongoing engagement with the Academic Success Centre.

Programme Changes, Procedures and Regulations

Change of Address / Personal Details

The SSO website is the place where students can update their **personal details** such as email address (if that is used to redirect university mail), contact address and phone number. It is the student's responsibility to ensure personal details are current to enable effective communication.

Change of Name

The Education Student Centre has forms to register name changes. Official evidence of name change is essential e.g., marriage certificate or deed poll papers.

Deferring from Programme

Full time students can apply to defer completion of their programme for up to one year, once they have enrolled and started the programme.

Please note: Students deferring should note that the programme from which they defer may not be available in the same form, sequence or time-frame when they return, and full credit may not always be awarded for previous study.

Follow the same procedure as for resignation (below).

Please note: You have not officially resigned or deferred until your forms have been signed by the Director/Associate Director/Programme Leader or nominee of your programme.

Resignation from Programme

A student is expected to complete the programme for which she/he was selected. Any intention to resign from the programme should be discussed with the Associate Director/Programme Leader.

Collect the relevant forms from the Education Student Centre. Then make an appointment to present the completed form to the Associate Director/Programme Leader. Arrange this appointment directly with the Associate Director/Programme Leader concerned.

Transfer between University of Auckland, Faculty of Education and Social Work Programmes

Transfer between University of Auckland, Faculty of Education and Social Work programmes may be possible in some circumstances, subject to the following provisions:

- All such transfers shall be subject to the approval of the Director responsible for the pathway where the student teacher resides and the Director responsible for the pathway into which transfer is sought.
- All requests for transfers will be considered on the basis of University of Auckland, Faculty of Education and Social Work's 'Recognition of Prior Learning' policy in consultation with the RPL Co-ordinator. Where programme components vary, full credit for already-completed courses may not be awarded.

An administration fee will apply. Please refer to the *University of Auckland Calendar 2016*.

Transfer to other Colleges/Faculties of Education

A student is expected to complete the programme for which she/he was selected.

However, if a student decides to transfer to another college/faculty of education then they must resign from the Faculty of Education and Social Work programme in which they are enrolled by following the process for 'Resignation from the Programme' quoted above.

Withdrawal from Courses

Withdrawals from courses must be completed formally through the Education Student Centre. Please refer to the *University of Auckland Calendar 2016* and Education Student Centre for details.

University Statement on Student Feedback

The following statement was approved by Teaching and Learning Quality Committee and is available through the University's 'current students' website to all first-year undergraduate students.

Having your say: Providing feedback to the university

As members of the University of Auckland community, an important responsibility of all students is to provide feedback periodically on your university experiences.

Why is giving your feedback important?

A student perspective – providing your views and opinions, having your say, suggesting changes – is an essential part of the university's overall objective of providing high quality courses, teaching and learning experiences, and contributes to the vitality of the university.

The programme that you are enrolled in, the courses that you take, the teaching methods that are used, and the services and facilities to which you have access have been developed in part as a result of feedback from previous students.

How do you make your feedback matter?

The feedback you provide should be honest and forthright. It is also very important that open-ended comments are given at the professional – not personal – level, and are constructive and appropriate. Please keep in mind that feedback given by students through evaluations and surveys is usually anonymous (you are not identified personally), but it is not usually confidential – the de-identified results are shared and discussed within the university.

Do students have to give feedback?

Giving feedback is entirely voluntary and you will never be compelled to do so. But just as your university experience benefits from previous student feedback, so too will future students benefit from feedback you may give. And you will also see changes resulting from your feedback during your time as a student at the university.

The types of feedback include:

1. Evaluations of courses, teaching and tutoring

Each year, about one-third of all courses are evaluated by students. All students are eligible to participate anonymously, usually in-class but sometimes on-line. Evaluation forms typically include 'tick the box' questions and an opportunity to provide open-ended comments. Most evaluations are done towards the end of the course, but sometimes you will be asked to provide feedback earlier so that the teacher can check how students are experiencing the course and make adjustments if necessary.

You may also be asked to evaluate a teacher or a tutor. Separate forms are used for this purpose.

2. University-wide surveys

From time to time you may be invited to provide feedback on such matters as your programme of study, your overall university experience, or your views on the university's services and facilities. Some of these surveys use a random sample approach, and others may be targeted at specific groups of students, meaning that not all students may be invited to participate. Each survey is carefully constructed to provide needed information, and the university controls the number of surveys so as to ensure that students are not unnecessarily burdened with survey requests.

3. Other surveys/formal comment mechanisms

Your department, school or faculty may occasionally ask for your feedback on specific matters that are within their respective areas of responsibility. Providers of student services or facilities may also ask for your comments through suggestion boxes, on-line feedback links, etc.

4. Staff-student consultative committees (SSCC)

Each class has a student representative, and each department has a Staff Student Consultative Committee which meets periodically. You can provide your comments and suggestions on your teaching and learning experiences through the class reps, who are members of the departmental SSCC. The SSCC system provides a forum for consideration of your feedback and ideas at the departmental and faculty levels.

5. Speaking directly to your teachers and other staff members

Academic staff welcome your feedback on your learning experiences. Talk to them directly if you have a comment, concern, or praise – staff like to know that you appreciate their work.

What happens to your feedback?

All student feedback received through the sources mentioned above is carefully analysed and considered. Of course, not every comment or suggestion can be acted upon. Resource constraints can, for example, be a significant obstacle.

Evaluations of courses, teaching and tutoring are looked at by both teachers and their Academic Head. Adjustments in a course or teaching may be made whilst the course is being taught, or the next time the course is offered.

Student responses to university-wide surveys are discussed in detail in university committees and are also considered where appropriate by managers of services and facilities.

Reports on the results of university-wide surveys are posted on the 'current students' section of the university website.

Here is a short list of changes or improvements that have occurred in the past few years to which student feedback contributed:

- Upgraded lecture theatres and tutorial rooms
- More group study space and lounge areas
- More computers and computer labs
- More detailed course outlines
- Better academic advice
- More opportunities to have an international educational experience

**When you are asked to provide feedback, please give it!
It helps you, fellow students and the university.**

Teacher Registration

With few exceptions, teachers in New Zealand are required to be registered and hold a practising certificate. On successful completion of a programme of teacher education, graduates are eligible to apply for registration and provisional certification as a teacher. A teacher who does not hold a current practising certificate can't be employed in a teaching position, even if they are registered.

In awarding a teaching qualification, the University of Auckland, Faculty of Education and Social Work must be confident of each graduate's ability to meet professional standards. During the course of their programme all candidates must demonstrate that they can meet the teacher registration criteria that are reprinted below. Failure to do so may result in a formal review of a candidate's place in the programme.

Criminal Convictions while undertaking, or during deferment from, the programme

Criminal convictions must be declared at the time of enrolment. It is also mandatory that a student immediately informs the University of Auckland of any criminal charges (other than minor traffic offences) s/he may face and/or be convicted of during his or her enrolment in the Bachelor of Education (Teaching) programme. Failure to do so may have implications towards completion of the student's programme and the teacher registration process.

Questions and/or declarations are dealt with by the Education Student Centre Manager.

Our enrolment form asks the applicant to declare a criminal conviction. Every year a number of applicants tick 'No' and then the Police Check reveals that in fact there is a conviction. While this conviction may be for something that you think should not impact on your eligibility or suitability for teaching, the Education Council NZ may view this differently. What appears to count against you is failure to disclose at the time of selection. If you are unsure of what constitutes a criminal conviction (note that many driving charges fall in this category) please check with the manager of the Education Student Centre as a matter of urgency. The Education Council do check with us as to whether or not you have disclosed. If you do not disclose you risk having your application for registration and provisional certification declined or held up at the end of the year.

Criteria for Registration and Certification of a Teacher

Is of Good Character

All applicants for registration and certification are considered by the Education Council to be of good character, unless there is evidence to the contrary. Evidence to the contrary could be conviction for an offence or a number of offences, or substantiated information brought to the attention of the Education Council that would lead a community to have doubts about entrusting pupils into the person's care.

All applicants for registration and provisional certification will be required to give consent to disclosure by the police of convictions for any offences.

Is Fit To Be A Teacher

Those fit to teach possess a range of personal qualities which are listed below. A person who is 'fit to be a teacher' should have the personal qualities to operate in four domains: in the teaching/learning space (e.g., classroom/centre), in the learning centre (e.g., school, centre, kohanga reo), in the community and in the teaching profession. In each domain a teacher will interact with learners (children), parents/whanau/caregivers, employer and colleagues, and should at all times maintain high standards of:

Trustworthiness, to:

- work independently and without supervision;
- meet any reasonable requirement for the protection and safety of others;
- preserve confidences.

Honesty, to:

- demonstrate integrity in all contacts;
- respect persons and property;
- report clearly and truthfully.

Reliability, to:

- take on responsibilities with due regard for time and place;
- meet the expectations of caregivers and the learning centre when supervising learners;
- accept, plan and execute a variety of tasks and professional responsibilities.

Sensitivity and compassion, to:

- respect other cultural and social values;
- recognise and respect others as individuals;
- care for the learning of those who are disadvantaged and those with learning difficulties;
- demonstrate firmness when necessary.

Respect for others, to:

- demonstrate respect for the law;
- adopt accepted codes of language, dress and demeanour;
- accept and carry out collegial and employer decisions;
- respect the views of others.

Imagination, enthusiasm and dedication, to:

- support and inspire others in their work;
- generate excitement and satisfaction in learning;
- engage in co-curricular tasks which expand learning opportunities;
- show respect for learning and inspire a love of learning.

Communication, to:

- communicate easily and lucidly in the English or Māori official languages of New Zealand;
- exercise discretion;
- give and receive constructive criticism;
- seek advice when needed.

Physical and mental health, to:

- carry out duties safely and satisfactorily;
- show emotional balance and maturity;
- display warmth and humour.

Notwithstanding the above qualities a person could be considered not fit to be (or continue to be) a teacher if evidence was provided that as a teacher he or she had behaved in a way that was seriously unethical, irresponsible or unprofessional.

For example:

- disobeying lawful and reasonable orders or instructions;
- being negligent, careless or indolent in carrying out duties;

- misusing or failing to take proper care of property or equipment in his or her custody or charge;
- being absent from duty without valid excuse;
- engaging in sexual activity with a student;
- sexually harassing, verbally abusing or assaulting colleagues, parents or students.

Portfolios and Education Council's Graduating Teacher Standards (EC GTS)

The Education Council mandated the Graduating Teacher Standards: Aotearoa New Zealand in 2007. Students need to meet these standards by the completion of the programme and they are required to provide evidence of this requirement in a personal electronic portfolio. The portfolio will be developed during each year as part of a student's professional development journey.

Teacher Registration and Provisional Certification

(Refer: <http://educationcouncil.org.nz/content/registration-faqs>)

If you want to teach in New Zealand, the journey towards becoming a registered teacher begins with completing an initial teacher education (ITE) qualification, such as the Bachelor of Education (Teaching).

Teachers need to meet specific requirements in the Education Act 1989 to be issued with registration and a practising certificate.

Teacher registration and certification signal your official membership of the teaching profession. Registration and certification are two of the main ways that employers, colleagues, learners and the wider community can be assured that a teacher is qualified, safe and competent.

You need to be **both** a registered teacher **and** hold a current practising certificate. It is the practising certificate that enables you to be lawfully employed in a teaching position.

A current practising certificate is compulsory for those employed in teaching positions in free kindergartens, primary and secondary schools (state, integrated and independent schools), kura, and for employment in most teaching positions in early childhood settings.

Your registration is granted when you have met the requirements to join the teaching profession. It doesn't expire and you don't need to apply for it again unless it is cancelled. Registration alone doesn't allow you to lawfully work as a teacher - you also need a current practising certificate.

To keep working as a teacher you must renew your practising certificate every three years.

International Students

The Faculty International Office in A Block Annex provides assistance with NZTC registration and immigration requirements. You can contact Associate Dean International or Maxine Ma (International Co-ordinator) extn 48211 for all of your enquiries.