



New Zealand College of  
Early Childhood Education  
*Te Whare Matauranga Kohungahunga o Aotearoa*  
Hand in hand with your success

# LEADERSHIP PROGRAMME ENROLMENT FORM

Unit 13, 114 Sawyers Arms Road  
Christchurch 8052, New Zealand  
Ph: (03) 365 3153 Fax: (03) 366 0391  
0800 CHILDHOOD (244534)  
[www.teacher.co.nz](http://www.teacher.co.nz)

## COLLEGE PROGRAMMES AND ACCREDITATION

The New Zealand College of Early Childhood Education (NZCECE) is a registered Private Training Establishment. The College is accredited by the New Zealand Qualifications Authority to deliver the Certificate and Diploma in Leadership (ECE) at Level 7 on the New Zealand Qualifications Authority Register of Quality Assured Qualifications. It is also accredited by the New Zealand Qualifications Authority and approved by the New Zealand Teachers Council to deliver the Diploma of Teaching (ECE).

### Entry criteria

The entry criteria for the leadership programme is outlined below. Students must successfully complete the Certificate in Leadership (ECE) programme before progressing to the Diploma in Leadership (ECE) programme.

### Prospective students must:

- Hold current full or provisional registration as a teacher from the New Zealand Teachers Council for the duration of their study.
- Have an NZQA approved early childhood teaching qualification at Level 7 or above on the New Zealand Qualifications Authority Register of Quality Assured Qualifications, i.e. a Diploma of Teaching (ECE), a Bachelor of Teaching (ECE), or higher ECE teaching qualification.
- Be employed consistently for a minimum of a 0.5 full time position in a licensed early childhood education setting for the duration of their study. Employment may be within a teaching role or a role responsible for teachers.
- Have taught for a minimum of the equivalent of one full time year in a licensed early childhood setting.
- International students meeting all entry criteria may be enrolled with an Immigration New Zealand permit allowing them to study the programme.

### English language requirements and international admissions

It is expected that all students have a good standard of English. Immigrants to New Zealand for whom English is not their first language must meet the English language requirements associated with registration as a teacher.

### Prerequisite

The Certificate in Leadership (ECE) qualification is a prerequisite to the Diploma in Leadership programme (ECE).

### IT literacy

Prospective students must have access to a computer and the internet and possess sufficient IT skills to undertake the online aspects of the programme. This means they must be able to produce Word, Excel and Power Point documents, send emails and use an internet browser such as Internet Explorer. Students are required to submit word processed assessments and use the online platform ECEonline.



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## **Application process**

Applicants are required to provide all enrolment information on the correct form and declare it is true and accurate. All supporting documentation is required to be correctly validated. Employment within a licensed early childhood education setting must be verified. In the event that it is determined that a student has provided inaccurate information the matter is referred to the College Academic Management Committee for consideration. The student may be disenrolled.

## **Selection**

Students meeting all entry criteria will be enrolled on a first come first served basis subject to the availability of student places.

## **Recognition of prior learning**

Because the Diploma in Leadership (ECE) is equivalent to one year of full time study and the Certificate in Leadership (ECE) is equivalent to 0.5 of a year full time study no recognition of prior learning will be awarded for these qualifications. Students must complete the full programme through study at the College.

## **College fees**

For current programme fees, please visit [www.teacher.co.nz](http://www.teacher.co.nz) or contact us on 0800 CHILDHOOD (244534).

## **Safeguarding tuition fees**

All tuition fees are placed in a trust account operated by the Public Trust. Should the College close unexpectedly due to financial reasons before the programme is completed, the Public Trust account ensures a pro-rata refund of fees paid by the student based on the programme termination date.

## **Withdrawal and refund of tuition fee**

If a student withdraws within the "first 8 working days of the programme" commencing, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.

# LEADERSHIP PROGRAMME ENROLMENT FORM

## ENROLMENT DETAILS

The purpose of this enrolment form is to gain from you the information we need to enrol you into a qualification at our College. We also require information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical, registration and monitoring reasons. Please:

- Complete all sections of the form
- Print your answers clearly in pen, and tick the appropriate box
- Sign the form
- Attach to the form any additional documentation that is required for Ministry of Education and Tertiary Education Commission funding purposes.

### A Qualification

Certificate and Diploma in Leadership (ECE) Level 7				
1.	Which Qualification do you intend to complete this year?		Certificate <input type="checkbox"/>	Diploma <input type="checkbox"/>
	If studying the certificate, do you intend to continue and complete the diploma?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you intend to study in:	Christchurch <input type="checkbox"/>	Auckland <input type="checkbox"/>	
	Commencing in which year:	Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
2.	Have you studied at the New Zealand College of Early Childhood Education before?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered "yes", what was your last year of study?		Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

### B Personal Details

3.	Print your full legal name: Family Name					
	Given Name(s)					
4.	Preferred first name:					
5.	If you have previously enrolled at this or any other tertiary institution under another name, what was that name?					
6.	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>
7.	Date of birth:			8. Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
9.	If you have an a National Student Index number (also known as the "NSN" or NZQA Record of Learning number), please write it here.		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

# LEADERSHIP PROGRAMME ENROLMENT FORM

<p>10. Citizenship and Residency:</p> <p>You will need to supply evidence of residency status or citizenship</p>	<p>Tick the box which describes your citizenship.          New Zealand Citizen <input type="checkbox"/> NZL    Australian Citizen <input type="checkbox"/> AUS    Other <input type="checkbox"/></p> <p>If you answered "Other" please specify your citizenship and whether you are a New Zealand Permanent Resident :</p> <p>Citizenship: _____          (For Students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</p> <p>New Zealand Permanent Resident:    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p>If you answered "Other" and you are not a NZ Permanent Resident, please also specify your fee/assistance status.</p> <p>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate) <input type="checkbox"/> 01          Full Fee Paying Foreign Student <input type="checkbox"/> 03          Exchange Student approved by Ministry of Education <input type="checkbox"/> 04          Foreign Research Based Post-Graduate and International Doctoral Students (prior to 19 April 2005) <input type="checkbox"/> 06          Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze <input type="checkbox"/> 08          International On-Shore PhD Student (enrolled after 19 April 2005) <input type="checkbox"/> 09          International ITO Off-Job Trainee <input type="checkbox"/> 12</p>	
<p>11. Ethnicity:          What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes which apply to you.</p>	<p>NZ European/Pakeha <input type="checkbox"/> 111          New Zealand Māori <input type="checkbox"/> 211          Samoan <input type="checkbox"/> 311          Cook Island Māori <input type="checkbox"/> 321          Tongan <input type="checkbox"/> 331          Niue <input type="checkbox"/> 341          Tokelauen <input type="checkbox"/> 351          Fijian <input type="checkbox"/> 361          Other Pacific Peoples * <input type="checkbox"/> 371          British/Irish <input type="checkbox"/> 121          Dutch <input type="checkbox"/> 122          Greek <input type="checkbox"/> 123          Polish <input type="checkbox"/> 124          South Slav <input type="checkbox"/> 125          Italian <input type="checkbox"/> 126          German <input type="checkbox"/> 127          Australian <input type="checkbox"/> 128          Other European * <input type="checkbox"/> 129</p>	<p>Filipino <input type="checkbox"/> 411          Cambodian <input type="checkbox"/> 412          Vietnamese <input type="checkbox"/> 413          Other Southeast Asian * <input type="checkbox"/> 414          Chinese <input type="checkbox"/> 421          Indian <input type="checkbox"/> 431          Sri Lankan <input type="checkbox"/> 441          Japanese <input type="checkbox"/> 442          Korean <input type="checkbox"/> 443          Other Asian * <input type="checkbox"/> 444          Middle Eastern <input type="checkbox"/> 511          Latin American <input type="checkbox"/> 521          African <input type="checkbox"/> 531          Other * <input type="checkbox"/> 611          Not Stated <input type="checkbox"/> 999</p> <p>* Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>
<p>12. Iwi: If you identified as New Zealand Māori in question 11, what is the name of your iwi (tribe or tribes) and rohe?</p> <p>You may enter more than one iwi. If you do not know your iwi, please enter "Don't Know".</p>	<p>Iwi:          Rohe (iwi home area):</p> <p>Iwi:          Rohe (iwi home area):</p> <p>Iwi:          Rohe (iwi home area):</p>	<p>Office use:</p>

# LEADERSHIP PROGRAMME ENROLMENT FORM

13.	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand last October? You may tick only one box.</p> <table border="0"> <tr> <td>Secondary school Student</td> <td><input type="checkbox"/></td> <td>01</td> <td>Non-employed or beneficiary (excluding retired)</td> <td><input type="checkbox"/></td> <td>02</td> </tr> <tr> <td>Wage or salary worker</td> <td><input type="checkbox"/></td> <td>03</td> <td>Self-employed</td> <td><input type="checkbox"/></td> <td>04</td> </tr> <tr> <td>University Student</td> <td><input type="checkbox"/></td> <td>05</td> <td>Polytechnic or Institute of Tech. Student</td> <td><input type="checkbox"/></td> <td>06</td> </tr> <tr> <td>College of Education Student</td> <td><input type="checkbox"/></td> <td>07</td> <td>House-person or retired</td> <td><input type="checkbox"/></td> <td>08</td> </tr> <tr> <td>Overseas (irrespective of occupation)</td> <td><input type="checkbox"/></td> <td>09</td> <td>Private training establishment Student</td> <td><input type="checkbox"/></td> <td>11</td> </tr> <tr> <td>Wānanga Student</td> <td><input type="checkbox"/></td> <td>12</td> <td></td> <td></td> <td></td> </tr> </table>		Secondary school Student	<input type="checkbox"/>	01	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/>	02	Wage or salary worker	<input type="checkbox"/>	03	Self-employed	<input type="checkbox"/>	04	University Student	<input type="checkbox"/>	05	Polytechnic or Institute of Tech. Student	<input type="checkbox"/>	06	College of Education Student	<input type="checkbox"/>	07	House-person or retired	<input type="checkbox"/>	08	Overseas (irrespective of occupation)	<input type="checkbox"/>	09	Private training establishment Student	<input type="checkbox"/>	11	Wānanga Student	<input type="checkbox"/>	12			
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Wānanga Student	<input type="checkbox"/>	12																																					
14.	<p>Medical History:</p> <p>Please indicate if you suffer from or have suffered from any of the following medical conditions:</p>	<p>Asthma <input type="checkbox"/></p> <p>Epilepsy <input type="checkbox"/></p> <p>Diabetes <input type="checkbox"/></p> <p>Hearing Disability <input type="checkbox"/></p> <p>Other (Please State)</p> <hr/>	<p>Sight Disability <input type="checkbox"/></p> <p>Psychiatric Disorders <input type="checkbox"/></p> <p>Learning Disability <input type="checkbox"/></p>																																				
15.	<p>Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability that may render you mentally or physically unfit to study this programme and carry out a teaching role safely and satisfactorily? The information you supply is confidential.</p> <p>If "Yes", how would you describe your impairment, disability, or long term medical condition:</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>																																			

# LEADERSHIP PROGRAMME ENROLMENT FORM

## C Academic Information

16.	Secondary School:	<p>What was the name of the last secondary school you attended? State "overseas", if applicable.</p> <p>School: _____</p> <p>What was your last year at secondary school? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows how many credits you have. Tick only one.</p> <p>No formal secondary qualifications <input type="checkbox"/> 00</p> <p>14 or more credits at any level <input type="checkbox"/> 11</p> <p>NCEA Level 1 or School Certificate <input type="checkbox"/> 12</p> <p>NCEA Level 2 or 6th Form Certificate <input type="checkbox"/> 13</p> <p>University Entrance <input type="checkbox"/> 14</p> <p>NCEA Level 3 or Bursary or Scholarship <input type="checkbox"/> 15</p> <p>Overseas qualification (includes International Baccalaureate &amp; Cambridge Exams) * <input type="checkbox"/> 09</p> <p>Other * <input type="checkbox"/> 98</p> <p>Not known <input type="checkbox"/> 99</p> <p>* Please specify if "Overseas qualification" or "Other".</p> <p>_____</p>
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### Please list your tertiary qualifications

17.	<b>QUALIFICATION</b>	<b>YEAR COMPLETED</b>	<b>LEVEL</b>	<b>INSTITUTION</b>

# LEADERSHIP PROGRAMME ENROLMENT FORM

## D New Zealand Teachers Council Registration

18. Registration Status.

Provisional

Full

Registration number

Expiry Date

## E Current Employment

19. What position are you currently employed in?

Full time

Part time Specify hours per week \_\_\_\_\_

20. Employer's details

Employer's Name:

Company/Organisation name:

Address:

Town/City:

Phone:

Email:

## ECE Employment History

21. Detail your employment history to demonstrate you have completed the equivalent of one year of full time employment in a teaching role or role responsible for teachers

POSITION	EMPLOYER	START DATE	FINISH DATE

# LEADERSHIP PROGRAMME ENROLMENT FORM

## F IRD Number Collection for Student loan interest write-off

22 Do you currently have or will you have a Student Loan this year?

No  Please go to the next section

Yes  Please enter your IRD number here (see below for more information on interest write-off)

IRD number:  -  -

### Interest Free Student Loans and other Interest Write-offs

If you have a Student Loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study. On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest free Student loans, visit [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans). If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your Student Loan account automatically. Completing your IRD number is voluntary. If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

Please Note: Completing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and can not be matched no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

## G Contact Details

23. Address and contact details:

Permanent Address:

Post Code:

Phone: ( )

Mobile: ( )

Email:

SMS: I authorise the College to contact me via SMS text

Yes

No

What is your postal address?

Permanent Address  Other

If you ticked "Other" please write your postal address below.

Next of Kin Name:

Address:

Post Code:

Phone: ( )

Relationship to You:

# LEADERSHIP PROGRAMME ENROLMENT FORM

## H Documentation

24. To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:
- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
  - New Zealand passport.
  - A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
  - Certificate of citizenship or letter of confirmation.
  - Overseas passport with residency stamp.

You can bring the original documentation to the reception desk, alternatively **please provide a certified copy.** This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Minister of the Church, General Practitioner or School Principal for example.

International Students must bring their passport with them when they enrol.

**Please note** that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see the Ministry of Education <http://nsi.education.govt.nz>

## Checklist

**I have enclosed CERTIFIED copies of the following documents which apply to me.**

- Certified Birth Certificate/ Passport (also Marriage Certificate if your surname has changed)
- Certified copy of Early Childhood Teaching qualification at level 7 or above
- Certified copy of Teacher Registration

**I have also enclosed the following:**

- Programme Fee (if not enclosed with the application form, it is required to be paid before the programme commencement date)
- Employer verification of involvement in teaching in a licensed Early Childhood centre

**I have checked:**

- The Enrolment form is completed fully and signed and dated

**Please post all the above to PO Box 5561, Papanui, Christchurch, 8542. The College will NOT accept faxed, scanned or emailed applications.**

# LEADERSHIP PROGRAMME ENROLMENT FORM

## Declaration

**Privacy** – All information collected from students by the New Zealand College of Early Childhood Education (NZCECE) will be treated under the terms of the Privacy Act 1993. The College collects and stores information from the enrolment form to comply with the requirements of the Ministry of Education (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute, the College releases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Compensation Corporation (ACC).

I understand that personal information is being and will be collected by the NZCECE, Units 12 - 13, 114 Sawyers Arms Road, Christchurch. I understand that the information will be collected and held for the purposes of assisting the NZCECE, in providing me with education. I understand that if all or any part of the information requested by the NZCECE should not be provided, the NZCECE is entitled at its discretion to review my enrolment status. I understand that I have rights of access to, and correction of, the information about me held by the NZCECE. I authorise the NZCECE to release information collected and held by the NZCECE to a third party where the NZCECE judges it is in my interests to do so.

**Fees** – In signing this form I undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The NZCECE's policy on withdrawal and refund of fees is found on this form and I have read and understand this.

**Rules** – In signing this form I undertake to comply with the published rules and policies of the NZCECE including but not limited to attendance, academic progress, standard of dress, health and safety, ICT use and behaviour. I will at all times obey the instructions of NZCECE staff and/or the person responsible for the venue and/or activities and will, whether requested to or not, make full disclosure of any medical condition or other information which may be relevant to participation in on or off-site activities.

**Liability** – I will not under any circumstances seek to hold NZCECE responsible, accountable and or liable for any loss, injury or damage (including in each case direct, indirect and/or consequential loss, injury or damage and howsoever arising) whether to myself, to others or to property arising from or related to participation in on or off-site activities.

**Photographs** – The College produces a regular eNewsletter and promotional materials which feature photographs of College Students. Please indicate on the bottom of this form if you do not consent to your photograph being used.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please ensure that you sign and date your enrolment form above.**

## OFFICE USE ONLY

Documentation _____ ____ / ____ / ____	Approved _____ ____ / ____ / ____	Entered _____ ____ / ____ / ____
Student ID _____	NSN _____	Other ID _____