

Step 1

Apply online at enrol.waikato.ac.nz

We prefer online applications, but we can supply a paper form upon request.

Step 2

Complete and return the attached **Teacher Education Supplementary Form (TSF)**.

For an interactive PDF version of this form, please visit education.waikato.ac.nz/tsf-interactive

Checklist - have you?

- Completed the online application to enrol (enrol.waikato.ac.nz)
- Completed the Teacher Education Supplementary form, this includes:
 - A handwritten Personal Statement
 - Consent to Disclosure of Information form
 - Proof of Identity form
 - Referee Report forms
 - School Confidential Report form
- Signed the Student Declaration on your application form
- Sent the Confidential Referee forms to your referees
- Handed the School Confidential Report form to your school (for school leavers only)
- Ensured your referees are not family members or close friends

Provide verified hard copies of:

- Academic transcript to date, if applicable. Overseas transcripts in languages other than English must be translated.
- School qualifications: NCEA results notice to date or Bursary (for undergraduate qualifications only)
- Verified copy of your birth certificate or passport (for university application)
- Verified copy of approved photo identification required for Proof of Identity form. Note: The Proof of Identity Form and verified photo identification must be verified by the same person.
- Verified evidence of change of name (if your name is different from that on your birth certificate)
- Verified evidence of your NZ residency or citizenship if supplying a non-New Zealand passport
- Verified evidence of your base school (BTchg - Primary MMP and GDipT Primary - supported online students only). See the Base School Confirmation form
- Evidence of IELTS assessment, if applicable. See Section 7: Language Requirements

A verified copy is a copy sighted and signed by a JP, solicitor, barrister, court registrar, school principal or approved agency.

Your application will not proceed until all relevant documentation has been received.

Dates

June -
December

- Interviews take place for programmes beginning in Summer School and Semester A
-

August

- Halls of Residence applications open
-

December 1

Applications close for:

- MTchgLn
 - GDipT Early Childhood & Primary
 - Applications may be considered after this date
-

December
onwards

- Apply for your student loan and/or student allowance
 - Contact StudyLink on 0800 88 99 00 or apply online at studylink.govt.nz
-

Early
January

- University opens
 - Applications close for BTchg Early Childhood, BTchg Primary & GDipT Secondary
 - Applications may be considered after this date
-

Mid-January

- NCEA results available - students with the required credits will receive confirmation of acceptance.
-

For assistance

Visit waikato.ac.nz/education or contact Te Kura Toi Tangata Faculty of Education for more information.

Phone: +64 7 838 4940
Email: teach@waikato.ac.nz
Visit: Te Kura Toi Tangata
Faculty of Education
Gate 5, Hillcrest Road,
Hamilton

Teacher Education Supplementary Form

Print and complete this form, then send to:

Freepost 78837

Te Kura Toi Tangata Faculty of Education
The University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand

Personal details

Name _____

Email _____

Mobile _____

ID Number _____

Section 1 - Programme choice

1.1 Have you previously applied to the University of Waikato for Teacher Education?

Yes - in what year? _____ No

1.2 Please tick to indicate which programme and programme location you are applying for. If you are applying for more than one programme, please number in order of preference.

PROGRAMME	LOCATION	STREAMS	START DATE
Early Childhood			
<input type="checkbox"/> BTchg Early Childhood	Hamilton		February
<input type="checkbox"/> BTchg Early Childhood	Tauranga		February
<input type="checkbox"/> BTchg Early Childhood Ki Taiao (conditions apply)	Distance delivery **		February
<input type="checkbox"/> GradDipT Early Childhood	Distance delivery **	<input type="checkbox"/> Kaupapa Māori	January
Primary			
<input type="checkbox"/> BTchg Primary	Hamilton	<input type="checkbox"/> Kākano Rua***	February
<input type="checkbox"/> BTchg Primary	Tauranga	<input type="checkbox"/> Kākano Rua***	February
<input type="checkbox"/> BTchg Primary Mixed Media Presentation (MMP)	Distance delivery**	<input type="checkbox"/> Kākano Rua***	February
<input type="checkbox"/> BTchg Primary Conjoint	Hamilton		February
<input type="checkbox"/> GradDipT Primary	Hamilton		January
<input type="checkbox"/> GradDipT Primary	Supported online**		January
<input type="checkbox"/> MTchgLn	Hamilton	<input type="checkbox"/> Māori Medium	January
Secondary			
<input type="checkbox"/> BTchg Secondary Conjoint	Hamilton		February
<input type="checkbox"/> GradDipT Secondary	Hamilton		February
<input type="checkbox"/> GradDipT Secondary	Tauranga		February
<input type="checkbox"/> GradDipT Secondary (MMP)	Distance delivery**		February
<input type="checkbox"/> GradDipT Secondary – Technology (two years)*	Hamilton		February
<input type="checkbox"/> GradDipT Secondary – Technology (two years)*	Tauranga		February
<input type="checkbox"/> GradDipT Secondary – Technology (two years)*	Distance delivery**		February
<input type="checkbox"/> BEd (Technology)	Hamilton		February
<input type="checkbox"/> MTchgLn	Hamilton	<input type="checkbox"/> Māori Medium	January

*The two-year pathway is for people with a relevant industry qualification and a minimum of three years work experience post-qualification, but who do not hold a Level 7 qualification. **Some campus attendance is required and conditions apply. ***For those interested in Māori Medium Teaching.

Section 2 – BTchg Primary and Secondary Conjoint applicants only

- 2.1 In addition to the Bachelor of Teaching, tick the box corresponding to the qualification you wish to apply for:
 BA BMPD BSpLS BSc BSocSc
- 2.2 BTchg Secondary Conjoint applicants – which New Zealand curriculum subjects do you wish to teach?

Section 3 – GradDipT Early Childhood and Primary applicants only

- 3.1 Completed qualification _____ Institution _____ Year completed _____
- 3.1.1 Evidence required is a minimum of a completed bachelors degree at Level 7 on the New Zealand Qualifications Authority (NZQA) framework that has been completed or is expected to be completed before the start date of the programme. If the relevant qualification was not completed at the University of Waikato, applicants are required to provide verified copies of a degree certificate and an academic transcript with their application.
- 3.1.2 Please note: At the time of applying for registration to teach in New Zealand at the completion of your Teacher Education programme the Education Council may require evidence of a NZQA assessment showing degree equivalence. Please refer to Section 6 for language requirements.
- 3.2 Do you intend to complete final papers towards the relevant qualification at Summer School this year?
 Yes No

Please note: applications will be considered before an entry qualification is completed, however evidence of a completed qualification will be required before the programme commences.

Section 4 – GradDipT Secondary applicants only

- 4.1 Completed qualification _____ Institution _____ Year completed _____
- 4.1.1 All other applicants: Evidence is required of a tertiary level qualification at Level 7 on the New Zealand Qualifications Authority (NZQA) framework (or equivalent) that has been completed or is expected to be completed before the start date of the programme. If the relevant qualification was not completed with the University of Waikato, applicants are required to provide a degree certificate and an academic transcript with their application. Please note: Your completed qualification must have at least 72 points at Level 300 in a subject area which supports the New Zealand curriculum.
- 4.1.2 Please note: At the time of applying for registration to teach in New Zealand at the completion of your Teacher Education programme the Education Council may require evidence of a NZQA assessment showing degree equivalence. Please refer to Section 6 for language requirements.
- 4.2 Do you intend to complete final papers towards the relevant qualification at Summer School this year?
 Yes No
- 4.2.1 If yes, will this be completed by the start date of the programme? Yes No
- 4.3 Which New Zealand curriculum subjects do you wish to teach at senior level (years 12-13)?
(Four papers at 300 level are required for senior level curriculum subjects)
- 1 _____
- 2 _____
- 4.4 Which New Zealand curriculum subjects do you wish to teach at junior level (years 9-11)? (two to four level 100/200 papers in your qualification is the minimum requirement).
- 1 _____
- 2 _____

Please note: applications will be considered before an entry qualification is completed, however evidence of a completed qualification will be required in order to be awarded an offer.

Section 5 – Two year technology pathways

5.1 Completed qualification _____ Institution _____ Year completed _____

5.1.1 GradDipT Secondary – Technology (two year) applicants: You must supply evidence of a relevant industry qualification with a minimum of three years work experience.

5.1.2 Which technological areas do you wish to teach?

- Biotechnology Design/Graphic Electronics Food technology Fabric technology
 Metal technology Wood technology Information Communication technology

Section 6 - Employment record

Occupation	From - to	Reason for leaving
1		
2		
3		
4		
5		

Section 7 - Language requirements

7.1 What is your first language? _____

7.1.1 If English or Māori is not your first language you need to provide evidence of your competency in English. For entry to the BTchg, BEd or GradDipT initial teacher education programmes you require a band score of 7.0 or higher for each component of the academic version of IELTS. **(Note for the MTchgLn it is 7.5 or higher)**. For further information about this test visit www.ielts.org

7.2 Māori Language Proficiency. (To be completed if you are applying for a bilingual programme or if Māori is chosen as a teaching subject).

I am:

- a basic second language speaker a fluent second language speaker a fluent first language speaker

Section 8 - Referees

Year 13 secondary students require: One Confidential Referee Report
 One School Confidential Report
 (ask your school careers guidance adviser or Dean about this)

All other applicants require: Two Confidential Referee Reports

Please choose referees carefully, **family, partner or close friends are not suitable**. Referees should be able to comment on personal qualities in relation to your suitability to be a teacher. They should also be able to give information regarding your involvement with children, young adults or other learners, as well as your academic ability.

Your choice of referee is important and deserves careful consideration. Because you are applying for a place in a professional degree, it would be appropriate to include a practising teacher, if possible.

Referee reports are confidential and for the sole use of Te Kura Toi Tangata Faculty of Education as part of the selection process. The reports are the property of Te Kura Toi Tangata Faculty of Education and will be destroyed at the end of the selection process.

It is your responsibility to ensure that your referees complete and return the forms to Te Kura Toi Tangata Faculty of Education.

At the top of the Confidential Referee's Report please check that you have given your full name and indicated the programme/s for which you are applying. It is advisable to provide the referees with a Freepost or stamped addressed envelope.

An application cannot proceed until the referees' reports are received by Te Kura Toi Tangata Faculty of Education.

Section 9 - Disability support

9.1 Do you have or have you had a medical or psychological condition which could limit your participation in a teacher education programme including the practical teaching component? Yes No

9.1.1 If yes, please state what assistance you may need to facilitate your full participation in a teacher education programme.

Please note: You may be required to supply a medical certificate before an offer of place at the Faculty of Education is confirmed. Please refer to the Education Council Good Character and Fit to be a Teacher Policy 2007: <http://bit.ly/goodcharacter2007>

Section 10 - Convictions

10.1 Have you ever been convicted of a criminal offence? (Including a serious traffic offence). Yes No

10.2 Are there any charges pending against you? Yes No

If you answered yes, you must mail an official court record in a separate sealed envelope marked confidential to the Associate Dean Teacher Education, Te Kura Toi Tangata Faculty of Education, The University of Waikato, Private Bag 3105, Hamilton 3240, Waikato Mail Centre, New Zealand. Forms to request records can be obtained at your nearest court. This process may take up to 12 weeks.

Please note: If a conviction occurs after your application has been submitted contact the Associate Dean, Teacher Education. Please refer to the Education Council Good Character and Fit to be a Teacher Policy 2007: <http://bit.ly/goodcharacter2007>

10.3 Please list the countries you have lived in for 12 months or more in the last 10 years other than New Zealand.

Country	From month/year	To month/year
	/	/
	/	/
	/	/

Please note: Police certificates from any country where you have lived for 12 months or more in the last 10 years, will need to be supplied.

Declaration

I declare that the information provided by me in this application and any attached documentation is true and correct and that I have not withheld any information in respect of this application which could have a bearing on my enrolment or the conditions of my enrolment at The University of Waikato. I understand that my making a false declaration to the University in respect of this application, or failing to disclose all information which may be relevant to the University in its consideration of my application for enrolment, may result in the University declining my Application to Enrol and may prevent me from gaining Teacher Registration. I agree and acknowledge that in the event the University at any stage becomes aware through information obtained from the NZ Police Licensing and Vetting Service Centre or otherwise, that I have a criminal conviction which I have not declared, the University in its sole discretion may immediately decline my Application to Enrol or cancel my Enrolment Offer or Enrolment Agreement (as the case may be). Notwithstanding anything else, I agree and acknowledge that the University will not be liable to me for any losses, claims, expenses or damages incurred or suffered by me, arising out of or flowing from the University's decision to decline my Application to Enrol or cancel my Enrolment Offer or Agreement (as the case may be).

I agree to the disclosure and use of my personal information contained in this application and attached documents by the University and to the disclosure and use of any other personal information about me which is held by the University, to any authorised bodies in response to requests by those bodies or organisations under statutory authority. I understand that I have the right to access my personal information and to request the correction of that information pursuant to the Privacy Act 1993.

Full name of Applicant _____

Signature of Applicant _____ Date _____

Consent to Disclosure of Information Form

All Applicants

Applicant's details

Family name: _____

First/middle names _____

Any previous names: _____

Gender: male female

Date of birth _____

City of birth: _____

Country of birth: _____

Street address: _____

City/country: _____

NZ drivers licence #: _____

Programme

Bachelor of Teaching Early Childhood Hamilton Tauranga

Bachelor of Teaching Primary Hamilton Tauranga Distance

Bachelor of Teaching Secondary Conjoint Hamilton

Graduate Diploma of Teaching Primary Hamilton Distance

Graduate Diploma of Teaching Early Childhood Distance

Graduate Diploma of Teaching Secondary Hamilton Tauranga Distance

Master of Teaching and Learning Primary Secondary Māori Medium

Master of Counselling Hamilton

Teacher Education Refresh Programme Primary Secondary

Te Kura Toi Tangata Faculty of Education Staff Teacher Education Master of Counselling

Consent

I hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to the Faculty of Education, The University of Waikato. I understand that any record of criminal conviction I might have will automatically be concealed if I meet the eligibility criteria stipulated in the Criminal Records (Clean Slate) Act 2004 and the Vulnerable Children Act 2014.

Signature _____

Date _____

All Applicants

This section needs to be completed by a trusted referee. The Proof of Identity referee will certify the applicant's identity by completing this page and verify a copy of the photo ID.

A trusted referee must be:

- **Over 16 years of age**
- **Not be related, or a partner/spouse, or a co-resident of the applicant**
- **Be either a person of standing in the community (e.g. registered professional, religious or community leader) or registered with the Approved Agency, i.e. Te Kura Toi Tangata Faculty of Education, The University of Waikato.**

The trusted referee must verify: The Proof of Identity Form and verify a copy of the photo ID.

Identification details

Full name of applicant _____

Tick the two forms of identification presented to you in person. The applicant must be the presenter of the documents. One form of identification must be from Category A and one must be from category B - refer to the table below. At least one of the acceptable forms of identification must be photographic.

Category A

- New Zealand passport
- New Zealand full birth certificate (issued on or after 1998)
- New Zealand certificate of identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin
- New Zealand firearms licence
- Overseas passport
- New Zealand citizenship certificate

Category B

- New Zealand drivers license
- 18+ card (must be current)
- New Zealand utility bill (issued within the last 6 months).
Please write date issued _____
- Electoral roll records
- Community services card
- Inland Revenue Number

Referee details

Full name _____

Address _____

Phone number _____

I declare that (please tick)

- I have sighted two forms of identification (One from category A and one from category B)
- I verify that the person in the photo is the person named as the applicant on this form
- I have verified the copy of photo identification
- Name change:** I have sighted evidence of this name change, where names differ (e.g. marriage certificate, statutory declaration)

Signature _____

Date _____

Base School Confirmation Form



BTchg Primary MMP and GDipT Primary Supported Online students only.

Applicant details

Applicant's name _____

Please have this form completed by the principal of your chosen base school and return it with your application.

Bachelor of Teaching

Your base school agrees to support you with one, full-day placement per week for the first three semesters of the six semester Bachelor of Teaching; and a three week practicum at the end of year one. For more information about the programme, and the role of the base school, please visit education.waikato.ac.nz/mmp

Graduate Diploma of Teaching Primary

Your base school agrees to support you with one full day placement per week for the full year of the Graduate Diploma of Teaching. There is a three week practicum in February with the one day placement continuing in that classroom for term 1. Terms 2 & 3 the placement needs to be at a new level at that same school. There is a three week practicum in this classroom in June/July. Further information for base schools can be found at bit.ly/BaseSchoolPGM

All applicants for this programme complete a comprehensive selection process, after which the programme coordinator will contact the base school principal with further information (if the application is to proceed).

Base school details

Name of school _____

Phone number _____ Email _____

Postal address _____

Name of Principal _____ Email _____

Name of Coordinating Teacher _____ Email _____

I agree that _____ school

will support _____ during their study at Te Kura Toi Tangata Faculty of Education.

Further comments _____

Principal's signature _____

Date _____

Official school
stamp

Confidential Referee Report



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

Referees - please post or email the completed form to:

Freepost 78837
Te Kura Toi Tangata Faculty of Education
The University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand

teach@waikato.ac.nz

Applicant's full name _____

The above applicant for our Early Childhood, Primary, Secondary teacher education programme has named you as a referee to support an application to Te Kura Toi Tangata Faculty of Education. You are asked to complete this form and return it to Te Kura Toi Tangata Faculty of Education. When selecting people for teacher education, the Selection Committee places great importance upon referee reports.

The purpose of this report is to determine the suitability of the applicant for teacher education and university level study.

1. How do you know the applicant? _____
2. How long have you known the applicant? Number of years _____ from _____ to _____
3. I do not know the applicant well enough to complete this form. (Please sign and return the form incomplete).
4. What are the applicant's special interests, skills and activities in relation to teacher education and teaching?

5. Please indicate where you have had any opportunity to observe the applicant's relationship with people, particularly those of

under school age school age applicant's age older age

What were your impressions of the applicant's ability to communicate and relate effectively?

6. Please comment on the applicant's qualities (in relation to teaching). Consider for example, leadership, initiative, reliability, co-operation, perseverance, maturity of outlook, general bearing, preparedness for independent academic study and any other personal qualities.

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Te Kura Toi Tangata Faculty of Education
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under school age school age applicant's age older age

What were your impressions of the applicant's ability to communicate and relate effectively?

6. Please comment on the applicant's qualities (in relation to teaching). Consider for example, leadership, initiative, reliability, co-operation, perseverance, maturity of outlook, general bearing, preparedness for independent academic study and any other personal qualities.

School Confidential Report Form



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

Referees - please post or email the completed form to:

Freepost 78837
Te Kura Toi Tangata Faculty of Education
The University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand
teach@waikato.ac.nz

For school leavers only

Applicant's details

Applicant's name _____ Date of birth _____

School _____

Application to the Bachelor of Teaching (BTchg) degree programme (tick as applicable):

Early Childhood

Primary

Secondary

Applicant's criteria

Is the applicant likely to achieve University Entrance?

Yes

No

Has the applicant achieved the literacy requirements for University Entrance? Yes No In progress

Has the applicant achieved the numeracy requirements for University Entrance? Yes No In progress

Is the applicant able to communicate clearly in both verbal and written contexts? Yes No

Does the applicant have the ability to succeed at independent study? Yes No

If yes, please indicate anticipated ability to succeed:

only with concerted effort with some difficulty, though has necessary skills no anticipated difficulty

Does the applicant possess suitable personal qualities to become a teacher? Please indicate degree of suitability:

not suitable

suitable

very suitable

extremely suitable

I would like to add the following about the applicant:

Referee's details

Name _____

Role _____

Email _____

Phone _____

Signature _____

Date _____

Official school
stamp