

<b>Policy and Procedure Guide</b>
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<b>Subject:</b> Registration of Teachers	<b>Date Effective:</b> 25 October 2012
	<b>Review Date:</b> May 2012

**Responsible to:** General Manager

**Applies to:** Provisionally Registered Teachers  
Teachers Registered Subject to Confirmation.  
Mentor Teachers  
Senior Teachers

**Purpose:**

1. To ensure teachers employed by the Association who are registered Provisionally or Subject to Confirmation receive a high quality Induction and Mentoring programme .
2. To ensure the Associations legal obligations and expectations regarding Teacher Registration are clear.

**Definitions:** WRFKA accepts the definitions, good practice models and explanations of the points of teacher registration process as those described in “Towards Full Registration” (Teachers Council 2006), as follows:

- **Provisional Registration (PRT)**

Teachers who have never been registered before and have graduated from an approved course of teacher education will be provisionally registered.

- **Registration Subject to Confirmation (STC)**

This is the category for teachers who may have been fully registered previously but have not taught continuously for at least 2 years out of the last five years if they can prove:

- they have previously completed two years of supervised teaching
- they were previously fully registered or registered subject to confirmation
- they have a NZ Trained Teachers Certificate)

*Experienced teachers from overseas may be registered with either a provisional or a Subject to Confirmation status on first application.*

- **Full Registration**

Is awarded to teachers who have been:

- Provisionally registered and taught for a minimum of two years in the last five years(one of which must be in New Zealand education system) or
- Registered Subject to Confirmation and taught for a minimum of three months
- Involved in an advice and guidance programme as above and have been successfully assessed against the satisfactory teacher dimensions by a fully registered teacher acting as their Mentor Teacher (see below)

- **Induction and Mentoring programme. (I&M)**

This is the whole range of meetings, discussion forums, professional development and networks provided by WRFKA and undertaken by the registering teachers in order to meet the standards required as a fully registered teacher.

- **Registrant**

All teachers undergoing an advice and guidance programme leading to full registration.

- **Mentor teacher**

Mentor teachers are fully registered teachers in the registering teacher's kindergarten, usually the Head Teacher, who is supporting the registrant through their advice and guidance programme.

- **Release days**

These are the days or part days when a registrant or Mentor Teacher is relieved of their normal work in their kindergarten

- Mentor teachers: to support their work directly with registering teachers or to continue work related to kindergarten processes
- Registrants: to support professional development goals and include work in their own kindergarten, additional personal professional development or visit to another kindergarten.

**References:**

- WRFKA "Teacher Registration Kit" (February 2010)
- "Towards Full Registration" (Teachers Council 2006)
- Current *Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement*

## POLICY

1. The Association will provide an allowance to Mentor Teachers of registrants, as per the *Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement* (KTCA) provisions for Tutor Teachers. This allowance will continue until the Registrant has been awarded Full Registration.
2. In the case of full time employees it is anticipated the advice and guidance programme will be completed in two years and registrants will apply to move to Full registration immediately following this period.
3. The Mentor Teacher will be identified when the registrant takes up a permanent, or long-term relieving position of 10 weeks or more, and be reconfirmed annually or when a relieving teacher moves to another kindergarten.
4. Release days
  - Mentor Teachers Can access four ½-days release time per year (regardless of the number of registrations they are mentoring). The release time is available to support their role in the kindergarten in the way they believe is most appropriate. Release time will not be accrued from term to term.

- Registrants can access four ½-days release time per year to use to support their registration goals. Release time may be accrued from term to term to a maximum of two days.
5. The Mentor Teacher will act as a mentor in support of the registering teacher. The details of the role are found in WRFKA “Teacher Registration Kit”.
  6. The registrant will be responsible for the progress of their induction and mentoring programme, including :
    - keeping evidence of the advice and guidance programme at the kindergarten;
    - informing the Senior Teacher when they are ready to apply for full registration; and
    - attending the workshops and seminars during the year as provided by the Senior Teachers as part of the induction and mentoring programme and publicised at the beginning of each year.
  7. Senior Teacher will support the induction and mentoring programme at a kindergarten level and provide for professional learning and development opportunities specifically for registering teachers and Mentor Teachers annually.

## PROCEDURES

1. The Senior Teacher will inform the Payroll Officer when:
  - a. a Mentor Teacher is allocated to a Registrant and is entitled to the Tutor Teacher Allowance;
  - b. a Registrant is awarded Full Registration and so the Tutor Teacher Allowance will cease;
2. Copies of all employees’ Registration Application forms should be copied and kept on file at the Association. This includes:
  - Applications for Provisional Registration or Subject to Confirmation (if the teacher had been appointed prior to this being completed);
  - Applications for Full Registration; and
  - Applications for renewal of Practising Certificate.
3. All Teachers, Head Teachers and Senior Teachers employed by the Association must send in a copy of their current Practising Certificate. This will be kept on the employee’s personnel file.
4. Further details of the procedures related to registration, advice and guidance, induction and mentoring, can be found in the Association’s “Teacher Registration Kit.”