



history of nzgse

THE ORIGINS

During 1995, three teacher educators together decided there was a need for a high quality alternative to the traditional teacher education programmes. Lois Chick, Kevin Knight and John Langley formed a company to become this new enterprise - New Zealand Graduate School of Education.

The vision was that NZGSE would be an exemplar for other training providers: an organisation that would challenge by example the current practices in teacher education. NZGSE was committed from the beginning to preparing teachers who would be academically well qualified, very skilled practitioners, and prepared to demonstrate the highest standards of professionalism in schools.

THE MODEL

To achieve this goal NZGSE chose a training model that was the most effective known. This was a combination of extensive school-based experience coupled with close supervision by teacher educators. Other features were to be a flexible programme length and a strong emphasis on the skills of behaviour management.

THE DEVELOPMENT PHASE

NZGSE's set-up phase extended from October 1995 to September 1996 during which time the many approval processes were completed. By the end of the development phase NZGSE had acquired premises and equipment, was registered as a private training establishment, was accredited to work in the field of teacher education and had a Diploma of Teaching programme recognised by NZQA and the then Teacher Registration Board. In 2005, the programme was renamed Graduate Diploma in Teaching on the recommendation of the New Zealand Teachers Council.

CHANGES OF DIRECTORS

A fourth director – Harry Lim – joined NZGSE in October 1996 to provide more business perspective. John Langley and Harry Lim have now both exited the company. Rod Browning – who was formerly NZGSE's Secondary Programme Leader – was invited to be a Director in 2010 and recently retired from this role.

THE START OF THE TEACHER TRAINING PROGRAMME

New Zealand Graduate School of Education's first teacher training programme began on 1 October 1996 with a small intake of eight students training as primary teachers. They were joined in January 1997 by a further group training to be primary teachers and a new group training to be secondary teachers. Since then new primary and secondary groups have begun in January and July each year. There are normally around 100 teacher interns – NZGSE's term for its student teachers – on the programme training as primary teachers or as secondary teachers. NZGSE is committed to keeping its teacher intern numbers low to ensure an individual focus on training needs.

CEREMONIES

The Official Opening of New Zealand Graduate School of Education was conducted by Hon Wyatt Creech— then Minister of Education – on 6 June 1997.

NZGSE held its Inaugural Graduation Ceremony in April 1998 when the Rt Hon David Lange presented 26 teachers with their diplomas. Graduations have been held annually since.

In 2006, NZGSE celebrated its tenth anniversary with a conference at which Hon Steve Maharey – Minister of Education at the time – was the keynote speaker. In 2016, the 20 year milestone was reached.

LIAISON WITH SCHOOLS

NZGSE's teacher education model fosters strong professional links with participating host schools. This cooperation has benefits for both NZGSE and the schools. NZGSE teacher interns gain from being treated as full members of the schools' professional teams and NZGSE can contribute to the professional development of the teachers in the schools.

SCHOOL IMPROVEMENT SERVICES

In addition to the teacher training programmes, NZGSE provides extensive support to experienced teachers and school managers through professional development courses, mentoring schemes, teacher appraisals and school reviews. This work is managed under the banner of School Improvement Services.

NZGSE GRADUATES IN THE TEACHING PROFESSION

Around 1,100 people have been trained as teachers by NZGSE. NZGSE graduates are highly sought after by schools. Our data show that over 97% of our graduates go on to teach. NZGSE graduates often win rapid promotion once they are in teaching jobs.



nzgse centre

NZGSE CENTRE

NZGSE base is called the NZGSE Centre. We operate from rooms leased from Selwyn House School – an independent primary school for girls. The entrance to the NZGSE Centre is at 95 Papanui Road, Merivale. NZGSE's former premises were badly damaged in the February 2011 earthquake, and were later demolished.

The NZGSE Centre is conveniently located as it is close to the CBD. All day parking is easily available in nearby streets.



programme features

Successful graduates from NZGSE's teacher training programmes are awarded either a Graduate Diploma in Teaching (Primary) or Graduate Diploma in Teaching (Secondary). The diploma is based on international knowledge about how teachers are best trained and includes some important features that will ensure your training fully prepares you for the realities of teaching.

SCHOOL-BASED

Teachers around the world confirm that it was their experience in schools that was the most successful part of their training.

At NZGSE we agree with this view so two thirds of your time will be spent working in schools. This more extensive school based training will give you greater opportunity to practise teaching and increase your confidence. The longer time in schools will allow you to experience real teaching. You will not be in schools to watch. You will be there to teach and you will be given proper responsibility for young peoples' learning.

The NZGSE tutors work alongside the teacher interns while they are at schools. This allows us to give you immediate relevant feedback.

SCHOOL SETTINGS

NZGSE offers a variety of training settings so that teacher interns can work with a range of children with different learning needs and from different social backgrounds. The schools we use include children from the full range of socioeconomic levels and ethnic groups in Christchurch. Information about the training settings is included in the *Host Schools* sheet.

FLEXIBLE PROGRAMME LENGTH

The NZGSE programme offers you a challenge: work harder and you can complete the diploma earlier.

We know that some people learn quicker than others and we believe that your training should allow for this. If you can learn faster than other teacher interns you will not be made to wait for them. When you can demonstrate your ability to teach in a range of settings, and show that you have all the competencies of the programme, we will award you the diploma. You can apply for a teaching job and start earning a salary.

The NZGSE programme lets you plan a pathway through the assessment tasks so that one complex activity can be assessed simultaneously against several teacher education standards. You are encouraged, with the assistance of your tutors, to undertake more complex activities involving many concurrent tasks. You will experience the reality of teaching even sooner.

BEHAVIOUR MANAGEMENT

Many people shy away from teaching because of their fear of difficult behaviour. Others start teaching and do not stay because their classes become unruly. We will teach you the proven techniques for managing difficult behaviour so you can focus on teaching itself.

SPECIAL LEARNING NEEDS

A few years ago, students with special learning needs tended to be separated off into special classes. Now it is far more common for these students to attend the same classes as everyone else. This is known as mainstreaming. Many teachers who trained in the past were not taught how to teach these children and are unable to meet their needs.

The NZGSE programme has a particular focus on teaching students with special learning needs. You will have extensive opportunities for working with these children both during teaching practice and during your time at the NZGSE Centre.

HIGH ACADEMIC STANDARDS

As graduates, you have already been used to study at an advanced level. As you advance into the professional training phase of your education you will expect to maintain the same high academic standards. NZGSE shares this view.

Two assessment strands run through the assessment practices of the NZGSE programme. There is ongoing assessment and feedback to help you in your professional development. There will also be formal assessment points at the end of each term conducted by NZGSE staff.

PROGRAMME STRUCTURE

NZGSE's Graduate Diploma in Teaching is based on a set of Teacher Education Standards designed at NZGSE. These Standards go well beyond the minimum level of competency for graduating teachers required by the Education Council.

primary and secondary schools

New Zealand Graduate School of Education cooperates with a group of supportive schools that share the vision of quality teacher training through a strong school-based component. NZGSE is committed to providing a variety of schools for its teacher interns and has a deliberate policy of finding settings that will challenge interns to quickly develop their teaching skills, including state schools of all types, integrated schools and independent schools. Viewed together, the schools draw their students from the full range of socioeconomic levels and ethnic groups in Christchurch and Canterbury. The following schools have participated as host schools for NZGSE teacher interns.

PRIMARY SCHOOLS

School	Type of school	Years
Addington School	State school	1-6
Aranui Primary School	State school	1-8
Avondale School	State school	1-6
Bamford School	State school	1-8
Banks Avenue School	State school	1-6
Belfast School	State school	1-8
Birchgrove School	State school	1-6
Breens Intermediate School	State school	7-8
Bromley School	State school	1-6
Burnside Primary School	State school	1-6
Burwood School	State school	1-6
Casebrook Intermediate School	State school	7-8
Central New Brighton School	State school	1-8
Chisnallwood Intermediate School	State school	7-8
Cholmondley Home School	State school	1-8
Christ the King School	State school	7-8
Christchurch East School	Integrated Catholic school	1-8
Christchurch South Intermediate School	State school	7-8
Clarkville School	State school	1-8
Clearview Primary School	State school	1-8
Cobham Intermediate School	State school	7-8
Discovery One School	State character school	1-8
Elmwood Normal School	State school	1-6
Fendalton Open Air School	State school	1-6
Freeville School	State school	1-8
Gilberthorpe School	State school	1-6
Governor's Bay School	State school	1-8
Heathcote Valley School	State school	1-8
Heaton Normal Intermediate School	State school	7-8
Hoon Hay School	State school	1-6
Ilam School	State school	1-6
Kaiapoi Borough School	State school	1-8
Kendal School	State school	1-6
Ladbrooks School	State school	1-8
Linwood Avenue School	State school	1-6
Linwood Intermediate School	State school	7-8
Linwood North School	State school	1-6
Mairehau Primary School	State school	1-8
Manning Intermediate School	State school	7-8
Marshland School	State school	1-8
Middleton Grange School	Integrated Christian school	1-13
Mt Pleasant School	State school	1-8
New Brighton Catholic School	Integrated Catholic school	1-8
North New Brighton School	State school	1-8
Northcote School	State school	1-6
Oaklands School	State school	1-8
Opawa School	State school	1-8
Our Lady of the Assumption School	Integrated Catholic school	1-8

Our Lady of Victories School	Integrated Catholic school	1-8
Our Lady Star of the Sea School	Integrated Catholic school	1-8
Paparoa Street School	State school	1-6
Parkview School	State school	1-8
Phillipstown School	State school	1-8
Redcliffs School	State school	1-8
Redwood School	State school	1-6
Riccarton School	State school	1-8
Rolleston School	State school	1-8
St Albans School	State school	1-6
St Andrew's College Preparatory School	Independent Presbyterian school	1-8
St Bernadette's Primary School	Integrated Catholic school	1-8
St Francis of Assisi School	Integrated Catholic school	1-8
St Joseph's School	Integrated Catholic school	1-8
St Margaret's College	Independent Anglican girls' school	1-13
St Martins School	State school	1-8
St Michael's Church Day School	Independent Anglican school	1-8
St Patrick's School	Integrated Catholic school	1-8
St Paul's School	Integrated Catholic school	1-8
St Peter's Catholic School	Integrated Catholic school	1-8
St Teresa's School	Integrated Catholic school	1-8
Sacred Heart School	Integrated Catholic school	1-8
Selwyn House School	Independent Anglican girls' school	1-8
Shirley Intermediate School	State school	7-8
South New Brighton School	State school	1-8
Spreydon School	State school	1-6
Sumner School	State school	1-8
Te Waka Unua School	State school	1-8
Waimairi School	State school	1-6
Wainoni School	State school	1-8
Wairakei School	State school	1-6
Waitākiri Primary School	State school	1-6
Westburn School	State school	1-8
West Spreydon School	State school	1-6
Wharenui School	State school	1-6
Windsor School	State school	1-6
Woodend School	State school	1-8
Woolston School	State school	1-8

SECONDARY SCHOOLS

Aranui High School	State co-educational school
Aidanfield Christian School	Integrated Christian co-educational school
Avonside Girls' High School	State girls' school
Ashburton College	State co-educational school
Burnside High School	State co-educational school
Cashmere High School	State co-educational school
Catholic Cathedral College	Integrated Catholic co-educational school
Christchurch Boys' High School	State boys' school
Christchurch College of Computing	State co-educational Yr13 school
Christchurch Girls' High School	State girls' school
Christchurch Rudolf Steiner Area School	Integrated co-educational special character school
Christ's College	Independent Anglican boys' school
Hagley Community College	State co-educational school
Halswell Residential College	State co-educational special school
Hillmorton High School	State co-educational school
Hillview Christian School	Integrated Christian co-educational school
Hornby High School	State co-educational school
Kaiapoi High School	State co-educational school
Lincoln High School	State co-educational school
Linwood College	State co-educational school
Mairehau High School	State co-educational school
Marian College	Integrated Catholic girls' school
Middleton Grange School	Integrated Christian co-educational school
Papanui High School	State co-educational school
Rangiora High School	State co-educational school
Rangi Ruru Girls' School	Independent Presbyterian girls' school
Riccarton High School	State co-educational school
St Bede's College	Integrated Catholic boys' school
St Andrew's College	Independent Presbyterian co-educational school
St John's College	Integrated Catholic boys' school
St Margaret's College	Independent Anglican girls' school
St Thomas of Canterbury College	Integrated Catholic boys' school
Shirley Boys' High School	State single-sex boys' school
Unlimited Paenga Tawhiti	State character co-educational school
Villa Maria College	Integrated Catholic girls' school



the staff

MANAGERS OF INITIAL TEACHER EDUCATION

The position of Manager of Initial Teacher Education is shared by Lois Chick (0.4) and Marcia Kashizuka (0.6).

Lois Chick MEd (*Cant*), ADipT

Lois Chick – a founding director of NZGSE – is a highly experienced teacher educator. Lois has taught at eight primary and intermediate schools around New Zealand and at special schools in New Zealand and England. Before the establishment of NZGSE, she worked at a college of education for six years. Lois is widely regarded for her practical approach to classroom teaching. She is in demand for her knowledge of special education and her analytical skills used in appraising teachers and principals and in reviewing schools. Lois is also the chair of the board of trustees that governs two special schools: Halswell Residential College and Westbridge Residential School.

Marcia Kashizuka BA(Hons) (*Cant*), GDipT

Marcia began her teaching career at Central New Brighton School. She then moved to Mairehau Primary School where she became the teacher in charge of ICT and had the responsibility of leading a team of teachers looking at school targets for engagement with digital devices. Marcia has strong expertise across the New Zealand Curriculum, and she has particular interest in gifted and talented education. She joined the NZGSE staff at the start of 2014 as a tutor. She was promoted twice at NZGSE – first to be Primary Programme Leader and then to her current position as a Manager of Initial Teacher Education.

MANAGER OF SCHOOL IMPROVEMENT AND RESEARCH

Kevin Knight JP, BSc, DipEd (*Cant*), MEd, PGDipEdPs (*Otago*), PhD (*Monash*), DipTchg

Kevin Knight – also a founding director of NZGSE and highly experienced teacher educator – entered the education service as a secondary mathematics teacher and taught in secondary schools in New Zealand and Australia. He has been a secondary school principal. Kevin is also an educational psychologist and practised in Gisborne and Christchurch before working as a college of education lecturer for five years. Kevin is in high demand throughout New Zealand and Australia for his expertise in classroom behaviour management, mentoring and teacher appraisal. Kevin was a member of the former New Zealand Teachers Council.

PROGRAMME LEADERS

Anne Ditcher BSc(Hons) (*Herts*), BA(Hons) (*Cant*), PhD (*Bristol*), GradCertTEAL (*Massey*), DipT

Anne's first career was in engineering and she began as an engineering apprentice at Hawker Siddely Aviation in the UK. Anne then moved down an academic pathway and completed a PhD in Engineering at the University of Bristol. From 1981 to 2002 Anne lectured in Mechanical Engineering at the University of Canterbury, and was promoted to Senior Lecturer in 2000. Having achieved her goals in engineering she trained as a primary teaching at NZGSE and then taught at Riccarton Primary School. As well as teaching a Year 7/8 class her responsibilities included being curriculum leader in Mathematics and Technology, and teacher in charge of ICT.

Katie McGuinness BCom (*Cant*), GDipT

Katie joined the NZGSE staff in 2015 and is now the Secondary Programme Leader. After completing her teacher training at NZGSE, Katie taught accounting, economics, business and mathematics at Lincoln High School. She was the teacher in charge of Accounting. She was also the teaching practice coordinator there for three years. Katie is a resource writer for CETA – the New Zealand Commerce and Economics Teachers Association. She has a strong interest in increasing student engagement.

OFFICE MANAGER

Glenda Climo

Glenda joined NZGSE staff in 2004 as Administrative Assistant and was promoted to Office Manager in 2008. Her wealth of experience includes administration roles at government departments and schools. She is the fount of commonsense in the Management Team. Glenda and her husband breed Murray Grey cattle and were recently selected as Ambassadors for the Canterbury A&P Association.

TUTORS

Charlotte Buxton BA (*Cant*), GDipT

Charlotte is an experienced teacher who has taught at three schools – Manning Intermediate School, Linwood Intermediate School and Hillview Christian School. Early in her career at Linwood she was also the literacy leader, coordinator of the enhanced programme fund and a tutor teacher. More recently, while based at Hillview, she led a Ministry of Education professional learning project across a cluster of schools. Charlotte rejoined the staff at NZGSE after having first worked here as a tutor in 2009.

Josh Haythornthwaite BSc (*Cant*), GDipT

Josh joined the secondary team of tutors at NZGSE at the start of 2016 after a successful period of teaching at his old school – Mairehau High School. He was quickly promoted there, first as teaching practice coordinator, and then as a dean. Josh's strong classroom practice has allowed him to be role model while acting as a supervising teacher for many NZGSE interns teaching Biology, Geography and Social Studies. Josh is responsible for NZGSE's social media presence.

Anna Lau BA (*VUW*), GradDipMgt (*Cant*), GDipT

Anna has taught at two schools – Hillmorton High School and Burnside High School. Her no-nonsense classroom manner allowed her to establish very successful learning environments and a strong respect culture with her students.

Richard Oswin MA (*Auck*), DipTchg

Richard closed a long chapter of his distinguished education career in 2015 when he finished in his position as Deputy Principal at Elmwood Normal School. For many years, he has had a leading role in supporting teachers-in-training, and developing the professional skills of qualified teachers. But it is as a musician that Richard is best known in Christchurch. Thousands of primary-aged children, over the years, have delighted in Richard's musicianship and wit as music director, pianist and composer at the Christchurch Schools Music Festival. Richard is a core tutor at NZGSE for term 1 this year, and then will continue in his role as adjunct tutor in music.

Pip Overton BA(Hons) (*Cant*), GDipT

Pip joined NZGSE's tutor team in 2015 after several years of successful teaching at St Teresa's School. She trained as a primary teacher at NZGSE. Pip has been a supervising teacher for NZGSE interns on several occasions. As St Teresa's is transitioning towards innovative learning spaces throughout the school, Pip adds to the tutor team recent experience of this trend towards collaborative teaching practices. Pip has strengths in mathematics, music and drama.

ADMINISTRATION ASSISTANT

Suzi Hansen

Suzi is often the first person visitors to NZGSE meet. She is responsible for our reception and assists Glenda Climo – the Office Manager. She has worked in many administrative roles in the commercial world and community organisations. In her spare time Suzi is an enthusiastic quilter.

ADJUNCT TUTORS AND RESEARCHERS

Adjunct tutors are tutors who are engaged on a part-time basis to contribute to the teaching at NZGSE – especially in curriculum areas. Adjunct researchers contribute to NZGSE's research projects. Adjunct staff are usually employed at schools or other organisations. Here are some of NZGSE's adjunct staff.

Rod Browning MA (*Cant*), DipEd (*Massey*), DipTchg, FNZIM

Andrew Dwight BSc, BBiomedSc, GradDipEd (*Monash*), MA (*Regent*)

Jude Gray BEd (*Otago*), DipT

Fleur Harris MEd, PhD, PGCertCT (*Cant*), TTC (SpTh), DipTchg

Melissa Himin BSc(Hons) (*Lincoln*), GDipT

Greg Pearce BTchLn (*CCE*), DipT

Regan Stokes BA (*Cant*), GDipT

Ginnie Thorner BEd (*Massey*), MDramaEd (*Griffith*), DipT



criteria

This sheet explains the six entry criteria you must meet to be considered for a teacher training programme at NZGSE.

1. Have a suitable academic background

As the name implies, New Zealand Graduate School of Education trains *graduates* as teachers. This means that you must have a degree to be considered for entry to one of our programmes.

An applicant for the secondary programme must have papers to at least 300 level in a teaching subject appropriate to the secondary school curriculum. (Applicants who wish to teach a technology subject in a secondary school, and who do not meet the requirement to have a degree plus 300 level papers, should contact us to discuss their qualifications.)

If you have an overseas degree, you may need to arrange for the New Zealand Qualifications Authority (NZQA) to assess your qualification. This will normally need to be done before we process your application.

2. Be competent at communicating in English

A person's ability to teach is limited by their ability to communicate with their students. Mastery of spoken and written English is imperative for any person working in New Zealand schools.

An extra requirement applies to applicants for whom English is not their first language. If you fall into this category, you must provide evidence that you have completed the academic version of the IELTS test within one year prior to applying for the programme, and that you achieved at least 7.0 in all components of the test. This is a minimum standard before your application can be considered. We will want further information about your success at functioning in an English-speaking environment from your referees or from our own assessment of your English. Applicants born in New Zealand are exempt from this requirement. The selection team may also consider exempting from this requirement, an applicant who completed their degree in New Zealand or Australia.

Competency in English is also an important requirement for applicants who speak English as their first language.

3. Be of good character

We need to be reassured that you are a person of good character. On the application form, you are asked to provide the names and contact details of two referees who can confirm that you are a person of good character. We will also form our own impression if you are shortlisted for an interview. Here are some factors we consider.

Respect for others

We are wanting people who show respect for others, respect for New Zealand's cultural and social values, and respect for other people's views.

Law abiding

Teachers are role models for young people and need to respect the law. We ask you to declare, in your application, any convictions or pending court cases. We also conduct a New Zealand police check later in the enrolment process.

Trustworthy

We are wanting people who have a track record of being reliable, trustworthy and honest.

Caring

We are wanting those who will nurture and care for young people.

4. Be fit to be a teacher

We need to be reassured that you are physically and mentally fit to carry out a teaching role safely and competently.

Physically fit

It may not appear to be, but teaching is a physically demanding job. Whether it is being on your feet much of the day, going up and down stairs, or taking fitness sessions for school students, teachers need to be physically fit. We ask you to declare, in your application, any matters that may impact on your ability to manage the physical aspects of the job.

Mentally fit

The stress of teaching can expose or trigger mental illness. As with physical fitness, we ask you to declare, in your application, any matters related to mental illness that may impact on your ability to do the job. Depression is the most common mental condition. If you have experienced depression before, it is imperative that we know.

If you have a physical or mental condition that is well managed, so that it will not impact on your ability to be a teacher, we ask that you explain how it is managed. At NZGSE, we are aware of our obligations not to contravene the Human Rights Act 1993 by unlawfully discriminating against applicants.

5. Be suitable to be a teacher

Teaching is not for everyone. It requires resilience, commitment, patience, enthusiasm, assertiveness, cooperative skills and a willingness to learn. At NZGSE we are very careful to select applicants who will cope with our challenging programme and have personalities suitable for teaching. Your referees' opinions, and our own views from interview, are used to assess your suitability for teaching.

6. Be employable

An applicant may meet all of the previous criteria yet have a low likelihood of employment upon completing the programme. For example, this may occur for a secondary graduate with teaching subjects not currently required by schools. NZGSE may decline an application when we consider a person has a low chance of employment. We consider it unethical to train people in these circumstances.



how to apply

WHAT DO I PUT IN THE APPLICATION?

You need to fill out an application form containing basic facts about yourself. (If you are not a NZ or Australian citizen, or do not have NZ residence, you will need to fill out the pink application form for international students.) The application form specifically asks you to supply some additional information on separate sheets. You should also attach any additional material that will strengthen your chance of acceptance into the programme. What you include is up to you but here are some suggestions:

- cultural, sporting and recreational interests that demonstrate your commitment to success or show that you have additional skills that would be useful in teaching
- experience with children and young people such as youth leadership in clubs
- teaching experience such as university tutoring or private tutoring of school students
- prizes, awards and scholarships you have won, and any research experience

If you are waiting for university results to confirm that your degree is completed you should explain this because these subjects will not appear on your academic transcript. Please attach a current passport-sized photograph of yourself to the bottom right corner of the application form. It does not have to be an actual passport photo – you are allowed to smile!

WHERE AND WHEN DO I SEND MY APPLICATION?

Send your completed application to:

New Zealand Graduate School of Education
PO Box 36625
Merivale
Christchurch 8146
New Zealand.

The closing date for applications for the January 2018 intake is 21 November 2017.

If you would like to discuss your application with us then ring 03 377 8390 or email office@nzgse.ac.nz. You are welcome to make an appointment to meet us and learn more about our programmes.



selection process

THE STEPS

Step 1: Acknowledgement

When we receive an application we send an acknowledgement letter. The information in your application is then considered. We do not usually wait for the closing date and tend to process applications as they arrive. Applications are processed throughout the year, even though there are just two intakes – January/February and July.

Step 2: Academic Background and English Language

This step considers whether you are likely to:

- Have a suitable academic background
- Be competent at communicating in English.

If it appears that you are, then your application proceeds to the next step. If not, we will send you a rejection letter explaining what aspects of your academic background, or competency at communicating in English, you have not met.

Step 3: Shortlisting for interview

The Tertiary Education Commission sets strict limits on the number of teacher interns that NZGSE can train. Based on previous application rates, it is likely that we will only be able to accept around 70% of our applicants. Step 3 is a shortlisting procedure.

The shortlisting process considers whether it is likely that you would:

- Be of good character
- Be fit to be a teacher
- Be suitable to be a teacher
- Be employable.

This is done by examining the written information provided by you, and we may choose to contact one or both of your referees at this time. When we contact a referee, it will be by telephone.

If you are shortlisted, you will be invited to an interview. If you are not included on the shortlist for interview, then we will send you a rejection letter. If your application is declined at Step 3, we will identify which of the four criteria concerned us and led us to not include you in the shortlist.

Step 4: Interview

If your application reaches Step 4, you will be invited to a face-to-face interview. Generally, we expect any applicant who is resident in New Zealand to attend an interview in Christchurch. We can be flexible with the timing of interviews to allow applicants to take advantage of cheap airfares that may be on offer. If you are unable to attend an interview in Christchurch, alternative arrangements will be made to interview you in another centre, or in another way.

When you attend the interview, you will also be required to complete a literacy assessment and a numeracy assessment.

No one is accepted into the NZGSE programme without an interview.

At the end of the interview you will be given a date by which you can expect to hear the outcome of your application.

Step 5: Final decision

All the information is brought together from your application, the interview and the referees' comments. We may contact one or both of your referees at this time. Occasionally, we may choose not to speak to any referee or may ask you to provide additional referees. Their comments are especially important in determining your suitability to be a teacher.

The selection team then makes a decision and will send you a letter with the result. If you are unsuccessful, the letter will explain why. It is NZGSE's practice to give reasons to unsuccessful applicants explaining why their application has been unsuccessful. These applicants may not agree with our view, but they will know what we based our decision on.

Some applicants may receive the disappointing news that their application has been unsuccessful because of limited places on our programme. In these circumstances we may simply say that we preferred other applicants and offer no other reason. For some secondary applicants, we may say that we could not overload particular subject areas for which employment prospects are not strong. These two categories of applicants may feel some consolation to know that we considered them suitable applicants to be on our programme.

ENROLMENT

Your letter of offer will include an Acceptance Form for you to sign and return to us. Once we have received this form for you there will be a contractual arrangement between you and NZGSE.

The offer may lapse if it is not accepted within 7 working days of the date of your Letter of Offer, and your place may be offered to another applicant. If you do not wish to accept the offer of a place on the programme we ask that you write back and tell us that.

Enrolment, itself, is a simple process that takes place on the first day of the programme.

WHAT HAPPENS IF I WITHDRAW LATER ON?

The Education Act 1989 covers the situation of withdrawing within 7 days of the start of the programme. If you do this, you are entitled under the Act to a refund of all tuition fees, except 10% or \$500, whichever ever is the lesser.

If you withdraw after 7 days, no refund is due. However, in keeping with NZGSE's policy of charging fees by the term, if you have paid for any terms beyond the current term, we will refund any money held in trust in your name.



fees

primary and secondary teacher training programmes

TUITION FEES

Although New Zealand Graduate School of Education operates a flexible programme length, the Ministry of Education has defined our two programmes as having an official programme length: 5 terms (15 months) for the primary teacher training programme and 4 terms (12 months) for the secondary teacher training programme. The Ministry of Education supports our flexibility but still prefers to consider our programmes as having a set length. This fact is important for understanding NZGSE's fee structure.

New Zealand citizens, and others who have been granted residence, qualify for an Equivalent Full-Time Student (EFTS) subsidy from the Ministry of Education, which has the effect of reducing fees. EFTS subsidies apply for the official length of a programme. For most NZGSE teacher interns, the EFTS subsidy will apply for the whole of their programme. Some interns take longer than the official programme length to complete and go beyond the period of the EFTS subsidy.

To encourage interns to reduce their training time, NZGSE charges fees by the term. Teacher interns only pay fees for the number of terms taken to complete the Diploma. The fees for each term of study are due on the Monday of the second week of the term. For example, an intern who takes only 4 terms to complete the primary teacher training programme will only pay 4 terms fees: not 5.

For interns who take longer than the official programme length to complete the Diploma, NZGSE itself subsidises the fees for one further term once the EFTS subsidy is ended. This is done to avoid excessive pressure on interns to finish for financial reasons within the official programme length. It is better that they take a little longer so that they develop their teaching skills in a more measured way. Then they will leave the programme with full confidence to start their teaching careers. NZGSE is prepared to carry the financial cost for one term to ensure that the end point of a person's programme is determined by professional needs and not financial pressure.

NZGSE has two different fee rates depending on whether a subsidy is operating or not.

The lower rate

The lower rate is the fee paid by most NZGSE teacher interns most of the time. This rate is paid by New Zealand citizens, and others who have been granted residence, in the first 6 terms of the primary teacher training programme or the first 5 terms of the secondary teacher training programme. The lower rate for 2018 is \$1642 for the term (GST inclusive).

The higher rate

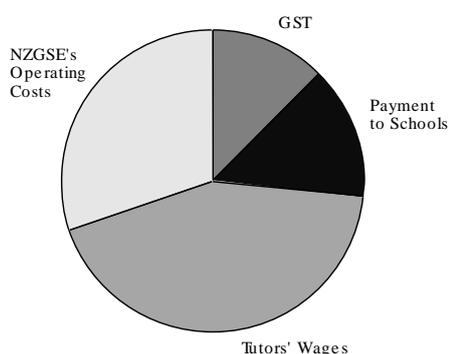
The higher rate is the fee paid by international teacher interns, and any New Zealand citizens or others who have been granted residence, who enrol in a 7th or subsequent term in the primary programme or a 6th or subsequent term in the secondary programme. The higher rate for 2018 is \$5700 per term (GST inclusive).

RULES AFFECTING INTERNATIONAL STUDENTS

Immigration regulations require that international students who have not been granted residence must pay their programme fees in advance. So, at NZGSE international teacher interns pay fees in advance for the official programme length – 4 terms for secondary (\$22,800) or 5 terms for primary (\$28,500). This money is held in a trust account. If an international teacher intern completes the programme in less than the official time, a refund will be made. If an overseas teacher intern takes longer than the official time to complete the programme, then additional fees will be charged at \$5700 per term.

WHERE THE MONEY GOES

NZGSE is able to offer a flexible length of training because of the high proportion of time spent in schools and the high level of tutor supervision and feedback. Both of these features of NZGSE's programmes have an impact on fees. Teachers' employment contracts require that an allowance be paid to teachers who have student teachers with their classes. The following diagram shows how the fees are spent.



OTHER COSTS

1. Enrolment Fee: A one-off fee of \$150 is payable at enrolment. (This fee can be paid by student loan.)
2. Administration Fee: \$50 is charged each term to cover certain incidental costs. (This fee cannot be paid by student loan.)
3. You should allow \$500 per term to cover books, travel to schools, photocopying, printing and other activities.

FEES PROTECTION

NZQA requires that all private training establishments have a fees protection scheme to protect students' fees in the event of their provider's financial or educational default. NZGSE operates a scheme through the Public Trust whereby all our fees are paid into the Trust. The Trust then progressively releases this money to us.

FINANCIAL ASSISTANCE

NZGSE teacher interns have the same access to the student support provisions – such as Student Loans and Student Allowances – as do students training to be teachers at state tertiary providers. See www.studylink.govt.nz for details. NZGSE teacher interns are eligible to apply for any scholarships the government may offer, for example in targeted secondary subjects. See www.teachnz.govt.nz for details.



f.a.q.

FREQUENTLY ASKED QUESTIONS

Here are answers to some frequently asked questions about New Zealand Graduate School of Education and its teacher training programmes.

What sort of organisation is NZGSE?

NZGSE is a Private Training Establishment. Using official language:

New Zealand Graduate School of Education is registered by the New Zealand Qualifications Authority as a Private Training Establishment under the provisions of the Education Act 1989 and its subsequent amendments.

This means that NZGSE has gone through a rigorous evaluation by the New Zealand Qualifications Authority (NZQA) to confirm that it has the staff, facilities and quality management system necessary to be a training establishment. Speaking legally, NZGSE is a limited liability company – New Zealand Graduate School Education Limited.

Who is behind NZGSE?

NZGSE has no mystery backer and we are not driven by any unusual philosophy. The venture was an initiative of the three original directors – Lois Chick, Kevin Knight and John Langley – to meet a need in teacher education for a high quality alternative to the colleges of education. Lois Chick and Kevin Knight are the only shareholders of New Zealand Graduate School of Education Limited and each person has an equal shareholding.

Is NZGSE's teacher training programme approved?

Yes. NZGSE's Graduate Diploma in Teaching (Primary) and Graduate Diploma in Teaching (Secondary) programmes are approved by NZQA. An in-depth examination of NZGSE's programmes was conducted by NZQA, the New Zealand Teachers Council and senior representatives of the teacher education sector in New Zealand. Again, using official language:

These programmes are approved by the New Zealand Qualifications Authority under the provisions of the Education Act 1989, and New Zealand Graduate School of Education is accredited to offer them.

Can I get registered as a teacher with NZGSE's qualification?

Yes. NZGSE's Graduate Diploma in Teaching (Primary) and Graduate Diploma in Teaching (Secondary) teaching have been approved by the Education Council of Aotearoa New Zealand.

Can I get a Student Loan or Student Allowances if I do the NZGSE programme?

As mentioned on the Fees sheet, NZGSE teacher interns have the same access to the student support provisions – such as Student Loans and Student Allowances – as do students training to be teachers at state tertiary providers. See www.studylink.govt.nz for details.

How good is NZGSE?

NZGSE is subject to external evaluation and review (EER) by NZQA. This is the outcome of the most recent EER.

New Zealand Graduate School of Education is a **Category 1** provider.

NZGSE is **Highly Confident** in educational performance.

NZGSE is **Confident** in capability in self-assessment.

Can teacher interns at NZGSE receive a TeachNZ Scholarship?

Yes. NZGSE teacher interns are eligible to apply for any scholarships that may be offered by TeachNZ.

Will I get a teaching job with a diploma from NZGSE?

Schools make their own decision about who they will employ. What we can tell you is that graduates from NZGSE have been very successful at winning jobs in Christchurch and around New Zealand. Principals and boards of trustees are impressed by teachers who have strong practical skills and graduates from our programme will have spent two thirds of their training time in schools.

Can I teach overseas with a diploma from NZGSE?

Every country has its own rules about who can teach in its schools. If you want to teach overseas you will need to apply to the relevant department or registration board in the country you wish to teach in. The value of NZQA accreditation is that if an overseas agency contacts NZQA to check out your qualification they will be told that the NZGSE diploma is equivalent to one gained at a New Zealand university college of education. Many graduates from NZGSE have won positions overseas.

Is a police check required by NZGSE?

NZGSE carries out a police check on all successful applicants, and the Education Council does a further police check on every person who applies for registration as a teacher. Any person with a criminal conviction will have great difficulty being acceptable to the teaching profession. All enrolments at NZGSE are provisional until we have received and processed the responses from the Police.



application for primary teaching

I hereby apply for entry to the Graduate Diploma in Teaching (Primary) beginning on 29 January 2018.

Surname: _____ First names: _____

Title: _____ Preferred Name: _____

Address: _____

Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Nationality: _____ Date of Birth: _____

If you are not a New Zealander or an Australian, have you been granted residence? _____

Secondary Schools Attended: _____

Qualifications: Summarise your tertiary qualifications here and attach a verified copy of your academic transcript.

Current Study: _____

What is your current job? _____

Attach a full description of your employment history.

Is English your first language? _____

If NO, and if you were not born in New Zealand, attach information about your English competence.

Have you applied, now or in the past, for any other programme of teacher training? _____

If YES, give details on an attached sheet.

Have you ever been convicted in a court of any offence, or do you have any court cases pending? _____

If YES, give details on an attached sheet.

Do you have any physical or mental condition that may impact on your ability to be a teacher? _____

If YES, give details on an attached sheet and explain how your condition is managed.

Referees: Name two persons we can contact to confirm your suitability for this programme.

	Name	Address	Telephone	Mobile
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

I certify that the above details and the attached information are correct.



Signed: _____ Date: _____



application for secondary teaching

I hereby apply for entry to the Graduate Diploma in Teaching (Secondary) beginning on 29 January 2018.

Surname: _____ First names: _____

Title: _____ Preferred Name: _____

Address: _____

Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Nationality: _____ Date of Birth: _____

If you are not a New Zealander or an Australian, have you been granted residence? _____

Secondary Schools Attended: _____

Qualifications: Summarise your tertiary qualifications here and attach a verified copy of your academic transcript.

Current Study: _____

What is your current job? _____

Attach a full description of your employment history.

Is English your first language?

If NO, and if you were not born in New Zealand, attach information about your English competence. _____

Have you applied, now or in the past, for any other programme of teacher training?

If YES, give details on an attached sheet. _____

Have you ever been convicted in a court of any offence, or do you have any court cases pending?

If YES, give details on an attached sheet. _____

Do you have any physical or mental condition that may impact on your ability to be a teacher?

If YES, give details on an attached sheet and explain how your condition is managed. _____

Referees: Name two persons we can contact to confirm your suitability for this programme.

Name	Address	Telephone	Mobile
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1. _____

2. _____

Subjects you would like to teach in a secondary school: _____

I certify that the above details and the attached information are correct.

Attach photo here

Signed: _____ Date: _____



additional information for international students

The Code

New Zealand Graduate School of Education is proud to be a signatory of NZQA's *Code of Practice for the Pastoral Care of International Students*. NZGSE has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from NZGSE or from this web page: www.nzqa.govt.nz/studying-in-new-zealand/code-of-practice-for-the-pastoral-care-of-international-students/

Fees

Fees are set at NZ\$28,500 for the primary teacher training programme, and NZ\$22,800 for the secondary teacher training programme. The official programme length is five terms or 15 months for the primary programme, and four terms or 12 months for the secondary programme. Fees must be paid in full for Student Visa purposes. As explained in the *Fees* sheet, international teacher interns who complete their programme in less than the official time will receive a proportional refund of fees. And international teacher interns who take longer than the official time to complete their programme will be charged additional fees at \$5,700 per term. Your fees are fully protected because they are kept in an independent trust fund administered by Public Trust. In the unlikely event that NZGSE ceases to operate while you are studying with us, your unused fees will be refunded to you by Public Trust.

Other costs

1. Enrolment Fee: a one-off fee of \$150 is payable at enrolment.
2. Administration Fee: A fee of \$50 is charged each term to cover incidental costs.
3. You should allow \$500 per term to cover books, travel to schools, photocopying, printing and other activities.

Orientation

As part of your orientation programme at the start of your programme, you will be provided with a copy of:

- The *Teacher Intern Programmes Handbook*
- Summary document of the *Code of Practice for the Pastoral Care of International Students*.

Attendance

NZGSE's teacher training programmes are very intensive and they require your full commitment. A minimum of 80% attendance is required for Student Visa purposes. If an international teacher intern fails to meet this requirement, NZGSE will:

- Firstly, talk to and counsel the teacher intern and issue a verbal warning
- Issue a formal letter of warning if the attendance does not improve
- Terminate the teacher intern's enrolment if there is no improvement for an agreed period of time; and report to matter to the New Zealand Immigration Service (if appropriate).

Conditions of enrolment

The conditions of enrolment at NZGSE are printed on the back of the pink application form.

Eligibility for health services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

Medical and travel insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. NZGSE must sight a copy of your medical and travel insurance documents.

Accident insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

Accommodation

NZGSE will provide information on accommodation for applicants who request it. This will include the availability and characteristics of accommodation options; realistic estimates of costs; and any information on processes for securing accommodation. NZGSE does not assess the suitability of accommodation for applicants.

Disputes and complaints

NZGSE operates a robust disputes procedure for resolving problems that may arise during the programme. Not only does it lead to rapid resolution of issues, but it helps model appropriate problem solving for interns in their future work as teachers. If you are not happy with the outcome of our disputes procedures, you may write to the International Education Appeal Authority (IEAA):

International Education Appeal Authority
Tribunals Unit
Level 1, 86 Customhouse Quay
Private Bag 32001
Featherston Street
Wellington 6011.



application for international students

I hereby apply for entry to the Graduate Diploma in Teaching (Primary) / Graduate Diploma in Teaching (Secondary) [delete one] beginning on 29 January 2018.

Surname: _____ First names: _____

Title: _____ Preferred Name: _____

Address: _____

_____ Post Code: _____

Telephone: _____ Mobile: _____ Email: _____

Nationality: _____ Passport No: _____ Date of Birth: _____

Qualifications: Summarise your tertiary qualifications here and attach a verified copy of your academic transcript.

Current Study: _____

What is your current job? _____

Attach a full description of your employment history.

Is English your first language?

If NO, attach information about your English competence.

Have you applied, now or in the past, for any other programme of teacher training?

If YES, give details on an attached sheet.

Have you ever been convicted in a court of any offence, or do you have any court cases pending?

If YES, give details on an attached sheet.

Do you have any physical or mental condition that may impact on your ability to be a teacher?

If YES, give details on an attached sheet and explain how your condition is managed.

Referees: Name two persons we can contact to confirm your suitability for this programme

Name	Address	Telephone	Mobile
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1. _____

2. _____

If you are applying for the secondary programme, what subjects you would like to teach in a secondary school?

PROGRAMME FEES	NZ\$28,500 for the Graduate Diploma in Teaching (Primary) – 5 terms NZ\$22,800 for the Graduate Diploma in Teaching (Secondary) – 4 terms
TOTAL PAYMENT DUE	NZ\$ _____

I understand and accept the Conditions of Enrolment.

I certify that the above details and the attached information are correct.

Attach photo here

Signed: _____ Date: _____

New Zealand Graduate School of Education

Conditions of Enrolment for International Students

1 Enrolment

- 1.1 When New Zealand Graduate School of Education (NZGSE) has decided to accept an application from an international student, NZGSE issues an initial Offer of Place of Study together with an invoice for the programme fees.
- 1.2 When the fees are paid, NZGSE issues a final Offer of Place of Study together with a receipt for the programme fees.
- 1.3 All enrolments at New Zealand Graduate School of Education (NZGSE) become legally binding when the offer of enrolment is accepted in writing.
- 1.4 NZGSE reserves the right to accept or decline any application.
- 1.5 Enrolment is deemed to have been completed when NZGSE receives and accepts full payment of fees.

2 Fees

- 2.1 Fees are initially charged for the nominal period of training (four terms or 12 months for the secondary teacher training programme, and five terms or 15 months for the primary teacher training programme.) Fees must be paid in full for Student Visa purposes.
- 2.2 Fees include the New Zealand Government Goods and Services Tax (GST) which is charged at 15%.
- 2.3 If an international teacher intern [student] remains absent from the programme before it is finished, without formally withdrawing, no refund will be paid.
- 2.4 Fees cannot be transferred to another institution or to another person.
- 2.5 Non-payment of fees, or not having proof of payment, may result in withholding services by NZGSE.
- 2.6 If an international teacher intern does not complete the programme within the nominal training period, additional fees will be charged at the rate of NZ\$5700 per term.

3 Cancellations, Withdrawals and Refunds

- 3.1 Teacher interns will be refunded all fees, except for 10% of the total fees, if they withdraw in the first ten working days of the programme.
- 3.2 If a teacher intern withdraws after the first ten days of the programme, refund of the unused portion of the programme fees will be granted based on the number of complete terms that the teacher interns will now not attend the programme.
- 3.3 Programme fees will be held in a trust account administered by Public Trust.
- 3.4 In the event of a programme being cancelled by NZGSE, all unused fees will be refunded by Public Trust directly to the affected teacher interns upon application by them.

4 School Rules

- 4.1 NZGSE reserves the right to refuse entry to a programme to a teacher intern found to be suffering from a physical or mental disability that was not declared as part of the application.
- 4.2 NZGSE reserves the right to issue a warning to teacher interns in writing, or to terminate their enrolment, for serious breaches of discipline.
- 4.3 Teacher interns must obey New Zealand laws. Any teacher intern who is convicted of an offence may have their enrolment terminated.
- 4.4 Any international teacher intern whose enrolment is terminated for disciplinary reasons will not be refunded programme fees. If applicable, the New Zealand Immigration Service will be informed.

5 Liability

- 5.1 NZGSE is not liable for any damage, loss or injury to teacher interns or their property, however caused, except where this liability is imposed by the laws of New Zealand.
- 5.2 Teacher interns are strongly advised to buy personal insurance to cover themselves against accident, illness, theft, loss or damage to personal property.
- 5.3 NZGSE reserves the right to alter the programme if deemed necessary.

6 Validity

- 6.1 These conditions are valid from 1 August 2012, and shall remain valid until replaced by new terms and conditions.