



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 Teacher Registration Board [now called the NZ Teachers Council]. In 2005, the programme was renamed Graduate Diploma in Teaching on the recommendation of the 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.

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. As the following list of speakers shows, NZGSE has continued the tradition of having distinguished speakers at its graduation ceremonies.

| | <i>Position at the time</i> |
|--------------------|---|
| Dr Judith Aitken | Chief Executive of the Education Review Office |
| Hon Lianne Dalziel | Associate Minister of Education |
| Dr Frank Wood | Vice-Chancellor of Lincoln University |
| Murray Trenberth | Principal of Taita College – ‘School of the Year’ |
| Dr Andy West | Chair of the Tertiary Education Commission |
| Joanna Beresford | Chair of the NZ Teachers Council |
| Peter Townsend | CEO of the Canterbury Employers’ Chamber of Commerce |
| Karen Sewell | Chief Executive of the New Zealand Qualifications Authority |
| Janice Shiner | Chief Executive of the Tertiary Education Commission |
| Hon Bill English | Deputy Leader of the National Party and former Spokesman on Education |
| Hon Anne Tolley | Minister of Education |
| Hon Heather Roy | Associate Minister of Education |

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.

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

NZGSE graduates are highly sought after by schools. Typically, over 80% of our secondary interns are offered positions even before they have finished their diploma. NZGSE graduates often win rapid promotion once they are in teaching jobs.



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 New Zealand Teachers 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.

The host schools used include 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 99 schools have participated as host schools for NZGSE teacher interns completing their extended teaching practice.

PRIMARY SCHOOLS

| School | Type of school | Years |
|--|-----------------------------|-------|
| Avondale School | State school | 1-6 |
| 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 |
| 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 |
| Christchurch East School | State school | 1-8 |
| Clarkville 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 |
| 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 |
| 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 |
| 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 Andrew's College Preparatory School | Independent Presbyterian school | 1-8 |
| St Bernadette's Primary 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 |
| Waimairi School | State school | 1-6 |
| Wainoni 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 |

SECONDARY SCHOOLS

| School | Type of school |
|--|--|
| Aranui High School | State 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 special school for boys |
| Hillmorton High School | State co-educational school |
| Hornby High School | State co-educational school |
| Kaipoi 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

DIRECTORS

Lois Chick MEd (*Cant*), ADipT
Director of Teacher Intern Programmes

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.

Kevin Knight JP, BSc, DipEd (*Cant*), MEd, PGDipEdPs (*Otago*), PhD (*Monash*), DipTchg
MNZPsS, MRSNZ
Director of School Improvement Services

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 for his expertise in classroom behaviour management, mentoring and teacher appraisal. Kevin is a member of the New Zealand Teachers Council.

Rod Browning MA (*Cant*), DipEd (*Massey*), DipTchg, FNZIM
Director of Special Projects

Rod Browning is an experienced school principal and education consultant with a strong reputation in school change. Beginning as a secondary teacher, he was progressively promoted until being appointed as the Principal of Westland High School in Hokitika. The next school he led was Lincoln High School. From there he headed overseas as CEO of Jerudong International School in Brunei. Rod returned to New Zealand as CEO of the Correspondence School in Wellington. Then he began his work as a 'troubleshooter' and led schools that were experiencing difficulties. Rod was NZGSE's Secondary Programme Leader up until February 2010 and continues to work as a tutor.

PROGRAMME LEADERS

Sue Elley BTchLn (*CCE*), MEd (*Cant*), HDipT
Primary Programme Leader

Sue Elley was a Year 3/4 teacher and the curriculum leader in art, Maori and social studies at Windsor School before joining NZGSE's full-time staff in 2001. She has also taught at Opawa School. Sue developed expertise in the professional development of experienced teachers as a social studies contract facilitator, and has a special interest in collaborative learning. Sue is a Senior Tutor and has been Primary Programme Leader since 2007.

Lisa Heald BBc (CPIT), BA (Massey), DipT

Lisa Heald began her teaching career as a primary teacher. After a time working as production manager for a television documentary production company, she returned to teaching – this time in the secondary service. She taught a wide range of subjects at Linwood College where she was highly regarded for the strength of her classroom practice. As the Specialist Classroom Teacher for the school she acted as a mentor for other teachers. She was also the lead teacher in ICT. Lisa joined the NZSGE staff as a tutor at the beginning of 2009 and assumed the responsibility of Secondary Programme Leader in February 2010.

SENIOR TUTORS

Krystyna Kavanagh BSc (Cant), TTC

Krystyna first joined the NZGSE staff at the start of 2005 after having taught science subjects at Papanui High School since 1997. She is a specialist teacher of Biology and has carried out a pastoral role as Year 9 Dean. She was nominated for a National Excellence in Teaching Award while at Papanui High School.

Robyn Thomson DipT

While Deputy Principal at Christchurch East School, Robyn Thomson was NZGSE's primary English curriculum tutor and was one of our original supervising teachers. She joined NZGSE as a tutor in 1999 bringing with her 15 years of experience in the education sector, with special expertise in the junior school. She has also taught in London and Sydney. Robyn is known for the high standards she sets herself and anyone who works with her.

TUTORS

Charlotte Buxton BA (Cant), GDipT

Since completing her teacher training at NZGSE, Charlotte Buxton has taught at two schools – Manning Intermediate School and Linwood Intermediate School. At Linwood she also was the literacy leader, coordinator of the enhanced programme fund and a tutor teacher. As a tutor teacher she was able to share her strong classroom practice with beginning teachers. Charlotte joined the staff of NZSGE at the start of 2009.

Raesha Ismail BEd (Cant), GradDipTchLn

Raesha is an experienced primary teacher with a reputation for setting high standards and succeeding with all her children. She first taught at Overseal Primary School in Derbyshire, UK and then taught at Burwood School from 2003 to 2009. She was regularly a supervising teacher for NZGSE. Raesha has directed school musical productions and she has a particular interest in aerobics. She joined the staff of NZSGE in term 4, 2009.

Grace McGrath BA(Hons) (Cant), GDipT

Grace trained as a primary teacher at NZGSE in 1998 and was appointed to the staff of Christchurch East School. After teaching there for several years, she was appointed as an English teacher at Linwood College and assumed a leadership role in integrated programmes. She then worked briefly as a tutor at NZGSE. Grace was next appointed as Assistant Principal at Ashburton College. From there she returned to the primary sector as Deputy Principal of Heathcote Valley School. Grace has rejoined the NZGSE staff for term 1, 2010.



the staff (continued)

TUTORS (continued)

Dave Turnbull MA, DipEd, DipEd(Guid) (*Cant*), DipTchg

Dave Turnbull is an experienced secondary school principal. After working as a classroom teacher, he became the guidance counsellor at Shirley Boys' High School, where he was later promoted to be Deputy Headmaster. Dave was Principal of Cashmere High School for 12 years until mid 2009. In terms 3 and 4, 2009 he was Interim Principal of Marlborough Boys' College.

Andrew Withington MusB(Hons) (*Cant*), MMus (*Auck*), ATCL, GDipT

Andrew Withington is a highly talented musician who is well known locally as a conductor at the annual Christchurch Schools' Music Festival. As a specialist in choral conducting, Andrew is in high demand as a conductor, as a trainer of conductors, and as an adjudicator at music competitions. He is currently the conductor of the New Zealand Secondary Students' Choir. Andrew has taught at Paparoa Street School and Cobham Intermediate School. Andrew joined the staff of NZSGE at the start of 2009.

ADJUNCT TUTORS

In addition to these tutors, there are also adjunct tutors who are engaged on a part-time basis to contribute to the teaching at NZGSE – especially in curriculum areas. They are usually employed at schools or other organisations. Here are some NZGSE adjunct tutors.

Simon Cooper BBSoc (*VUW*), MCom (*Cant*), GDipT

Richard Edmundson MA (*Cant*), DipTchg

Keith Moorfield TTC

Julie Morrow DipT

Greg Pearce BTchLn (*CCE*), DipT

Vicki Sharman BEd (*Cant*), DipT

Yolanda Soryl MA (*Cant*), PGCE (*Lond*), DipT

Ginnie Thorner BEd (*Cant*), DipT

Jenny Washington BEd(*Cant*), DipT

ADMINISTRATION STAFF

Glenda Climo

Office Manager

Ruha Goodwill BA (*Cant*)

Administration Assistant

Glenda and Ruha work at or near reception and are likely to be the first people you meet at the NZGSE Centre.



how to apply

HOW DO I APPLY?

This sheet explains what you need to do to apply for a teacher training programme at NZGSE. There are three entry requirements.

1. 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 will need to arrange for the New Zealand Qualifications Authority (NZQA) to assess your qualification.

2. Competency 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.

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

3. Suitability for teaching

We need to be reassured that you are a person of good character and fit to be a teacher. Here are the factors we consider.

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 during your interview.

Convictions

Any person with criminal convictions will have great difficulty becoming registered as a teacher by the New Zealand Teachers Council. We ask you to declare any convictions in your application. We also arrange a New Zealand police check of all people who enroll in a graduate diploma in teaching programme.

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. We ask you to declare, in your application, any matters that may impact on your ability to do this. If you have a condition that is well managed, such that it will not impact on your ability to be a teacher, we ask that you declare the condition and 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.

Personality

Teaching is not for everyone. It requires resilience, 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 your interview, are used to assess your suitability.

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 25107
Christchurch 8144
New Zealand.

The closing date for applications for the intake starting on 19 July 2010 is 14 June 2010.

If you would like to discuss your application with us then please ring 03 377 8390. You are welcome to make an appointment to meet us and see around the NZGSE Centre.



selection process

THE STEPS

Step 1: Acknowledgement

When an application is received, an acknowledgement letter is sent out within two working days. 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

The first question is whether you meet the 'Academic Background' and the 'Competency at communicating in English' requirements. If it appears that you do, then your application proceeds to the next step. If not, then a rejection letter will be sent to you explaining why.

Step 3: Interview

You will be invited to a face-to-face interview. If you are unable to attend an interview in Christchurch, alternative arrangements will be made to interview you in another centre.

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. This date is normally within two weeks after your interview.

Step 4: Referees

Your referees are contacted by telephone. We normally speak to one or both of your referees. Occasionally, we may choose to not speak to any referee or may ask you to provide additional referees. Their comments are especially important in determining your 'Suitability the Teaching'. Sometimes referees are contacted before the interview instead.

Step 5: Decision

All the information is brought together from your application, the interview and the referees' comments. The Directors then make a decision and will send you a letter with the result. If you are unsuccessful, the letter will explain why.

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 1991 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.

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. NZGSE has not raised its tuition fees for the lower rate since 1997 but plans to do so for 2011. The exact amount of the rise will be made known as soon as the Tertiary Education Commission's revised rules on fee increases have been published. As a guide, the lower rate for term 4, 2009 is \$1265 for the term (GST inclusive).

The higher rate

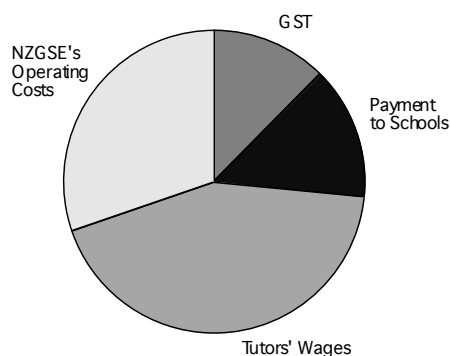
The higher rate is the fee paid by international teacher interns, and any New Zealand citizens or others who have been granted residence, who enrol in a 7th or subsequent term in the primary programme or a 6th or subsequent term in the secondary programme. The higher rate for 2011 is \$5500 per term (GST inclusive).

RULES AFFECTING INTERNATIONAL STUDENTS

Immigration regulations require that international students who have not been granted residence must pay their course fees in advance. So, at NZGSE international teacher interns pay fees in advance for the official programme length – 4 terms for secondary (\$22,000) or 5 terms for primary (\$27,500). 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 \$5500 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. Registration Fee: A one-off fee of \$150 is payable at enrolment.
2. Administration Fee: \$30 is charged each term to cover certain incidental costs.
3. You should allow \$200 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.

NZSGE teacher interns training to teach targeted subjects in secondary schools are eligible to apply for the TeachNZ Scholarships in the Graduate category. 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 New Zealand Teachers Council.

Do I qualify for an EFTS subsidy?

New Zealand citizens, and people who are approved for residence, qualify for an Equivalent Full Time Student subsidy when they enrol in NZGSE's Graduate Diploma in Teaching.

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.

Can teacher interns at NZGSE receive a TeachNZ Scholarship?

Yes. TeachNZ provides additional assistance in the form of Scholarships for selected students. See www.teachnz.govt.nz for details.

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 teacher interns when they begin their programme, and the New Zealand Teachers 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 31 January 2011.

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?

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.

Attach photo here

Signed: _____ Date: _____



application for secondary teaching

I hereby apply for entry to the Graduate Diploma in Teaching (Secondary) beginning on 31 January 2011.

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?

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. _____

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 the Ministry of Education'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 this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

Fees

Fees are set at NZ\$27,500 for the primary teacher training programme, and NZ\$22,000 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 \$5,500 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. Registration Fee: a one-off fee of \$150 is payable at enrolment.
2. Administration Fee: A fee of \$30 is charged each term to cover incidental costs.
3. You should allow \$200 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 can arrange homestay accommodation for you while you are studying with us. We will carefully match you with the most suitable host family so that you can enjoy and experience the New Zealand way of life. Homestay accommodation costs around \$220 per week. You should also allow for \$70-\$100 for your other living expenses.

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):

c/- Ministry of Education
Private Bag 92644
Symonds Street
Auckland 1150.



application form for international students

I hereby apply for entry to the Graduate Diploma in Teaching (Primary) / Graduate Diploma in Teaching (Secondary) [delete one] beginning on 31 January 2011.

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?

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. _____

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

| | |
|--------------------------|--|
| PROGRAMME FEES | NZ\$27,500 for the Graduate Diploma in Teaching (Primary) – 5 terms NZ\$22,000 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 course fees.
- 1.2 When the fees are paid, NZGSE issues a final Offer of Place of Study together with a receipt for the course 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% from 1 October 2010. Changes to the law governing GST will affect the amount of fees.
- 2.3 If an international teacher intern [student] remains absent from the course 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\$5000 per term.

3 Cancellations, Withdrawals and Refunds

- 3.1 In accordance with the Education Amendment Act 1991, teacher interns will be refunded all fees, except for 10% of the total fees, of \$500, whichever is the lesser, if they withdraw in the first eight days of the course.
- 3.2 If a teacher intern withdraws after the first eight days of the course, refund of the unused portion of the course fees will be granted based on the number of complete terms that the teacher interns will now not attend the programme.
- 3.3 Course fees will be held in a trust account administered by Public Trust.
- 3.4 In the event of a course 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 course 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 to warn 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 course 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 course if deemed necessary.

6 Validity

- 6.1 These conditions are valid from 1 August 2008, and shall remain valid until replaced by new terms and conditions.