



There are two stages in applying for Teacher Education programmes:

- >> For admission to The University of Waikato either apply online by visiting <http://www.waikato.ac.nz/study/enrol/> OR complete an *Application to Enrol* form for new students available from the Student Information Centre.
- >> Complete this form and all required documents and submit to the Faculty of Education. Also ensure that your referees send in their reports separately and address to:

**FREEPOST 78837**

Student Recruitment and Advisory Centre  
Faculty of Education  
The University of Waikato  
Private Bag 3105, Hamilton 3240

Telephone (+64) 7-838 4940  
Facsimile (+64) 7-838 4555  
Freephone 0800-83 22 42

**Note:**

Qualified Teachers upgrading to the Bachelor of Teaching or Bachelor of Education **DO NOT** complete this form. Please complete the *Application to Enrol* form for new students and the *Application for Credit* form.

Applicants transferring from another Teacher Education institution **DO NOT** complete this form. Please complete the *Application to Enrol* form for new students and the *Application for Credit* form.

Full Name \_\_\_\_\_ ID Number 

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Email \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_

>> **SECTION 1 – PROGRAMME CHOICE**

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

- Yes - In what year? \_\_\_\_\_  No

1.2 Please tick to indicate which programme, programme location and stream (if applicable) you are applying for. If you are applying for more than one programme, please number in order of preference. The closing date for teacher education applications is **December 1**.  
**Please note:** Programmes fill quickly and may be subject to availability and viability. Early application is advised.

PROGRAMME	LOCATION	STREAMS	START DATE
<b>Early Childhood</b>			
<input type="radio"/> BTchg Early Childhood Ki Taiao (if available)	Distance delivery **		February
<input type="radio"/> BTchg Early Childhood	Hamilton		February
<input type="radio"/> BTchg Early Childhood	Tauranga		February
<input type="radio"/> GradDipT Early Childhood	Distance delivery **	<input type="radio"/> Kaupapa Māori	January
<b>Primary</b>			
<input type="radio"/> BTchg Primary	Hamilton	<input type="radio"/> Kākano Rua	February
<input type="radio"/> BTchg Primary	Tauranga	<input type="radio"/> Kākano Rua	February
<input type="radio"/> BTchg Primary Mixed Media Presentation (MMP)	Distance delivery**	<input type="radio"/> Kākano Rua	February
<input type="radio"/> BTchg Primary Conjoint	Hamilton		February
<input type="radio"/> GradDipT Primary	Hamilton		January
<b>Secondary</b>			
<input type="radio"/> BTchg Secondary Conjoint	Hamilton		February
<input type="radio"/> GradDipT Secondary	Hamilton		February
<input type="radio"/> GradDipT Secondary	Tauranga		February
<input type="radio"/> GradDipT Secondary (MMP)	Distance delivery**		February
<input type="radio"/> GradDipT Secondary – Technology (two years)*	Hamilton		February
<input type="radio"/> GradDipT Secondary – Technology (two years)*	Tauranga		February
<input type="radio"/> GradDipT Secondary – Technology (two years)*	Distance delivery**		February
<input type="radio"/> BEd (Technology)	Hamilton		February

1

\*The two year pathway is for people who hold a relevant industry qualification with a minimum of three years work experience, but who do not hold a Level 7 qualification.

\*\*Some campus attendance may be required.

» **SECTION 2 – BTCHG PRIMARY AND SECONDARY CONJOINT PROGRAMME APPLICANTS ONLY**

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2.1 In addition to the Bachelor of Teaching, tick the box corresponding to the qualification you wish to apply for:

- BA                       BSpLS                       BSc                       BSocSc

2.2 **BTchg Secondary Conjoint applicants** – which New Zealand curriculum subjects do you wish to teach?

\_\_\_\_\_

\_\_\_\_\_

**Please note:** Programmes fill quickly and may be subject to availability and viability. Early application is advised.

» **SECTION 3 – GRADDIPT EARLY CHILDHOOD AND PRIMARY APPLICANTS ONLY**

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3.1. Completed qualification \_\_\_\_\_ Institution \_\_\_\_\_ Date of completion \_\_\_\_\_

3.1.1 Evidence required is a minimum of a completed bachelor’s degree at Level 7 on the New Zealand Qualifications Authority (NZQA) framework that has been completed or is expected to be completed before the start date of the programme. If the relevant qualification was not completed at the University of Waikato, applicants are required to provide a degree certificate and an academic transcript with their application.

3.1.2 Applicants with overseas qualifications must attach evidence of either a NZQA assessment showing degree equivalence, or a degree completion (i.e. a degree certificate and an academic transcript). Delays can be expected if documentation is not received at the time of application.

**Please note:** At the time of applying for registration to teach in New Zealand at the completion of your Teacher Education programme the New Zealand Teachers Council may require evidence of a NZQA assessment showing degree equivalence. Please refer to Section 6 for language requirements.

3.2 Do you intend to complete final papers towards the relevant qualification at Summer School this year?       Yes       No

» **SECTION 4 – GRADDIPT SECONDARY APPLICANTS ONLY**

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4.1. Completed qualification \_\_\_\_\_ Institution \_\_\_\_\_ Date of completion \_\_\_\_\_

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

4.1.2 All other applicants: Evidence is required of a tertiary level qualification at Level 7 on the New Zealand Qualifications Authority (NZQA) framework (or equivalent) that has been completed or is expected to be completed before the start date of the programme. If the relevant qualification was not completed with the University of Waikato, applicants are required to provide a degree certificate and an academic transcript with their application.

**Please note:** Your completed qualification must have a range of Level 300 papers in a subject area which supports the New Zealand curriculum.

4.1.3 Applicants with overseas qualifications must attach evidence of either a NZQA assessment showing degree equivalence, or a degree completion (i.e. a degree certificate and an academic transcript). Delays can be expected if documentation is not received at the time of application.

**Please note:** At the time of applying for registration to teach in New Zealand the New Zealand Teachers Council may require evidence of a NZQA assessment showing degree equivalence. Please refer to Section 6 for language requirements.

4.2 Do you intend to complete final papers towards the relevant qualification at Summer School this year?       Yes       No

4.3 Which New Zealand curriculum subjects do you wish to teach at senior level (Years 12-13)?  
(A range of Level 200/300 papers in your degree is the minimum requirement).

1 \_\_\_\_\_

2 \_\_\_\_\_

4.4 Which New Zealand curriculum subjects do you wish to teach at junior level (Years 9-11)?  
(A range of Level 100/200 papers in your degree is the minimum requirement).

1 \_\_\_\_\_

2 \_\_\_\_\_

» **SECTION 5 – EMPLOYMENT RECORD**

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Occupation	Year Dates From - To	Reason for leaving
1		
2		
3		
4		
5		
6		
7		

» **SECTION 6 – LANGUAGE REQUIREMENTS**

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6.1. What is your first language? \_\_\_\_\_

A sufficient level of English or Māori proficiency is demonstrated if English or Māori is the first language, **and** it has been the medium of instruction in their primary and secondary schooling, **and** all schooling qualifications have been completed in English or Māori. If an applicant does not meet the above requirement the applicant must demonstrate English language proficiency by providing original evidence of a minimum IELTS score of 6.5 (or equivalent) for the Bachelor of Teaching, or a minimum IELTS score of 7.0 with no less than 7.0 in any band (or equivalent) for the Graduate Diploma of Teaching.

**Please note:** The English language requirements are subject to change. Upon completion of study, students must be able to demonstrate a minimum IELTS score of 7.0 with no less than 7.0 in any band (or equivalent) to gain teacher registration with the New Zealand Teachers Council.

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

I am:

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

3

» **SECTION 7 – REFEREES**

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**Year 13 secondary students require:** One Confidential Referee’s Report  
One School Confidential Report (ask you school careers, guidance adviser or Dean about this)

**All other applicants require:** Two Confidential Referees’ Reports

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

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

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

It is your responsibility to ensure that your referees complete and return the forms to the Student Recruitment and Advisory Centre. At the top of the Confidential Referee’s Report please check that you have given your full name and indicated the programme/s for which you are applying.

An application cannot proceed until the referees’ reports are received by the Student Recruitment and Advisory Centre.

» **SECTION 8 – DISABILITY SUPPORT**

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8.1 Do you have or have you had a medical or psychological condition which could limit your full participation in a teacher education programme including the practical teaching component?

No

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

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**Please note:** You may be required to supply a medical certificate before an offer of place at the Faculty of Education is confirmed. Please refer to New Zealand Teachers Council *Good Character and Fit to be a Teacher Policy 2007*: [www.teacherscouncil.govt.nz/policy/goodcharacter2007.stm](http://www.teacherscouncil.govt.nz/policy/goodcharacter2007.stm)

» **SECTION 9 – CONVICTIONS**

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9.1 Have you ever been convicted of a criminal offence?  Yes  No

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

**Please note:** If a conviction occurs after your application has been submitted contact the Director, Centre for Teacher Education. Please refer to New Zealand Teachers Council *Good Character and Fit to be a Teacher Policy 2007*: [www.teacherscouncil.govt.nz/policy/goodcharacter2007.stm](http://www.teacherscouncil.govt.nz/policy/goodcharacter2007.stm)

» **DECLARATION**

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

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

Full name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



Lined writing area with horizontal lines.

# Confidential Referee's Report

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



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

**FREEPOST 78837**

Student Recruitment and Advisory Centre  
Faculty of Education  
The University of Waikato  
Private Bag 3105, Hamilton 3240

Telephone (+64) 7-838 4940  
Facsimile (+64) 7-838 4555  
Freephone 0800-83 22 42

» **APPLICANTS NAME**

The above applicant for our  Early Childhood,  Primary,  Secondary teacher education programme has named you as a referee to support an application to the Faculty of Education. You are asked to complete this form and return it to the Faculty of Education **within 10 working days** of receiving it. (Your report's late arrival will delay the selection, interview and offer process for the applicant.) When selecting people for teacher education, the Selection Committee places great importance upon referees' reports.

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

1. How do you know the applicant? \_\_\_\_\_

How long have you known the applicant?    Number of years \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Please indicate if you are a  teacher or a  former teacher (not necessarily of the applicant).

2. I know/do not know the applicant well enough to complete this form. (Please return the form even if incomplete).

3. What are the applicant's special interests, skills and activities in relation to teacher education and teaching?

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

under school age                       school age                       applicant's age                       older age

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

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

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# School Confidential Report Form

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



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

**FREEPOST 78837**

Student Recruitment and Advisory Centre  
Faculty of Education  
The University of Waikato  
Private Bag 3105, Hamilton 3240

Telephone (+64) 7-838 4940  
Facsimile (+64) 7-838 4555  
Freephone 0800-83 22 42

**FOR SCHOOL LEAVERS ONLY**

» **APPLICANT'S DETAILS**

Applicant's name \_\_\_\_\_ Date of birth \_\_\_\_\_

School \_\_\_\_\_

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

Early Childhood                       Primary                       Secondary

» **APPLICANT'S CRITERIA**

2. Is the applicant likely to achieve University Entrance?       Yes                       No

Qualifications e.g. NCEA, CIE	Subjects in current year	Level of study	Total credits likely to be achieved (if known)

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

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

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

4. Does the applicant have the ability to succeed at independent study for the Bachelor of Teaching degree?       Yes       No

If yes, please indicate anticipated ability to succeed:

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

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

not suitable                       suitable                       very suitable                       extremely suitable

I would like to add the following about the applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

» **REFEREE'S DETAILS**

Referee's Name \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Official school stamp





## FOR ASSISTANCE

Visit <http://edlinked.soe.waikato.ac.nz> or contact the:

Student Recruitment and Advisory Centre  
Faculty of Education  
The University of Waikato  
Private Bag 3105, Hamilton 3240  
Gate 5, Hillcrest Road, Hamilton

Telephone (+64) 7-838 4940  
Facsimile (+64) 7-838 4555  
Freephone 0800-83 22 42  
Email [teach@waikato.ac.nz](mailto:teach@waikato.ac.nz)

## APPLY

- >> Visit [www.waikato.ac.nz/enrol](http://www.waikato.ac.nz/enrol)
- >> Click on the 'APPLY NOW!' button
- >> Start the online application process
- >> Download and print the Teacher Education Supplementary Form
- >> Complete the online application process

- >> Distribute Confidential Referees' Reports/School Confidential Report Form to suitable referees as soon as possible. Your application will not proceed until these have been received.



## PROVIDE REQUESTED DOCUMENTATION

- >> Supply copies verified by a JP, solicitor, barrister, court registrar or school principal

- >> Suitable ID; Level 1 and 2 NCEA Record of Learning; Academic Transcripts; Evidence of relevant experiences. Your application will not proceed until these have been received.



## SELECTION PROCESS

You will receive one of the following responses:

- >> Notification of an interview time and date
- >> Notification that your application has been unsuccessful

- >> The selection process will commence on receipt of a complete application, including Confidential Referees' Reports and supporting documentation.



## ATTEND AN INTERVIEW AS REQUESTED

Following your interview you will receive one of the following responses:

- >> An offer of place conditional on meeting entry requirements
- >> An offer of place on a waitlist
- >> An unconditional offer of place
- >> Notification that your application has been unsuccessful

- >> You will be notified of the outcome of your interview, providing all relevant documentation has been received. You may be placed on a waitlist while applications are being considered. Unsuccessful applicants will be considered for a second choice of qualification if indicated on application.



## IF SELECTED

- >> Complete and return your acceptance of offer form

- >> Ensure that your contact details are up to date at all times.



## PAPER SELECTION

You will be sent information on your paper selection.

- >> Complete and return your papers selection form

- >> The Centre for Teacher Education will be in contact with you if your programme of study requires paper selection.



## ENROLMENT

You will be sent an Enrolment Agreement.

- >> Sign and return the Enrolment Agreement indicating method of payment
- >> Your Student ID card will now be available to you

- >> **Congratulations!**  
You are now officially a University of Waikato student.



## DATES

### June 2010

- » Application forms become available

### July 2010 - December 2010

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

### October 1, 2010

- » Applications for Halls of Residence accommodation close.
- » Applications will be considered after this date.

### December 1, 2010

Applications due for:

- » New students
- » Summer school students
- » Applications may be considered after this date.

### October 2010 - February 2011

- » The University advises students about whether they have been accepted for the qualifications and papers they have chosen.

### December 2010 onwards

- » Apply for your student loan and/or student allowance
- » Apply early before your classes start
- » Contact StudyLink on 0800 88 99 00 to make an application or apply online at: [www.studylink.govt.nz](http://www.studylink.govt.nz)

### First week January 2011

- » University opens
- » Final date for paying fees for Summer School enrolment
- » Summer School begins

### Mid January 2011

- » Graduate Diploma of Teaching Early Childhood programme begins
- » Graduate Diploma of Teaching Primary programme begins
- » NCEA results available – students with required credits will receive confirmation of acceptance to the University Information Evenings.

### Early February 2011

- » Bachelor of Teaching (Mixed Media Presentation) programme begins.

### Mid-End of February 2011

- » Bachelor of Teaching Early Childhood programme begins
- » Bachelor of Teaching Primary programme begins
- » Bachelor of Teaching Primary (Conjoint) programme begins
- » Bachelor of Teaching Secondary (Conjoint) programme begins
- » Graduate Diploma of Teaching Secondary programmes begin
- » These programmes begin one to two weeks prior to the beginning of Semester A.

### End of February 2011

- » Fees must be paid for full-year and Semester A papers
- » A fee of \$100 may be charged for enrolments completed after this date.

### End of June 2011

- » Applications due for Semester B papers
- » Applications will be considered after this date

### End of July 2011

- » Final date for paying fees for Semester B papers.  
A fee of \$100 may be charges for enrolments completed after this date.

## CHECKLIST

### Have you?

- Signed the student declaration on your application form
- Completed the Teacher Education Supplementary form\*
- Sent the Confidential Referee forms to your referees\*
- Provided a verified copy of your birth certificate or passport
- Provided a verified copy of evidence of change of name (if your name is different from that on your birth certificate)
- Provided evidence of your citizenship
- Written a statement in support of your application
- Provided your previous tertiary record, if applicable
- Included your application for Discretionary Entrance, and a copy of your NCEA results notice, if applicable

*\*Qualified teachers upgrading to the Bachelor of Teaching and applicants transferring from another Teacher Education programme will only need to complete the Application to Enrol Form and the Application for Credit Form.*

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line either on left or right of page

Printers instructions for forms:

Print on A3 fold and staple to A4  
(see printed sample sent)