## **Playcentre Education**

Application for Enrolment: Use this form for a first enrolment in the Playcentre

Education programme for the

## New Zealand Certificate in Early Childhood Education and Care (level 4)

If you are inactive for a 2 year period and restart in the programme we will ask you to fill in a re-enrolment. **Please READ the entry information on p4** - A full Guide to the Playcentre Education Enrolment process is available at https://www.playcentre.org.nz/learnwithus/enrolment-information/

PER	PERSONAL DETAILS						
1	Print your name: Fam	ily Name					
	First	or Given Name(s)					
2	Preferred First name:						
3	Other or previous nam you have studied in NZ usin						
4	Date of birth: please use format dd/mm/yyyy						
5	Gender: Female Male Another Gender						
COI	CONTACT and PLAYCENTRE DETAILS						
6	Home Address and Contact details: (Postal Code is required) Postal Address: (if different from home address)						
	Postal Code:	Phone:		Mobile:			
		Email:					
7	Your Playcentre:						
8	Region (indicate 1): Upper North Island / Central Nth Island / Lower North Island / Upper South Island / Lower South Island						
QU	QUALIFICATION: The New Zealand Certificate in Early Childhood Education and Care (level 4)						
9	Your first COURSE will be module PE1 Ūkaipōtanga - Let's Play then one other PE module leading to the PLAYCENTRE INTRODUCTORY AWARD. Two further PE modules will complete the PLAYCENTRE EDUCATOR AWARD. The 6 Playcentre Leader modules make up the rest of this part-time programme leading to the New Zealand Certificate in ECE and Care L4. If transferring from the previous Playcentre Diploma programme what Course do you have? Students from the Playcentre Education Diploma programme who have Course 2 begin with PE2. Those with Course 3 begin with PE4.						
10	Do you already hold an ECE qualification? Yes 🗌 No 🗌 If Yes, what qualification?						
	Will you be seeking Credit or RPL (recognition of prior learning) for some of the requirements of this programme based on any other qualification gained outside of Playcentre? Yes No						
	If seeking credit obtain an RPL application form from an Education Support Co-ordinator who will process your request.						
11	Are you currently enrolled with another Tertiary Provider? Yes No						
	If yes, Which Provider? What are you studying?(Qual & Subject)						
LEA	LEARNING SUPPORT						
12	Do you live with the effects of significant injury, long term illness, or disability? Yes No I If so, do you need any assistance with your study. You may specify any special learning needs below or indicate that you would like to be contacted to discuss this. This information is voluntary and confidential.						



MINISTRY OF EDUCATION INFORMATION										
We are required to report the following statistical information to the Tertiary Education Commission on all our students.										
13	Citizenship and	Tick the box which describes your citizenship.								
	Residency:	New Zealand Citizen								
	Tick the box which best	Other								
	describes your citizenship.       If you answered "Other" please specify your citizenship and whether you hold a New Zeala         For students with dual       Australian Resident Visa:									
	For students with dual citizenship, specify the country	Citizenship:								
	of citizenship of the passport used to enter New Zealand.	New Zealand Resident visa: Yes No								
	used to enter New Zealand.	Australian Resident visa: Yes No								
	<b>5</b> .1									
14	Ethnicity: What ethnic group(s) do	NZ European/Pakeha 111 British and Irish 121								
	you belong to?	Māori   211   Other European   129								
	You may tick up to three boxes	Samoan   311   Vietnamese   413     Cook Island Māori   321   Korean   443								
	which apply to you.									
		Tongan   331   Other South East Asian   414     Niue   341   Chinese   421								
		Tokelauan   351   Indian   431								
		Fijian $361$ Other Asian $444$								
		Other Pacific Peoples     371     Middle Eastern     511								
		Australian   128   Other   611								
		Please specify what ethnicity if you tick <i>"Other Pacific Peoples"</i> , "Other Asian", Other South East								
		Asian", or "Other European":								
15	If you selected "Māori" ple	ease identify your iwi and rohe (iwi home area). You may identify up to three iwi. If you don't know								
	your iwi name, please tick									
	Please enter the name and	-								
	lwi (1):	lwi (2): Iwi (3):								
	Rohe:	Rohe: Rohe:								
	Code No.	Code No. Code No.								
	-	nd codes is available at your centre (MOE iwi affiliation reference card) or from								
	https://www.educationco	unts.govt.nz/data-services/code-sets-and-classifications/iwi_datacollection_and_use								
16	Prior activity:	What was your MAIN activity (at last Oct 1) prior to enrolment?								
	You may tick	Secondary school student 01 Non-employed or beneficiary (excluding retired) 02								
	only one box.	Wage or salary worker   03   Self-employed   04								
		University student 05 Polytechnic or Te Pūkenga student 06								
		House-person or retired 08 Overseas (irrespective of occupation) 09								
		Private training establishment student   11   Wānanga student   12								
17	Secondary	What was the name of the last secondary school you attended? State "overseas", if applicable.								
	School: Tick only one box.									
	· · · · · · · · · · · · · · · · · · ·	Last <u>year</u> at Secondary School was								
	Your highest achievement may	What is the highest level of achievement you hold from a secondary school?								
	be a "traditional" award such as School Certificate, or you									
	may have achieved a number	No formal secondary qualifications								
	of credits or a National Certificate at a certain level on	14 or more credits at any level								
	the National Qualifications	NCEA Level 1 or School Certificate								
	Framework. Your NZQA Record of Learning shows you how	NCEA Level 2 or 6 <sup>th</sup> Form Certificate								
	many credits you have. University Entrance									
		if "Overseas Qualification" or "Other" please specify:								
18	Tertiary Study:	First <u>year</u> of Tertiary Study ( ie study since secondary school) is/was								

		1												
19	National Student													
	Number	NSN		-			-							
											-			
		"Your name	, date of b	irth and	d resid	dency	status	s as er	ntered	d on t	his form	will be in	ncluded in the	
					-	e used	in an	autho	orised	infor	mation	matching	programme wi	th
		the New Zea		-		rofort	o htt	n.//n	-i odu	cation	a govt p	z/homo a	CDV	
DEC	For further information on the NSI refer to http://nsi.education.govt.nz/home.aspx           DECLARATION - ALL STUDENTS please read and sign													
Privacy – Playcentre Aotearoa uses and discloses information collected in accordance with the Privacy Act 2020 and as set out in our Privacy Policy, which can be found on our website at [link]. If you have any questions regarding privacy please do not hesitate to contact us at Privacy.Officer@Playcentre.org.nz. Personal information collected will be shared with some third parties where necessary to provide our services via Playcentre Education, including without limitation:														
<ul> <li>To manage internal administrative processes, to confirm centre licensing qualifications and for internal reporting and Playcentre Education administration processes. Information about students may be supplied to, and sought from, other Educational institutions for the purpose of verifying academic records.</li> <li>To comply with the requirements of the Education and Training Act 2020 and other legislation relating to the maintenance of</li> </ul>														
<ul> <li>For marketing (where permitted by law or with your consent), customer data analytics, to data storage and data providers, research, IT systems maintenance and development, recovery against third parties and the like; and</li> <li>For other purposes with your consent or where authorised by law.</li> </ul>														
Playcentre Aotearoa may disclose personal information from this form to various third parties when providing their services to you, such as:														
• Government agencies and organisations: Ministry of Education (student statistical returns) as set out above, New Zealand Qualifications Authority (national student records), Tertiary Education Commission (funding), Inland Revenue Department (student loans), and Immigration New Zealand (if you are not a New Zealand citizen or permanent resident). The government agencies may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.														
	• Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident													
You	Compensation Commission (ACC) if required by law. You have the right to ask for a copy of any personal information we hold about you and to ask for it to be corrected if you think it is													
wrong. If you'd like to ask for a copy of your information, or have it corrected, contact us at tertiaryed.fund.mgr@Playcentre.org.nz If you do not provide the personal information sought in this form Playcentre Education may not be able to provide their service to you. We will not retain your personal data for longer than is necessary for the purposes for which it may be lawfully used. In signing this enrolment form you authorise such disclosure on the understanding that Playcentre Education will observe the principles in the Privacy Act 2020 and the Post-compulsory Unique Identifier Code of Practice. You also consent to a Safety Check as required by the Children's Act (2014).														
<b>Rules</b> – In signing this enrolment form I agree to comply with the code of conduct and student policies in the Playcentre Education <b>Student Information Handbook</b> published on the Playcentre Aotearoa website <u>www.Playcentre.org.nz</u>														
Declaration:														
I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete and that I am the legitimate owner of the identity on this enrolment. I agree to abide by the conditions described above, I have read and consent to the disclosure of personal information as described above.														
						_/	/_							
Sign	ature				Date									
Please Check: Your Application for Enrolment form is signed and dated Along with the form send: 1. the completed Safety Checking form for Intending Students - 1 page 2. the completed Consent to Police Vet form: Section 2 - 2 pages 2. varified conjugation of identity and citizenship (recidency documents – these need to be photoconjugated														

 verified copies of identity and citizenship/residency documents – these need to be photocopies (signed by a Playcentre Education or Playcentre Aotearoa employee who has seen the original documents). PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTS

Please email to <u>educationforms@Playcentre.org.nz</u> Subject line: **your name PE1** and delivery mode you have booked to start the programme (eg **face to face** or **Online** or **webinar**) or give your paper form and enclosed verified copies of documents to your workshop facilitator or post to P.O. Box 5252 Hamilton 3242.

## **ENTRY INFORMATION and DOCUMENTATION**

You are applying to enrol in the New Zealand Certificate in Early Childhood Education and Care (level 4) NZ2850 with Playcentre Education – to be eligible to enrol you need to:

- be at least 17 years old
- provide evidence that you are a 'domestic student.'

A 'domestic student' is a **citizen** of New Zealand (including students from the Cook Islands, Tokelau, or Niue) or a holder of a New Zealand **resident class visa** or a citizen or permanent resident of Australia residing in NZ. The evidence required for a citizen is one of the following: A Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, Niue or Australia or a NZ or Australian Passport. The evidence for a NZ resident is the NZ resident visa in the Overseas Passport or a residency confirmation letter from Immigration New Zealand.

• complete the "Safety Checking form" for Intending Students and a "New Zealand Police vetting service Consent form".

A **safety check** is required by the Children's Act (2014) for students in an Early Childhood educational or vocational training programme involving practical experience in a licensed Early Childhood service (Playcentre). It will be carried out confidentially so that it is processed while you attend the Playcentre Introductory Award workshops and completed before you finish the Playcentre Educator Award. This check requires confirmation of your identity. Two forms of ID must be sighted, one primary and one secondary, one of which must be photographic. Verified copies of these identity documents must accompany the forms.

- o Primary ID documents are a Passport, full Birth Certificate or Citizenship Certificate.
- Secondary ID documents are a NZ Drivers licence or an 18+ card or a Community Services Card.
- If the documents are in different names you will need a change of name document a marriage or civil union certificate this is also helpful if your NSN is in a previous name.

Let us know if you have been Police Vetted as a Playcentre Aotearoa employee in the last 3 years or if you are a currently registered teacher - the safety check may still be required.

Need more information about Safety Checking and/or the Police vetting process? Please look at the guidelines and advice on the Playcentre website: Learn with us/Playcentre Education/ There is also information about other documents to use to confirm identity if you do not have the documents listed above. The procedure is covered in the Playcentre Aotearoa Child Protection policy on the Playcentre website.

One copy of the passport or birth certificate is sufficient for both proving domestic student status and as **one** of your ID documents for Safety Checking.

No Fees are charged to individual students. The programme is government (TEC) funded but from Jan 2023 no fees free eligibility is consumed while doing this no fees programme.

PLAYCENTRE EDUCATION OF	FICE USE ONLY	P Ed Form E4 –2023 version 16						
Check	Citz/Res Documentation	Cross Credit - Transfer from previous programme - No/Yes C2 or C3						
- Form complete and signed	-original has been sighted	Previous PEID						
-Entered on Database	-name on document matches one of the names on this form	<u>RPL</u> - Copy of any rpl outcome and evidence sent to RPL email						
-Enrolment Approved/Admitted	-signed copy of document enclosed							
-RPL or cross credit followed up		Confirmed for funding 1 <sup>st</sup> assessment submitted Module completed						
Safety Checking progress	//	Module <u>PE1</u> //////						
-Docs OK		Module PE2 / / / /						
-Sent to HR								
		Module <u>PE3</u> //////						
		Module <u>PE4</u> ///////						
PLAYCENTRE EDUCATION SMS ADMINISTRATOR/TEFM USE								
Entered by	Date//	SMS Enrol/Default start - finish dates/adjusted efts if rpl or cross credit						
Playcentre Education Student ID	NSN							
(PEID)								