



Guide to the Playcentre Education Enrolment Form

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Introduction

This Guide provides additional information for adults enrolling, for the **first time**, in the Playcentre Education programme leading to the New Zealand Certificate in Early Childhood Education and Care (level 4) and for those helping them to fill in this enrolment form.

Please do not be daunted by the size of the form – we will only need to collect most of this information from you ONCE as you begin the programme and having done so, in future, as you begin another module or course you will simply fill in a short re-enrolment form to let us know you are ready to proceed with the next part of your learning.

NZPF applies for government funding so that the Playcentre Education programme is funded nationally by the Tertiary Education Commission, the benefits of which, are spread across all participants so that the programme can be available to all Playcentre parents in NZ at no or very little cost to the individual. Your responses on the form enable us and MOE/TEC¹ to know how much and what sort of funding can legitimately be sought for the programme from your enrolment and participation.

Instructions

Please follow the instructions on the form. Read the Entry information on p4

- Fill in clearly with a pen
 - Complete all sections except where the form states that the information is voluntary
 - You **MUST sign** the form
 - Enclose copies of the documents as described on p3 and 4 of the form
-

Information on p1 of the form

This information will be supplied to your Regional Education team so that they can make contact with you and provide the programme to you.

Personal Details

are requested to identify learners.

For the MOE/TEC to prevent the enrolment of non-existent learners and to determine eligibility for Playcentre to seek funding associated with this enrolment.

- Q1 - Your name – the name you want to be addressed by in Playcentre ie. what you like to be called and wish to have your training record kept under.
- Q2 - provides the opportunity for you to identify your preferred first name.
- Q3 - Alternative name/s - If you have studied previously – at school or with another tertiary provider and your National Student Number (NSN) could be in a previous name it will help us to match you to your NSN if we have your previous name.
If you have been enrolled in a Playcentre programme in the past under a different name this information will help us to match records and ensure past credit is recognised.
If your legal name is different from the name you wish to use in Playcentre put your legal name here as it appears on and matches the name on

¹ MOE = Ministry of Education, TEC = Tertiary Education Commission

the particular citizenship/residency documents (eg birth certificate or passport) or identity documents you have provided.

Q4/5 - Date of Birth and Gender help identify you – so you won't be confused with someone else with the same name for example. The MOE requires DOB for statistical and eligibility purposes.

Q6 - Your address/contact details allow Playcentre Education to send you materials, information and to return work after commenting. Your personal details are stored in accordance with the Privacy Act and are not revealed to any unauthorised party. In reporting to the MOE/TEC your name is replaced by a code name generated in our database and apart from your postal code no other address/contact details are passed to any outside agencies.

The Qualification is the New Zealand Certificate in Early Childhood Education and Care (level 4)

Awards/Modules Q 9 - The Playcentre Education programme is accredited by NZQA and leads to the award of a national qualification – the New Zealand Certificate in Early Childhood Education and Care (level 4). The programme is made up of modules.

Everyone begins with the B series modules before moving on to the C-series modules.

The first two modules are B401 and B402 – when you complete these you will receive the **Playcentre Introductory Award**. Almost everyone will begin with B401 including those who have done Course 1

The next two modules are B403 and B404 – when you complete these you will receive the **Playcentre Educator Award**.

These two awards are recognised by MOE as 'licensing qualifications' in Playcentre – they do not have any recognition outside of Playcentre.

Those who are transferring from the previous Playcentre Programme – the Playcentre Education Diploma in Early Childhood and Adult Education will receive credit for completed modules or certificates. Those with a completed Course two certificate will start with B402 and those with a completed Course Three will start with module B404.

Circle the module you will start on eg.

B401

Credit for prior learning Q10 - If you are seeking recognition of prior learning please indicate this with a "YES" on your enrolment form so that this can be followed up with you. Your Regional Education Co-ordinator will supply you with the appropriate application form and information about the process.

Disability/Learning or Language Support Q 11 - Supplying this information is entirely voluntary. We are required to ask this question but you do not have to answer it. The MOE's purpose here is to monitor access and participation for those with disabilities. Our focus is on how we can support you. If you would rather talk to someone about any learning support you might find helpful you are welcome to write 'please contact me' and someone from the regional education team will contact you to discuss support.

Information on p2 of the form

This information is required by MOE/TEC for funding and statistical purposes. It will not be kept locally but processed only at national Playcentre Education level for statistical reporting.

Citizenship and Residency Q12 - Playcentre Education must have evidence that any student

enrolling in our programme is a “domestic student.” A domestic student is a NZ citizen or a permanent resident of NZ or an Australian citizen or permanent resident of Australia who lives in NZ.

Documents you could use to provide evidence of citizenship:

- A birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, Niue or Australia or
- A certificate of Citizenship or
- A letter of confirmation from Immigration New Zealand
- A New Zealand or Australian Passport

Documents to provide evidence of permanent residence:

- An overseas passport with a residency visa stamp

A verified copy of this evidence must accompany the enrolment form. A Playcentre Education or NZPF staff member (for example the facilitator at your workshop) can sight both the original document and the photocopy and then sign and date the photocopy which then becomes ‘a verified copy of the original document’.

If you wish you may use a certified copy of one of the documents listed but it is not necessary as a verified copy as described above is sufficient. A certified copy is the same as a verified copy but one signed by particular officials: a Justice of the Peace (listed in the yellow pages), a Notary Public, a GP, a Deputy Registrar or Officer of the Court, an MP, a Solicitor, a Police Officer, Military personnel, School principal, Public Trust officer, WINZ staff, a church minister, a Kaumatua. They sign and date the copy, write their designation and a statement “this is a true copy of an original document I have sighted.” Note that the person certifying or verifying the copy must not be a family member of the person whose document they are certifying or verifying.

Special provisions apply to certain overseas military personnel, diplomatic staff and their families or persons associated with Operation Deep Freeze and for refugees – please contact the TEFM² for specific information in these cases.

If you do not have any of the documents listed above please contact the TEFM who can offer other options.

Playcentre Education is not permitted to enrol “International students”. Persons in New Zealand on work or visitor visas are not domestic students and would breach the conditions of their visa if they were to formally enrol in our programme.

Ethnicity

Q 13 - statistical data for MOE.

You may identify up to three codes.

Iwi

Q 14 - statistical data for MOE. You may identify up to three iwi either by name or code. An A3 coloured reference card with the NZ Standard Classification of Iwi can be found in your centre.

To find these statistical codes on the internet see

http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/iwi_codes

or

http://www.educationcounts.govt.nz/data/assets/pdf_file/0003/25653/2005-iwi-reference-card-a3.pdf

² TEFM = Tertiary Education Funding Manager (see last page for contact details)

The New Zealand Standard Classification of Iwi

Te Tai Tokerau/Tāmaki-Makaurau

(Northland/Auckland) Region

- 0100 Te Tai Tokerau/Tāmaki-makaurau
(Northland/Auckland) Region not further defined
- 0101 Te Aupōuri
- 0102 Ngāti Kahu
- 0103 Ngāti Kurī
- 0104 Ngāpuhi
- 0105 Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
- 0106 Te Rarawa
- 0107 Ngāi Takoto
- 0108 Ngāti Wai
- 0109 Ngāti Whātua
- 0110 Te Kawerau
- 0111 Te Uri-o Hau
- 0112 Te Roroa

Hauraki (Coromandel) Region

- 0200 Hauraki (Coromandel) Region
not further defined
- 0201 Ngāti Hako
- 0202 Ngāti Hei
- 0203 Ngāti Maru (Marutuahu)
- 0204 Ngāti Paoa
- 0205 Patukirikiri
- 0206 Ngāti Porou ki Harataunga ki Mataora
- 0207 Ngāti Pūkenga ki Waiau
- 0208 Ngāti Rāhiri Tumutumu
- 0209 Ngāti Tai (Hauraki)
- 0210 Ngāti Tamaterā
- 0211 Ngāti Tara Tokanui
- 0212 Ngāti Whanaunga

Waikato/Te Rohe Pōtae (Waikato/King Country) Region

- 0300 Waikato/Te Rohe Pōtae (Waikato/King Country)
Region not further defined
- 0301 Ngāti Haua (Waikato)
- 0302 Ngāti Maniapoto
- 0303 Ngāti Raukawa (Waikato)
- 0304 Waikato

Te Arawa/Taupō (Rotorua/Taupō) Region

- 0400 Te Arawa/Taupō (Rotorua/Taupō) Region
not further defined
- 0401 Ngāti Pīkiao (Te Arawa)
- 0402 Ngāti Rangiteaorere (Te Arawa)
- 0403 Ngāti Rangitīhi (Te Arawa)
- 0404 Ngāti Rangiwewehi (Te Arawa)
- 0405 Tapuika (Te Arawa)
- 0406 Tarāwhai (Te Arawa)
- 0407 Tūhourangi (Te Arawa)
- 0408 Uenuku-Kōpako (Te Arawa)
- 0409 Waitaha (Te Arawa)
- 0410 Ngāti Whakaue (Te Arawa)
- 0411 Ngāti Tūwharetoa
- 0412 Ngāti Tahu-Ngāti Whaoa (Te Arawa)

Tauranga Moana/Mātaatua (Bay of Plenty) Region

- 0500 Tauranga Moana/Mātaatua (Bay of Plenty)
Region not further defined
- 0501 Ngāti Pūkenga
- 0502 Ngaiterangi
- 0503 Ngāti Ranginui
- 0504 Ngāti Awa
- 0505 Ngāti Manawa
- 0506 Ngāi Tai (Tauranga Moana/Mātaatua)
- 0507 Tūhoe
- 0508 Whakatōhea
- 0509 Te Whānau-a-Apanui
- 0510 Ngāti Whare

Te Tairāwhiti (East Coast) Region

- 0600 Te Tai Rāwhiti (East Coast) Region not further defined
- 0601 Ngāti Porou
- 0602 Te Aitanga-a-Māhaki
- 0603 Rongowhakaata
- 0604 Ngāi Tāmanuhiri

Te Matau a Māui/Wairarapa (Hawkes Bay/Wairarapa) Region

- 0700 Te Matau a Maui/Wairarapa
(Hawkes Bay/Wairarapa) Region not further defined
- 0701 Rongomaiwahine (Te Māhia)
- 0702 Ngāti Kahungunu ki Te Wairoa
- 0703 Ngāti Kahungunu ki Heretaunga
- 0704 Ngāti Kahungunu ki Wairarapa
- 0705 Ngāti Kahungunu, region unspecified
- 0706 Rangitāne (Te Matau a Maui/Hawkes Bay/Wairarapa)
- 0707 Ngāti Kahungunu ki Whanganui-a-Orotu
- 0708 Ngāti Kahungunu ki Tamatea
- 0709 Ngāti Kahungunu ki Tamakinui a Rua
- 0710 Ngāti Pāhauwera
- 0711 Ngāti Rāhaipaaka

Taranaki (Taranaki) Region

0800 Taranaki (Taranaki) Region not further defined
 0801 Te Atiawa (Taranaki)
 0802 Ngāti Maru (Taranaki)
 0803 Ngāti Mutunga (Taranaki)
 0804 Ngā Rauru
 0805 Ngā Ruahine
 0806 Ngāti Ruanui
 0807 Ngāti Tama (Taranaki)
 0808 Taranaki
 0809 Tangāhoe
 0810 Pakakohi

Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region

0900 Whanganui/Rangitīkei
 (Whanganui/Rangitīkei) Region
 not further defined
 0901 Ngāti Apa (Rangitīkei)
 0902 Te Ati Hau Nui-A-Pāpārangī
 0903 Ngāti Haua (Taumarunui)
 0904 Ngāti Hauti

**Manawatū/Horowhenua/Te Whanganui a Tara
 (Manawatū/Horowhenua/Wellington)**

1000 Manawatū/Horowhenua/Te Whanganui-a-Tara
 (Manawatū/Horowhenua/Wellington)
 Region not further defined
 1001 Te Atiawa (Te Whanganui a Tara/Wellington)
 1002 Muaūpoko
 1003 Rangitāne (Manawatū)
 1004 Ngāti Raukawa (Horowhenua/Manawatū)
 1005 Ngāti Toarangatira (Te Whanganui a
 Tara/Wellington)
 1006 Te Atiawa ki Whakarongotai
 1007 Ngāti ki Te Upoko o Te Ika (Te Whanganui-a-
 Tara/Wellington)

**Te Waipounamu/Wharekauri (South Island/Chatham
 Islands) Region**

1100 Waipounamu/Wharekauri
 (South Island/Chatham Islands) Region not
 further defined
 1101 Te Atiawa (Te Waipounamu/South Island)
 1102 Ngāti Koata
 1103 Ngāti Kuia
 1104 Kāti Mamoe
 1105 Moriori
 1106 Ngāti Mutunga (Wharekauri/Chatham Islands)
 1107 Rangitāne (Te Waipounamu/South Island)
 1108 Ngāti Rārua
 1109 Ngāi Tahu / Kāi Tahu
 1110 Ngāti Tama (Te Waipounamu/South Island)
 1111 Ngāti Toarangatira (Te Waipounamu/South
 Island)
 1112 Waitaha (Te Waipounamu/South Island)
 1113 Ngāti Apa ki Te Rā Tō

Iwi not named, but waka or Iwi confederation known

2001 Tainui
 2002 Te Arawa
 2003 Tākitimu
 2004 Aotea
 2005 Mātaatua
 2006 Mahuru
 2007 Māmari
 2008 Ngātokimatawhaorua
 2009 Nukutere
 2010 Tokomaru
 2011 Kurahaupō
 2012 Muriwhenua
 2013 Hauraki / Pare Hauraki
 2014 Tūranganui a Kiwa
 2015 Te Taihū o Te Waka a Māui
 2016 Tauranga Moana
 2017 Horouta

Iwi named but region unspecified

2101 Te Atiawa, region unspecified
 2102 Ngāti Haua, region unspecified
 2103 Ngāti Maru, region unspecified
 2104 Ngāti Mutunga, region unspecified
 2105 Rangitāne, region unspecified
 2106 Ngāti Raukawa, region unspecified
 2107 Ngāti Tama, region unspecified
 2108 Ngāti Toa, region unspecified
 2109 Waitaha, region unspecified
 2110 Ngāti Apa, area unspecified
 2111 Ngāi Tai, area unspecified

Hapū affiliated to more than one iwi

2200 Hapū affiliated to more than one Iwi

Other

4444 Do not know name of Iwi
 5555 Refused to answer
 7777 Response unidentifiable
 8888 Response outside scope
 9999 Not stated

Prior Activity Q15 - statistical data for MOE. What you were doing (main activity) at 1 Oct of the previous year.

Secondary School information Q16 - is collected for the MOE for statistical purposes only.

Tertiary Study Q17 - statistical data for MOE. This is to be the first year in which you did any study since secondary school. It does not include hobby classes. If Playcentre Education courses are your first courses since school put the current year.
The three questions above provide numbers for government statisticians and policy makers to monitor and report on trends in education.

Information on p3 of the form

NSN Q18 – All 'students' in NZ from ECE through, primary and secondary school have a National Student Number (NSN). If you have studied with another Tertiary Education Organisation or done NCEA or unit standards which were recorded on a Record of Learning with NZQA you will already have an NSN. The National Student Index (NSI) is a database, system and set of processes used to give every learner a unique number. It enables the TEC/MOE to link statistical information without the use of names. The NSI is a secure database with authorised access only. Agencies outside the education sector are not permitted to use NSNs and NSNs cannot be linked to personal contact or address data. For an enrolment to be funded we must match the student to their NSN and ensure the record has been verified. If you don't have an NSN we can create one for you and verify it from the citizenship/residency document you supply. It is often very useful if you have used a former name which has now changed to have a document as evidence of your name change. We can update your NSN record with the new name or merge records if you have two NSN's under different names.
If you have and know your NSN fill in the boxes – if you don't have an NSN, don't know it or can't remember it just leave the spaces blank.

Declaration, Signature and Date Your signature and date on the form are essential. It confirms:

- the details you have given are true and correct and are yours
- that you have accepted the conditions regarding protection of privacy outlined on the form and the code of conduct in the Playcentre Education Student Information Handbook.

A copy of the Student Information Handbook is on the Playcentre website. The enrolment form is in effect a contract in which you propose to do the Playcentre adult education programme and when we accept it we agree to provide you with the courses.

Information on p4 on the form

P4 simply provides you with additional information about documentation and what will happen to your form. There is nothing for you as an enrolling learner to fill in on this page. It has shaded boxes for education administration purposes at regional and national level.

Domestic student status is explained and the documents required as evidence of domestic student status. (also see Q12)

Safety Checking and the documents required are explained. A Safety check is required for students in all Early childhood education or vocational training programmes where students 'practice', gain experience in a licensed early childhood service. NZPF is responsible as the licensed service to ensure all students on 'practicum,' including our own Playcentre students, are Safety Checked to meet the requirements of the Vulnerable Children's Act (2014).

There are several steps in a Safety Check which requires the service to

1. confirm the identity of the person – by sighting a primary and secondary identity document, one of which should be photographic (verified copies of these documents are required by NZPF) * see appendix 1 for a list of primary and secondary IDs
2. interview the student
3. speak to a referee
4. obtain a work history
5. obtain a police vet from the NZ Police vetting service

There are two forms contained within the enrolment package to be filled in for the safety checking process:

The Safety Checking form for Intending Students collects the information for steps 1 to 4

The student fills out the first part of this form providing information for steps 2,3,and 4.

The middle section of the form is filled in by an NZPF or Playcentre Education staff member to confirm the identity having sighted the original and a photocopy of the required identity documents.

The final section will be filled in by a designated NZPF regional employee as they carry out checking process in a confidential manner

The NZ Police vetting service Consent to vet Form allows NZPF to obtain a police vet.

There is further information on Safety Checking on the Playcentre website under Adult Education/Enrolment -

If you need further information or help firstly please contact your
Regional Education Co-ordinator or Education Administrator

or

you may contact the NZPF: Playcentre Education
Tertiary Education Funding Manager
Email: tertiaryed.fund.mgr@Playcentre.org.nz

Evidence of Identity:

The purpose of this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. This is based on identity confirmation requirements set out in the Vulnerable Children Act Regulations 2015.

In order to confirm the identity of the applicant, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate (issued on or after 1998¹)
- NZ Citizenship Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

Secondary IDs include:

- NZ Driver Licence
- 18+ card
- NZ Full Birth Certificate (issued before 1998)
- Community Services card
- SuperGold Card
- NZ Employee Photo Identification Card
- NZ Student Photo Identification Card
- Inland Revenue number
- NZ issued utility bill (*issued not more than six months earlier*)
- NZ Teachers Registration certificate
- NZ Electoral Roll Record
- International Driving Permit
- Steps to Freedom Form

Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

If an applicant is unable to meet the requirements for evidence of identity, please contact the Police Vetting Service at qa.vetting@police.govt.nz.

Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

If you do not have a photo ID you can use an identity referee.

Use of an Identity Referee to verify an applicant's identity

Evidence of Identity checks may be completed by an Identity Referee, outside of your organisation, where it cannot be carried out by you in person e.g. when completed consent forms are received via email, not in person.

An Identity Referee must:

- be either a person of standing in the community (e.g. registered professional, religious or community leader, Police employee) or registered with the Approved Agency.
- be over 16 years of age.
- not be related or a partner/spouse.
- not be a co-resident of the applicant.

To verify an applicant's identity, the Identity Referee must:

1. Sight the original versions of each identity document.
2. Compare the photographic image with the applicant to confirm they are the same person.
3. Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
4. Provide his or her name and contact details.
5. Send the signed identity documents to the Approved Agency.