

Te Wāhanga Mātauranga | Playcentre Education



**Guide to the
Playcentre Education Enrolment Form**

Guide to the Playcentre Education Application for Enrolment Form

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 the Application for 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 this programme. If you left over two years ago and wish to recommence study you will fill in a new form if we no longer have a copy of your form.

Playcentre Aotearoa 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
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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 student 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

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

(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 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 materials, information and to return work after commenting. Your personal details are stored in accordance with the Privacy Act 2020 and are not revealed to any unauthorised party. In electronic reporting to the MOE/TEC your name is replaced by a code name generated in our Student Management System and apart from your postal code no other address/contact details are passed to 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 approved 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.

Tick the module you will start on eg.

B401 ✓

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.

If your previous Playcentre qualification was gained with credit given (RPL) we need to look at what qualification that credit was based on and how much credit was given to assess entry eligibility and the credit appropriate on entry to this programme.

Credit for prior learning Q10 - Do you already hold an ECE qualification? This is to assess eligibility to enter the programme. Some ECE qualifications are recognised for licensing as a “person responsible” in Playcentre so have no need and are not eligible to enter this programme.

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. It is best to apply for RPL on entry to the programme rather than sometime later. A Student Support Co-ordinator will supply you with the appropriate application form and information about the process.

Enrolment with another Tertiary Provider Q11 – If you are studying elsewhere at the same time as doing the Playcentre programme we are required to assess support you might need in order to be successful if you are undertaking a high study workload. We also need to know if you are doing the same or a similar course elsewhere which might effect your eligibility to enter the programme.

Disability/Learning or Language Support Q 12 - 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 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 enrolled in our programme is a “domestic student.” A domestic student is a NZ citizen or someone with a NZ resident class visa 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 having a resident class visa:

- An overseas passport with a residency visa stamp
- A letter of confirmation of resident visa from Immigration New Zealand

A verified copy of this evidence must accompany the enrolment form. A Playcentre Education or Playcentre Aotearoa 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 TEFA² for specific information in these cases.

If you do not have any of the documents listed above please contact the TEFA 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.

Iwi codes are listed in Appendix 1 of this document

To find these statistical codes on the internet see

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

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 required for the MOE for statistical purposes.

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.

² TEFA = Tertiary Education Funding Advisor (see last page for contact details)

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. If you have ever used a former name which has now changed it is often necessary to have a document as evidence of your name change. Your NSN may still be in the name you used when at school and will need your new name added to it. We can update your NSN record with the new name or have Moe and NZQA 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 and student policies found in the Playcentre Education Student Information Handbook on the Playcentre website

Learn with us/Playcentre Education/How to enrol

<https://www.playcentre.org.nz/learnwithus/enrolment-information-and-criteria/>

The enrolment form is a contract in which you propose to do the Playcentre Education programme and when we confirm eligibility 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.

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. Playcentre Aotearoa 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 Children's Act (2014). There are several steps in a Safety Check – Playcentre Aotearoa HR manage the Safety checking process. Step 2 and 3 are carried out by CV Check (NZ) Ltd who will send an email to the prospective student and referee. The steps are:

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 Playcentre Aotearoa) * see appendix 1 for a list of primary and secondary IDs
2. interview the student
3. contact 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 a Playcentre Aotearoa 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 Aotearoa employee as they carry out the checking process in a confidential manner

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

There is further information on Safety Checking on the Playcentre Aotearoa website (search Child Protection policies and procedures)

A list of all identity documents that can be used for a police vet are found in Appendix 2 of this document

For further information or help

Playcentre Aotearoa website: Learn with us/Playcentre Education/Enrolment Information and criteria

If you need further information or help firstly please contact a Student Support Co-ordinator

or

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

Appendix 1: The New Zealand Standard Classification of Iwi

| | | | |
|------|---|------|---|
| 0101 | Te Aupōuri | 0904 | Ngāti Hauiti (Rangitīkei) |
| 0102 | Ngāti Kahu | 0905 | Ngāti Whitikaupeka (Rangitīkei) |
| 0103 | Ngāti Kurī | 0906 | Ngāi Te Ohuake (Rangitīkei) |
| 0104 | Ngāpuhi | 0907 | Ngāti Tamakōpiri (Rangitīkei) |
| 0105 | Ngāpuhi ki Whaingaroa-Ngāti Kahu ki 'haingaroa | 0908 | Ngāti Rangi (Ruapehu, Whanganui) |
| 0106 | Te Rarawa | 0909 | Uenuku (Ruapehu, Waimarino) |
| 0107 | Ngāi Takoto | 0910 | Tamahaki (Ruapehu, Waimarino) |
| 0108 | Ngāti Wai | 0911 | Tamakana (Ruapehu, Waimarino) |
| 0109 | Ngāti Whātua (not Ōrākei or Kaipara) | 1001 | Te Atiawa (Te Whanganui-a-Tara/Wellington) |
| 0110 | Te Kawerau ā Maki | 1002 | Muaūpoko |
| 0111 | Te Uri-o-Hau | 1003 | Rangitāne (Manawatū) |
| 0112 | Te Roroa | 1004 | Ngāti Raukawa (Horowhenua/Manawatū) |
| 0113 | Ngāti Whātua o Kaipara | 1005 | Ngāti Toarangatira (Te Whanganui-a-Tara/Wellington) |
| 0114 | Ngāti Whātua o Ōrākei | 1006 | Te Atiawa ki Whakarongotai |
| 0115 | Ngāi Tai ki Tāmaki | 1007 | Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a- āra/Wellington) |
| 0116 | Ngāti Hine (Te Tai Tokerau) | 1008 | Ngāti Kauwhata |
| 0117 | Te Paatu | 1009 | Ngāti Tukorehe |
| 0118 | Ngāti Manuhiri | 1101 | Te Atiawa (Te Waipounamu/South Island) |
| 0119 | Ngāti Rēhua | 1102 | Ngāti Koata |
| 0201 | Ngāti Hako | 1103 | Ngāti Kuia |
| 0202 | Ngāti Hei | 1104 | Kāti Māmoe |
| 0203 | Ngāti Maru (Hauraki) | 1105 | Moriori |
| 0204 | Ngāti Paoa | 1106 | Ngāti Mutunga (Wharekauri/Chatham Islands) |
| 0205 | Patukirikiri | 1107 | Rangitāne (Te Waipounamu/South Island) |
| 0206 | Ngāti Porou ki Harataunga ki Mataora | 1108 | Ngāti Rārua |
| 0207 | Ngāti Pūkenga ki Waiau | 1109 | Ngāi Tahu / Kāi Tahu |
| 0208 | Ngāti Rāhiri Tumutumu | 1110 | Ngāti Tama (Te Waipounamu/South Island) |
| 0210 | Ngāti Tamaterā | 1111 | Ngāti Toarangatira (Te Waipounamu/South Island) |
| 0211 | Ngāti Tara Tokanui | 1112 | Waitaha (Te Waipounamu/South Island) |
| 0212 | Ngāti Whanaunga | 1113 | Ngāti Apa ki Te Rā Tō |
| 0301 | Ngāti Haua (Waikato) | 2001 | Tainui, iwi not named |
| 0302 | Ngāti Maniapoto | 2002 | Te Arawa, iwi not named |
| 0303 | Raukawa (Waikato) | 2003 | Tākitimu, iwi not named |
| 0304 | Waikato | 2004 | Aotea, iwi not named |
| 0305 | Ngāti Te Ata | 2005 | Mātaatua, iwi not named |
| 0306 | Ngāti Hīkairo | 2006 | Mahuru, iwi not named |
| 0307 | Rereahu | 2007 | Māmari, iwi not named |
| 0308 | Ngāti Tiipa | 2008 | Ngātōkimatawhaorua, iwi not named |
| 0309 | Ngāti Korokī Kahukura | 2009 | Nukutere, iwi not named |
| 0310 | Ngāti Tamaoho | 2010 | Tokomaru, iwi not named |
| 0311 | Te Ākitai-Waiohua | 2011 | Kurahaupō, iwi not named |
| 0401 | Ngāti Pīkiao (Te Arawa) | 2012 | Muriwhenua, iwi not named |
| 0402 | Ngāti Rangitearere (Te Arawa) | 2013 | Hauraki / Pare Hauraki, iwi not named |
| 0403 | Ngāti Rangitīhi (Te Arawa) | 2014 | Tūranganui a Kiwa, iwi not named |
| 0404 | Ngāti Rangiwewehi (Te Arawa) | 2015 | Te Tauihu o Te Waka a Māui, iwi not named |

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|------|---|------|---|
| 0405 | Tapuika (Te Arawa) | 2016 | Tauranga Moana, iwi not named |
| 0406 | Ngāti Tarāwhai (Te Arawa) | 2017 | Horouta, iwi not named |
| 0407 | Tūhourangi (Te Arawa) | 2018 | Mōkai Pātea, iwi not named |
| 0408 | Uenuku-Kōpako (Te Arawa) | 2101 | Te Atiawa, region not known |
| 0409 | Waitaha (Te Arawa) | 2102 | Ngāti Haua, region not known |
| 0410 | Ngāti Whakaue (Te Arawa) | 2103 | Ngāti Maru, region not known |
| 0411 | Ngāti Tūwharetoa (ki Taupō) | 2104 | Ngāti Mutunga, region not known |
| 0412 | Ngāti Tahu-Ngāti Whaoa (Te Arawa) | 2105 | Rangitāne, region not known |
| 0413 | Ngāti Mākino | 2106 | Ngāti Raukawa, region not known |
| 0414 | Ngāti Kearoa / Ngāti Tuarā | 2107 | Ngāti Tama, region not known |
| 0415 | Ngāti Rongomai (Te Arawa) | 2108 | Ngāti Toa, region not known |
| 0501 | Ngāti Pūkenga | 2109 | Waitaha, region not known |
| 0502 | Ngāi Te Rangi | 2110 | Ngāti Apa, region not known |
| 0503 | Ngāti Ranginui | 2111 | Ngāi Tai, region not known |
| 0504 | Ngāti Awa | 2112 | Ngāti Kahungunu, region not known |
| 0505 | Ngāti Manawa | 2113 | Ngāti Tūwharetoa, region not known |
| 0506 | Ngāi Tai (Tauranga Moana/Mātaatua) | 2201 | Hapū Affiliated to More Than One Iwi |
| 0507 | Tūhoe | 2301 | Te Tai Tokerau/Tāmaki-makaurau Region, Iwi not named |
| 0508 | Whakatōhea | 2302 | Hauraki Region, Iwi not named |
| 0509 | Te Whānau-ā-Apanui | 2303 | Waikato/Te Rohe Pōtae Region, Iwi not named |
| 0510 | Ngāti Whare | 2304 | Te Arawa/Taupō Region, Iwi not named |
| 0511 | Ngā Pōtiki ā Tamapahore | 2305 | Tauranga Moana/Mātaatua Region, Iwi not named |
| 0512 | Te Upokorehe | 2306 | Te Tai Rāwhiti Region, Iwi not named |
| 0513 | Ngāti Tūwharetoa ki Kawerau | 2307 | Te Matau-a-Māui/Wairarapa Region, Iwi not named |
| 0601 | Ngāti Porou | 2308 | Taranaki Region, Iwi not named |
| 0602 | Te Aitanga-a-Māhaki | 2309 | Whanganui/Rangitīkei Region, Iwi not named |
| 0603 | Rongowhakaata | 2310 | Manawatū/Horowhenua/Te Whanganui-a-Tara Region, iwi not named |
| 0604 | Ngāi Tāmanuhiri | 2311 | Te Waipounamu/Wharekauri Region, Iwi not named |
| 0605 | Te Aitanga ā Hauiti | 5000 | Do not know name of Iwi |
| 0701 | Rongomaiwahine (Te Māhia) | 5555 | Refused to Answer |
| 0702 | Ngāti Kahungunu ki Te Wairoa | 6000 | Unidentifiable response |
| 0703 | Ngāti Kahungunu ki Heretaunga | 8888 | Response outside scope |
| 0704 | Ngāti Kahungunu ki Wairarapa | 9999 | Not Stated |
| 0706 | Rangitāne (Te Matau-a-Māui/Hawke's Bay/Wairarapa) | | |
| 0707 | Ngāti Kahungunu ki Te Whanganui-a-rotu | | |
| 0708 | Ngāti Kahungunu ki Tamatea | | |
| 0709 | Ngāti Kahungunu ki Tamakinui a Rua | | |
| 0710 | Ngāti Pāhauwera | | |
| 0711 | Ngāti Rākaipaaka | | |
| 0712 | Ngāti Hineuru | | |
| 0713 | Maungaharuru Tangitū | | |
| 0714 | Rangitāne o Tamaki nui ā Rua | | |
| 0715 | Ngāti Ruapani ki Waikaremoana | | |
| 0716 | Te Hika o Pāpāuma | | |
| 0801 | Te Atiawa (Taranaki) | | |
| 0802 | Ngāti Maru (Taranaki) | | |
| 0803 | Ngāti Mutunga (Taranaki) | | |
| 0804 | Ngā Rauru | | |

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| 0805 | Ngā Ruahine |
| 0806 | Ngāti Ruanui |
| 0807 | Ngāti Tama (Taranaki) |
| 0808 | Taranaki |
| 0809 | Tangāhoe |
| 0810 | Pakakohi |
| 0901 | Ngāti Apa (Rangitīkei) |
| 0902 | Te Ati Haunui-a-Pāpārangi |
| 0903 | Ngāti Haua (Taumarunui) |
| 0904 | Ngāti Hauiti (Rangitīkei) |
| 0905 | Ngāti Whitikaupeka (Rangitīkei) |
| 0906 | Ngāi Te Ohuake (Rangitīkei) |
| 0907 | Ngāti Tamakōpiri (Rangitīkei) |
| 0908 | Ngāti Rangi (Ruapehu, 'hanganui) |
| 0909 | Uenuku (Ruapehu, Waimarino) |
| 0910 | Tamahaki (Ruapehu, 'aimarino) |
| 0911 | Tamakana (Ruapehu, 'aimarino) |
| 1001 | Te Atiawa (Te Whanganui-a- ara/Wellington) |
| 1002 | Muaūpoko |
| 1003 | Rangitāne (Manawatū) |
| 1004 | Ngāti Raukawa torowhenua/Manawatū) |
| 1005 | Ngāti Toarangatira (Te 'hanganui-a-Tara/Wellington) |
| 1006 | Te Atiawa ki Whakarongotai |
| 1007 | Ngāti Tama ki Te Upoko o Te Ika 'e Whanganui-a-Tara/Wellington) |
| 1008 | Ngāti Kauwhata |
| 1009 | Ngāti Tukorehe |
| 1101 | Te Atiawa (Te 'aipounamu/South Island) |
| 1102 | Ngāti Koata |
| 1103 | Ngāti Kuia |
| 1104 | Kāti Māmoe |
| 1105 | Moriōri |
| 1106 | Ngāti Mutunga Vharekauri/Chatham Islands) |
| 1107 | Rangitāne (Te 'aipounamu/South Island) |
| 1108 | Ngāti Rārua |
| 1109 | Ngāi Tahu / Kāi Tahu |
| 1110 | Ngāti Tama (Te 'aipounamu/South Island) |
| 1111 | Ngāti Toarangatira (Te 'aipounamu/South Island) |
| 1112 | Waitaha (Te Waipounamu/South land) |
| 1113 | Ngāti Apa ki Te Rā Tō |

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 1998²)
- 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.