

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 are inactive for a two-year period and wish to recommence study you will be asked to fill in a re-enrolment and advised as to what is needed.

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 the 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 (B401 B402, B403 and B404) before moving on to the C-series modules.

The first module is B401. When you complete B401 and one other B-series module you will receive the **Playcentre Introductory Award**.

When you complete the remaining two B-series modules you will receive the **Playcentre Educator Award**.

These two awards are recognised by Playcentre and MOE as 'licensing qualifications' contributing to the Supervision requirements for funded ECE sessions 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 Course 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 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 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 affect 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 TEC’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 be 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 conferring domestic student status 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/TEC. You may identify up to three codes.

Iwi

Q 14 - statistical data for MOE/TEC. 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/TEC. What you were doing (main activity) at 1 Oct of the previous year.

Secondary School information Q16 - is required for the MOE/TEC for statistical purposes.

Tertiary Study

Q17 - statistical data for MOE/TEC. 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.

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

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

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

The enrolment form is a contract in which you propose to do the Playcentre Education programme and when we have established your eligibility, we agree to provide you with the courses. Your enrolment begins when you start a module and becomes a confirmed funded enrolment reported to and funded by TEC once you submit your first assessment in each module. The formal enrolment period ends when you complete the module or when the funded period ends whichever occurs first. The funded period begins on the 1st of the month in which you submit your first assessment and ends after 3 months for all modules except C405 (6 months), C406, C407 and C408 (4 months). If you have not completed in that time and wish to continue we will extend your enrolment.

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 your identity after sighting 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: <https://www.playcentre.org.nz/learnwithus/enrolment-information/>
or please contact a Student Support Co-ordinator

or 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 Hauti (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-ara/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 Hikairo	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 Rangiteaorere (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
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-roto		
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		
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- āra/Wellington)
1002	Muaūpoko
1003	Rangitāne (Manawatū)
1004	Ngāti Raukawa Iorowhenua/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	Moriori
1106	Ngāti Mutunga Wharekauri/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 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.