Checklist – have you?

- Completed the online application to enrol (enrol.waikato.ac.nz).
- Sent the Confidential Referee forms to your referees.
- Handed the School Confidential Report form to your school (for school leavers only).
- Verified evidence of your base school (BTchg - Primary MMP and GDipT Primary – supported online students only). See the Base School Confirmation form.

Provide verified copies of:

- Academic transcript to date, if applicable. Overseas transcripts in languages other than English must be translated.
- School qualifications: NCEA results notice to date or Bursary (for undergraduate qualifications only).
- Evidence of IELTS assessment, if applicable. See Language Requirements.
## Selection Process and Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>June - December</td>
<td>Interviews take place for programmes beginning in Summer School and Semester A</td>
</tr>
<tr>
<td>August</td>
<td>Halls of Residence applications open</td>
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<tr>
<td>December 1</td>
<td>Applications close for:</td>
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<tr>
<td></td>
<td>- MTchgLn</td>
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<td></td>
<td>- MTchgLn- Te Arareo Māori</td>
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<td></td>
<td>- GradDipT Early Childhood</td>
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<td></td>
<td>- GradDipT Primary</td>
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<td>- GradDipT Secondary</td>
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<td></td>
<td>- BTchg Early Childhood</td>
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<td>- BTchg Primary</td>
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<tr>
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<td>- BTchng Secondary</td>
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<tr>
<td></td>
<td>Applications may be considered after this date</td>
</tr>
<tr>
<td>Early January</td>
<td>University opens</td>
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<tr>
<td>Mid-January</td>
<td>NCEA results available - students with the required credits will receive confirmation of acceptance.</td>
</tr>
<tr>
<td>Remember to</td>
<td>Apply for your student loan and/or student allowance</td>
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<tr>
<td></td>
<td>Contact StudyLink on 0800 88 99 00 or apply online at studylink.govt.nz</td>
</tr>
<tr>
<td>Mid-February</td>
<td>Semester A begins</td>
</tr>
</tbody>
</table>
Print and complete this form, then send to:

Freepost 78837
Te Kura Toi Tangata Faculty of Education
The University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand

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 and programme location you are applying for. If you are applying for more than one programme, please number in order of preference.

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Early Childhood</td>
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<tr>
<td>☐ BTchg Early Childhood</td>
<td>☐ Hamilton ☐ Tauranga</td>
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<tr>
<td>☐ GradDipT Early Childhood</td>
<td>Distance delivery **</td>
</tr>
<tr>
<td>Primary</td>
<td></td>
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<tr>
<td>☐ BTchg Primary</td>
<td>☐ Hamilton ☐ Tauranga ☐ MMP (distance**)</td>
</tr>
<tr>
<td>☐ BTchg Kākano Rua Māori Medium</td>
<td>☐ Hamilton*** ☐ Tauranga*** ☐ MMP (distance**)</td>
</tr>
<tr>
<td>☐ BTchg Primary Conjoint</td>
<td>☐ Hamilton</td>
</tr>
<tr>
<td>☐ GradDipT Primary</td>
<td>☐ Hamilton ☐ Supported online**</td>
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<td>☐ MTchgLn</td>
<td>☐ Hamilton</td>
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<tr>
<td>☐ MTchgLn – Te Arareo Māori Medium</td>
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<tr>
<td>Secondary</td>
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<tr>
<td>☐ BTchg Secondary Conjoint</td>
<td>☐ Hamilton</td>
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<tr>
<td>☐ GradDipT Secondary</td>
<td>☐ Hamilton ☐ Tauranga ☐ MMP (distance**)</td>
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<tr>
<td>☐ GradDipT Secondary – Technology (two years)*</td>
<td>☐ Hamilton ☐ Tauranga** ☐ MMP (distance**)</td>
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<tr>
<td>☐ BEd (Technology)</td>
<td>☐ Hamilton</td>
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<tr>
<td>☐ MTchgLn</td>
<td>☐ Hamilton ☐ Māori Medium</td>
</tr>
<tr>
<td>☐ MTchgLn – Te Arareo Māori Medium</td>
<td>☐ Hamilton</td>
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</tbody>
</table>

* The two-year pathway is for people with a relevant industry qualification and a minimum of three years work experience post-qualification, but who do not hold a Level 7 qualification.
** Some campus attendance is required and conditions apply.
*** For those interested in Māori Medium Teaching.
Section 2 – BTchg Primary and Secondary Conjoint applicants only

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

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

Section 3 – GradDipT Early Childhood and Primary applicants only

3.1 Completed qualification ________________ Institution ________________________________
Year completed ________________

3.1.1 Evidence required is a minimum of a completed bachelors 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 verified copies of a degree certificate and an academic transcript with their application.

3.1.2 Please note: At the time of applying for registration to teach in New Zealand at the completion of your Teacher Education programme the Education Council may require evidence of a NZQA assessment showing degree equivalence. Please refer to Section 7 for language requirements.

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

Please note: applications will be considered before an entry qualification is completed, however evidence of a completed qualification will be required before the programme commences.

Section 4 – GradDipT Secondary applicants only

4.1 Completed qualification ________________ Institution ________________________________
Year completed ________________

4.1.1 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 at least 72 points at Level 300 in a subject area which supports the New Zealand curriculum.

4.1.2 Please note: At the time of applying for registration to teach in New Zealand at the completion of your Teacher Education programme the Education Council may require evidence of a NZQA assessment showing degree equivalence. Please refer to Section 7 for language requirements.

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

4.2.1 If yes, will this be completed by the start date of the programme?
- Yes
- No

4.3 Which New Zealand curriculum subjects do you wish to teach at senior level (years 12-13)? (Four papers at 300 level are required for senior level curriculum subjects)
1 ____________________________________________ 2 ____________________________________________

4.4 Which New Zealand curriculum subjects do you wish to teach at junior level (years 9-11)? (two to four level 100/200 papers in your qualification is the minimum requirement).
1 ____________________________________________ 2 ____________________________________________

Please note: applications will be considered before an entry qualification is completed, however evidence of a completed qualification will be required in order to be awarded an offer.
Section 5 – Two year technology pathways

5.1 Completed qualification ________________ Institution _______________________________________________
Year completed _____________

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

5.1.2 Which technological areas do you wish to teach?
- Materials Technology (e.g. wood, metal, textiles)
- Processed Technology (e.g. biotechnology, food)
- Digital Technology (e.g. electronics, computer science)
- Design and Visual Communications (e.g. graphics, digital media)

Section 6 - Employment record

<table>
<thead>
<tr>
<th>Occupation</th>
<th>From - to</th>
<th>Reason for leaving</th>
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</thead>
<tbody>
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<td>5</td>
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</tbody>
</table>

Section 7 – Language requirements

7.1 What is your first language? ____________________________

7.1.1 If English or Māori is not your first language you need to provide evidence of your competency in English. For entry to the BEd or GradDipT initial teacher education programmes you require a band score of 7.0 or higher for each component of the academic version of IELTS. (Entry for MTchgLn is an overall band score of 7.5 with no less than 7.0 in each component). For further information about this test visit www.ielts.org

7.2 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

Section 8 - Referees

Year 13 secondary students require: □ One Confidential Referee Report
□ One School Confidential Report
(ask your school careers guidance adviser or Dean about this)

All other applicants require: □ Two Confidential Referee 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 Te Kura Toi Tangata Faculty of Education as part of the selection process. The reports are the property of Te Kura Toi Tangata 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 Te Kura Toi Tangata Faculty of Education.

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. It is advisable to provide the referees with a Freepost or stamped addressed envelope.

An application cannot proceed until the referees’ reports are received by Te Kura Toi Tangata Faculty of Education.
Section 9 - Disability support

9.1 Do you have or have you had a medical or psychological condition which could limit your participation in a teacher education programme including the practical teaching component?  
☐ Yes  ☐ No

9.1.1 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 the Education Council Good Character and Fit to be a Teacher Policy 2007: http://bit.ly/goodcharacter2007

Section 10 - Convictions

10.1 Have you ever been convicted of a criminal offence? (Including a serious traffic offence).  
☐ Yes  ☐ No

10.2 Are there any charges pending against you?  
☐ Yes  ☐ No

If you answered yes, you must mail an official court record in a separate sealed envelope marked confidential to the Associate Dean Teacher Education, Te Kura Toi Tangata 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 Associate Dean, Teacher Education. Please refer to the Education Council Good Character and Fit to be a Teacher Policy 2007: http://bit.ly/goodcharacter2007

Before an offer can be made to the programme, the University will conduct NZ Police Vetting.

10.3 Please list the countries you have lived in for 12 months or more in the last 10 years other than New Zealand.

<table>
<thead>
<tr>
<th>Country</th>
<th>From month/year</th>
<th>To month/year</th>
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<tbody>
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Please note: Police certificates from any country where you have lived for 12 months or more in the last 10 years, will need to be supplied.

Declaration

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 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 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.

Full name of Applicant ____________________________________________
Signature of Applicant ____________________________________________ Date __________________________
Section 11 - Personal statement

The university places a great deal of importance on personal statements when short-listing and selecting students for teacher education programmes. Please describe any recent experiences that would support your application. Include experiences with your community, other cultures, art, sport, drama, travel, outdoor education, teaching or coaching, and working with children or young adults. Discuss why you wish to teach at the level you have chosen, and describe any recent experiences you have had at centres and schools at this or any other level.

If you can attach evidence that confirms your involvement, this may strengthen your application.

You may add pages to your personal statement, or substitute your personal statement with a separate document.

This statement must be presented in your own handwriting.
Section 11 - Personal statement continued

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BTchg Primary MMP and GDipT Primary Supported Online students only.

Applicant details

Applicant's name ___________________________________________________________________________________________

Please have this form completed by the principal of your chosen base school and return it with your application.

Bachelor of Teaching

Your base school agrees to support you with one, full-day placement per week for the first three semesters of the six semester Bachelor of Teaching; and a three week practicum at the end of year one. For more information about the programme, and the role of the base school, please visit: education.waikato.ac.nz/mmp

Graduate Diploma of Teaching Primary

Your base school agrees to support you with one full day placement per week for the full year of the Graduate Diploma of Teaching. There is a three week practicum in February with the one day placement continuing in that classroom for term 1. Terms 2 & 3 the placement needs to be at a new level at that same school. There is a four week practicum in this classroom in June/July. Further information for base schools can be found at: education.waikato.ac.nz/graddipt-primary

All applicants for this programme complete a comprehensive selection process, after which the programme coordinator will contact the base school principal with further information (if the application is to proceed).

Base school details

Name of school _________________________________________________________________________________________

Phone number ____________________________________ Email ____________________________________

Postal address ____________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Name of Principal ____________________________________ Email ____________________________________

Name of Coordinating Teacher ____________________________ Email ____________________________________

I agree that ____________________________________________________________________________________ school will support   __________________________________________ during their study at Te Kura Toi Tangata Faculty of Education.

Further comments _________________________________________________________________________________________

_____________________________________________________________________________________

Principal’s signature _____________________________________________________

Date  _____________________________________________________

Official school stamp
This report is confidential to the Selection Committee and is protected under Section 29 of the Privacy Act 1993.

Referees - please post or email the completed form to:

Freepost 78837
Te Kura Toi Tangata Faculty of Education
The University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand
teach@waikato.ac.nz

Applicant’s full name ____________________________________________

The above applicant for our □ Early Childhood, □ Primary, □ Secondary teacher education programme has named you as a referee to support an application to Te Kura Toi Tangata Faculty of Education. You are asked to complete this form and return it to Te Kura Toi Tangata Faculty of Education. When selecting people for teacher education, the Selection Committee places great importance upon referee 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? ____________________________________________

2. How long have you known the applicant?
   Number of years ___________ from ___________ to ___________

3. I do not know the applicant well enough to complete this form. (Please sign and return the form incomplete).

4. What are the applicant’s special interests, skills and activities in relation to teacher education and teaching?
   ____________________________________________
   ____________________________________________
   ____________________________________________

5. 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?
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

6. Do you have any concerns about the applicant’s suitability to work with children? * Yes □ No □
   (* If you answer yes, you will be contacted by the Associate Dean Teacher Education)

7. 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.
   ____________________________________________
   ____________________________________________
   ____________________________________________
8. Would you be happy to have this applicant teach members of your family? Please state why or why not.

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

9. Overall recommendation (Please tick the appropriate box)

☐ I recommend the applicant without reservation as a prospect for teacher education.

☐ I have some reservations but would recommend the applicant as an appropriate prospect for teacher education (my reservations are given below).

☐ I believe the applicant is unsuitable for teacher education.

☐ I have other comments, but I would prefer to be contacted about the details by the Associate Dean, Teacher Education.

Please add any further comments you would like to make.

___________________________________________________________________________________________________

___________________________________________________________________________________________________

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Referee’s details

Are you a ☐ teacher, or a ☐ former teacher (not necessarily of the applicant)?

Name ___________________________ Mobile ___________________________

Address ___________________________ Day contact ___________________________

_________________________________________ Email ___________________________

_________________________________________

Signed ___________________________ Date ___________________________
Confidential Referee Report

This report is confidential to the Selection Committee and is protected under Section 29 of the Privacy Act 1993.

Referees - please post or email the completed form to:

Freepost 78837
Te Kura Toi Tangata Faculty of Education
The University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand
teach@waikato.ac.nz

Applicant’s full name __________________________

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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? ____________________________________________________________

2. How long have you known the applicant?
   Number of years _______ from ________ to _________

3. I do not know the applicant well enough to complete this form. (Please sign and return the form incomplete).

4. What are the applicant’s special interests, skills and activities in relation to teacher education and teaching?
   ______________________________________________________________________________________
   ______________________________________________________________________________________
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5. 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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   ______________________________________________________________________________________

6. Do you have any concerns about the applicants suitability to work with children?    * Yes □   No □
   (* If you answer yes, you will be contacted by the Associate Dean Teacher Education)

7. 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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8. Would you be happy to have this applicant teach members of your family? Please state why or why not.

___________________________________________________________________________________________________
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9. Overall recommendation (Please tick the appropriate box)

☐ I recommend the applicant without reservation as a prospect for teacher education.

☐ I have some reservations but would recommend the applicant as an appropriate prospect for teacher education
  (my reservations are given below).

☐ I believe the applicant is unsuitable for teacher education.

☐ I have other comments, but I would prefer to be contacted about the details by the Associate Dean, Teacher Education.

Please add any further comments you would like to make.

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Referee’s details

Are you a ☐ teacher, or a ☐ former teacher (not necessarily of the applicant)?

Name ___________________________ Mobile ___________________________
Address ___________________________ Day contact ___________________________
_________________________________________ Email ___________________________
_________________________________________

Signed ___________________________ Date ___________________________
Applicant’s details
Applicant’s name _________________________________ Date of birth ______________________________
School _____________________________________________

Application to the Bachelor of Teaching (BTchg) degree programme (tick as applicable):
☐ Early Childhood   ☐ Primary   ☐ Secondary

Applicant’s criteria
Is the applicant likely to achieve University Entrance?
☐ Yes      ☐ No

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<tr>
<th>Qualifications e.g. NCEA, CIE</th>
<th>Subjects in current year</th>
<th>Level of study</th>
<th>Total credits likely to be achieved (if known)</th>
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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
Is the applicant able to communicate clearly in both verbal and written contexts?
☐ Yes   ☐ No
Does the applicant have the ability to succeed at independent study?
☐ Yes   ☐ No
If yes, please indicate anticipated ability to succeed:
☐ only with concerted effort   ☐ with some difficulty, though has necessary skills   ☐ no anticipated difficulty
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
Name _________________________________ Role _________________________________
Email _________________________________ Phone _________________________________
Signature _________________________________ Date _________________________________

Referees – please post or email the completed form to:
Freepost 78837
Te Kura Toi Tangata Faculty of Education
The University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand
teach@waikato.ac.nz

For school leavers only

This report is confidential to the Selection Committee and is protected under Section 29 of the Privacy Act 1993.