

PROGRAMME HANDBOOK 2022

Initial Teacher Education

Graduate Diploma in Teaching (Early Childhood Education)

EPSOM CAMPUS

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Student Services Update

From 1 April 2022 there will be changes to student services functions across the University. New campus-based student hubs will replace the current faculty student centres which will be closed.

More information will be made available closer to April.

- The University's Student Hubs are open seven days a week and provide services, support and advice for all current and future students.
- Located at campuses in Auckland and Northland, Student Hubs are open to all students, no matter the area of study, query, or support required.
- Contact studentinfo@auckland.ac.nz for any questions you have about your studies.

The Student Hubs will offer

- Learning support and advice as you progress through your study.
- General direction, information and advice on being a student and navigating the university, including connection to wellbeing and engagement services.
- Library services support and advice.
- Student IT support.
- Employability and careers support including internships and volunteering opportunities that can support your career goals while you are studying.

Student Hub locations from 1 April

- City Campus General Library, Building 109,5 Alfred Street, Auckland
- Epsom Campus Sylvia Ashton Warner Library, Gate 3 74 Epsom Avenue (parking at Gate 2)
- Grafton Campus Philson Library, Building 503, Level 1 (entry via the Atrium, Building 505),
85 Park Rd, Grafton
- Te Papa Ako o Tai Tonga 6 Osterley Way, Manukau
- Te Papa Ako o Tai Tokerau L Block, 13 Alexander Street, Whangarei

Programme Contacts

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Kia koutou ngā taurira hou,
E ngā mana, e ngā mata waka o te ao,
Tena ra koutou katoa
Tenei te mihi ki a koutou e whai ake nei i te matauranga
Hei whakakiki i a koutou kete
No reira, kia kaha, kia maia, kia manawanui
Ngā mihi nui ki a koutou

*To all new students,
Many from various corners of the world,
Greetings to you all
Greetings to you all in your pursuit of knowledge
to fill your baskets with wisdom.
Be strong, be patient, and have faith in yourselves.*

Key Dates for 2022 – Graduate Diploma in Teaching (ECE)

2022 Dates						GDTECE Face-to-Face and Online			
S+ Week	M	T	W	Th	F	School Terms	Week	ECE	ECE Online
1							1		
2	<i>New Year's Day observed</i>	<i>Day after New Year's Day observed</i>	5-Jan	6-Jan	7-Jan	School Holidays	2	<i>Summer School Lectures Begin Thu 6 Jan</i>	<i>Summer School Lectures Begin Thu 6 Jan</i>
3	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan		3		
4	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan		4	Intro Day Mon 17 Jan	Intro Day Mon 17 Jan
5	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan		5		
6	<i>Akld Ann Day</i>	1-Feb	2-Feb	3-Feb	4-Feb		Term 1 Begins	6	EDPRAC 6113 Part 1 1 - 25 Feb. Centre A
7	<i>Waitangi Day</i>	8-Feb	9-Feb	10-Feb	11-Feb	7			
8	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb	8			
9	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb		9		
10	28-Feb	1-Mar	2-Mar	3-Mar	4-Mar		10		
11	7-Mar	8-Mar	9-Mar	10-Mar	11-Mar		11		
12	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar		12		
13	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar		13		
14	28-Mar	29-Mar	30-Mar	31-Mar	1-Apr		14		
15	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr		15		
16	11-Apr	12-Apr	13-Apr	14-Apr	<i>Good Friday</i>	End of Term 1 14 April	16		
17	<i>Easter Monday</i>	<i>UoA holiday</i>	20-Apr	21-Apr	22-Apr	School Holidays 15-29 April	17	Mid-Semester Break 15-29 April	Mid-Semester Break 15-29 April
18	<i>ANZAC day observed</i>	26-Apr	27-Apr	28-Apr	29-Apr		18		
19	2-May	3-May	4-May	5-May	6-May	Term 2 Begins	19		
20	9-May	10-May	11-May	12-May	13-May		20		
21	16-May	17-May	18-May	19-May	20-May		21		
22	23-May	24-May	25-May	26-May	27-May		22		
23	30-May	31-May	1-Jun	2-Jun	3-Jun		23	EDPRAC 613 Cont 30 May-8 July Centre B	EDPRAC 613 Cont 30 May-8 July Centre B
24	<i>Queen's Birthday</i>	7-Jun	8-Jun	9-Jun	10-Jun		24		
25	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun		25		
26	20-Jun	21-Jun	22-Jun	23-Jun	<i>Matariki holiday</i>		26		
27	27-Jun	28-Jun	29-Jun	30-Jun	1-Jul		27		
28	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	Term 2 Ends	28		

29	11-Jul	12-Jul	13-Jul	14-Jul	15-Jul		29	<i>INTER SEMESTER BREAK</i>	<i>INTER SEMESTER BREAK</i>
30	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	School Holidays 19 - 24 July	30		
31	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	Term 3 Begins	31	<i>Semester 2 Lectures Begin 25 July</i>	<i>Semester 2 Lectures Begin 25 July</i>
32	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug		32		
33	8-Aug	9-Aug	10-Aug	11-Aug	12-Aug		33		
34	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug		34		
35	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug		35		
36	29-Aug	30-Aug	31-Aug	1-Sep	2-Sep		36	<i>Study Week</i>	<i>Study Week</i>
37	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep		37		
38	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep		38		
39	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep		39		
40	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	Term 3 Ends	40		
41	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	School Holidays 3 - 14 Oct	41	<i>Mid Semester Break 3 - 7 Oct</i>	<i>Mid Semester Break 3 - 7 Oct</i>
42	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct		42	<i>EDPRAC 614 10 Oct-25 Nov Centre C</i>	<i>EDPRAC 614 10 Oct-25 Nov Centre C</i>
43	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	Term 4 Begins	43		
44	<i>Labour Day</i>	25-Oct	26-Oct	27-Oct	28-Oct		44		
45	31-Oct	1-Nov	2-Nov	3-Nov	4-Nov		45		
46	7-Nov	8-Nov	9-Nov	10-Nov	11-Nov		46		
47	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov		47		
48	21-Nov	22-Nov	23-Nov	24-Nov	25-Nov		48		
49	28-Nov	29-Nov	30-Nov	1-Dec	2-Dec		49	<i>Capstone Event weeks</i>	<i>Capstone Event weeks</i>
50	5-Dec	6-Dec	7-Dec	8-Dec	9-Dec		50		
51	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec		51		
52	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	Term 4 Ends - Prim/Sec	52		
53	<i>Boxing Day</i>	<i>Boxing Day observed Day after New Year's Day observed</i>	28-Dec	29-Dec	30-Dec		53		
54	<i>New Year's Day observed</i>		4-Jan	5-Jan	6-Jan		54		

Introduction to the programme

Nau mai rā ki Te Kura Akoranga me Te Tauwhiro Tangata, otirā, ki Waipapa Taumata Rau. Kia ora, talofa lava, mālō e lelei, kia orana, fakaalofa lahi atu, namaste, 你好 nǐ hǎo, salam alaikum, hola.

Welcome to the Faculty of Education and Social Work at the University of Auckland – and welcome to the profession of teaching.

Teaching plays a critical role in our society. Everyone has an experience of being taught. We think we know what teaching is because we have experienced it as learners, and maybe as parents or carers of learners. But being a teacher, and teaching, is more complex than it seems from the 'outside.' That is why teacher education is important. Your life experiences will be helpful to you in learning to be a teacher, but there are many new things to learn as you take on the teacher role.

You will gain new skills and new knowledge – about both subject areas and about how to teach and work with ākonga (the infants, toddlers, children, or young people you will work with). This new learning is underpinned by attitudes, values, and dispositions that enable you to work respectfully and collaboratively with a wide range of people. Central to this is willingness to work in partnership with Māori. You should expect your teacher education journey to give you experiences that develop your teaching skills and to challenge many of your assumptions about teaching and learning.

Our Programme Outcomes

Our teacher education programmes are designed to help you meet the required *Standards for the Teaching Profession* and *Code of Professional Responsibility*, which are set by the Teaching Council of Aotearoa New Zealand. Addressing these requirements also enables you to meet broader outcomes set by the university for all its qualifications. These outcomes are expressed as a 'Graduate Profile' for each qualification. Therefore the two sets of outcomes overlap. The Teaching Council Standards are specific to teaching, while the university's outcomes outline broader capabilities that studying a university qualification develops. They both emphasise critical thinking, communication, problem solving, integrity, and the centrality of Te Tiriti o Waitangi.

The Graduate Profile for your qualification is included on page 13 of this booklet, so you can understand the broad aims of the programme. Our approach to the Teaching Standards is summarised below, and then further explained in Appendix One. These Standards provide the organising themes of your qualification, and you will be able to trace your progress towards them through your courses and your practicum experiences in education settings.

The Teaching Standards at the University of Auckland

We have grouped the six Standards into three themes that summarise their intent: partner; design; and inquire. These three key ways of working will shape your experience of learning to teach. Below are the Teaching Council's Standards for the Profession, organised by the three themes.

Partner

Graduating teachers need to be able to partner with families, learners, hapū, and iwi, with significant cultural and linguistic communities in their schools, and with their colleagues to support the learning and wellbeing of ākonga. To do this you will need to be open-minded, curious, respectful, and aware of your own cultural positioning. You will also need to be excellent communicators, able to listen and to share respectfully and adjust your communication to suit your partners. To be able to take up your role as partners with Māori learners and their families you will need to understand Te Tiriti o Waitangi, its history and its implications.

Standard 1: Te Tiriti o Waitangi partnership

Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.

Standard 2: Professional relationships

Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.

Design

The use of the word 'design' implies deliberate choices. As a teacher, you choose what will be learned and how. These decisions are about equity and access and are critical to improving learner outcomes. You will design experiences to help students learn. You will also need to think about what you need to learn in order to develop as a teacher.

Standard 3: Professional learning

Use inquiry, collaborative problem solving, and professional learning to improve professional capability to impact on the learning and achievement of all learners.

Standard 4: Design for learning

Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages, and cultures.

Inquire

The third element of our framework is 'inquire.' By this we mean that both teaching and promoting a learning-focused culture are driven and sustained by seeing teaching as inquiry. To progress learning and to develop a culture focused on learning demands adaptive and responsive ways of working, which are central to seeing teaching as inquiry. You will need to evaluate your impact on learning and on classroom culture to enact both of these standards.

Standard 5: Teaching

Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

Standard 6: Learning-focused culture

Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration, and safety.

Each teacher education provider has to consider what the Teaching Standards mean in their context. The list in Appendix One at the back of this booklet explains what the Standards mean in University of Auckland teacher education qualifications. You can expect to learn these things in your time with us. This list is also used to construct the assessments in your teacher education programme. Assessments can therefore provide you with feedback on your progress towards the standards. At the end of your programme, you will draw together your experiences on practicum and in the university setting to demonstrate how you can enact the standards and are ready to teach.

Regulations for the Degree of Graduate Diploma in Teaching (Early Childhood Education)

The regulations for this degree are to be read in conjunction with all other relevant statutes and regulations including the Academic Statutes and Regulations.

In order to satisfy the requirements of this graduate diploma, students are required to be in various teaching environments which will bring them into contact with children. Only persons able to meet the criteria for provisional registration of the Teaching Council of Aotearoa New Zealand will be permitted to enrol in this graduate diploma.

Admission

- 1 In order to be admitted to this programme, a student must have:
 - a completed the requirements for:
 - (i) a degree from a New Zealand university or the equivalent as approved by Senate or its representative
or
 - (ii) a qualification recognised as equivalent by the Teaching Council of Aotearoa New Zealand and New Zealand Qualifications Authority
 - and*
 - b demonstrated the potential to meet the Teaching Council of Aotearoa New Zealand criteria for provisional registration and certification.

Notes:

(i) Applicants will be required to consent to disclosure of criminal convictions and safety checks required by the Children's Act 2014.

(ii) Personal references and an interview will be required.

Duration and Total Points Value

- 2 A student enrolled for this graduate diploma must follow a programme of full-time study in an academic year and pass courses with a total value of 150 points.
- 3 In exceptional circumstances, part-time enrolment may be permitted with approval of the Programme Leader.
- 4 The requirements for this graduate diploma must be completed within 24 months of initial enrolment unless, in exceptional circumstances, Senate or its representative extends this period.

Structure and Content

- 5 A student enrolled for this graduate diploma must complete the requirements as listed in the Graduate Diploma in Teaching (Early Childhood Education) Schedule.
- 6 The programme for each student requires the approval of the Academic Head or nominee prior to enrolment.
- 7 A student who has previously passed any course the same as, or similar to, the courses required for this graduate diploma must substitute an alternative course(s) approved by the Programme Leader.
- 8 A student admitted to this programme must complete the University of Auckland Academic Integrity Course as specified in the Enrolment and Programme Regulations, Academic Integrity, of the *University Calendar*.

Practicum Requirements

- 9 a In any course that has a practicum and non-practicum component, a student must pass both the practicum and non-practicum component in order to have passed that course as a whole.
 - b Where a weakness occurs in a practicum component (EDPRAC 613 or 614), a student may apply for permission to enrol in an additional period of placement of up to two weeks in accordance with the relevant Examination Regulations – Deferred Results regulations for this Graduate Diploma.
 - c Re-enrolment after failing EDPRAC 613 or 614 requires the permission of the Dean of Faculty of Education and Social Work or nominee.
 - d At the discretion of Senate or its representative, a student who does not pass EDPRAC 613 or 6140 may be declined permission to continue this graduate diploma.

Language Requirements

10 a Students must pass EDUCM 199 – Te Reo Māori - in the first year of enrolment.

b Students must pass EDUCSW 199 – English Language Competency - in the first semester of enrolment.

Professional Requirements

11 a In order to complete the requirements for this graduate diploma, a student must be able to meet the criteria for provisional registration of the Teaching Council of Aotearoa New Zealand.

b A student who ceases to be able to meet the criteria for provisional registration of the Teaching Council of Aotearoa New Zealand must immediately notify the Dean of Faculty.

c If the Dean of Faculty has reason to believe that a student does not meet the criteria for provisional registration of the Teaching Council of Aotearoa New Zealand the Dean shall advise the student and take into account any written response from the student.

d If the Dean of Faculty is satisfied that the student is not able to meet the criteria for provisional registration of the Teaching Council of Aotearoa New Zealand the Dean shall notify Senate or its representative.

e On receipt of such advice, Senate or its representative may terminate the student's enrolment and any application to re-enrol may likewise be declined.

f A student whose enrolment is terminated under Regulation 11e may appeal that decision to the Provost or the duly appointed delegate.

Suspension or Termination of Enrolment

12 a If the behaviour of a student in a teaching environment is found, after due and fair inquiry, to be offensive, disruptive, or likely to give rise to a risk of harm to the welfare of any person, the enrolment of the student in the programme may be terminated by Senate or its representative and any application to re-enrol may likewise be declined.

b A student who is subject to any such inquiry may be suspended by Senate or its representative from lectures, classes and any teaching placement pending the outcome of the inquiry.

c A student whose enrolment is terminated under Regulation 12a may appeal that decision to the Provost or the duly appointed delegate.

Reassignment

13 A student may apply to reassign courses passed for this graduate diploma to the Graduate Diploma in Education.

Variations

14 In exceptional circumstances Senate or its representative may approve a personal programme which does not conform to these regulations.

Amendment

15 These regulations and/or schedule have been amended with effect from 1 January 2022.

Graduate Profile for the Graduate Diploma in Teaching (Early Childhood Education)

At the completion of the Graduate Diploma in Teaching (Early Childhood Education) graduates will have developed the following capabilities:

Disciplinary Knowledge and Practice

- Able to draw on thinking, research and theory from a range of disciplines as they build increasingly deep and insightful understandings about learning and teaching.
- Able to draw on a range of knowledge bases for teaching, making informed, evidence-based decisions that address valued outcomes.

Critical Thinking

- Able to identify and evaluate the premises, conditions, and contexts of knowledge claims with a view to critically appraising societal, school and classroom practices that reproduce inequity.
- Able to critically engage with ideas, information, theory, and evidence with a view to informing and enhancing professional practice.

Solution Seeking

- Able to recognise and define problems of practice with regard to their significance and ethical implications, employ an inquiry stance, draw on appropriate theory and fit-for-purpose techniques to systematically generate thoughtful solutions and outcomes.

Communication and Engagement

- Able to express information and ideas clearly, coherently, and professionally in a variety of forms to diverse audiences for a range of purposes.
- Able to develop and refine the skills that enable them to build and sustain productive relationships with ākonga, colleagues, and communities.

Independence and Integrity

- Able to monitor, control, and regulate their thinking, behaviour, and emotions as they work to achieve personal and professional goals
- Able to make principled and ethical decisions that demonstrate a respect for academic and professional ethics and scholarly activity.

Social and Environmental Responsibilities

- Able to recognise and understand their particular social and cultural location in relation to Te Ao Māori and Te Tiriti o Waitangi.
- Able to respond to and promote Māori world views, knowledge, ways of being, and aspirations through teaching practice.
- Able to acknowledge and value difference, show respect for diversity and reflect critically on the principle of inclusion in educational settings.

DELNA (Diagnostic English Language Needs Assessment)

What is DELNA for?

In professional programmes, students need well-developed academic English language skills to meet the graduating standards of their particular programme. All undergraduate students at the Faculty of Education and Social Work are required to complete the DELNA language requirements.

DELNA Screenings

All students are required to do a 20-minute Canvas-based DELNA Screening during the first week of Semester One. You will need your student ID number to log into Canvas. You will be enrolled in the **DELNA Screening Canvas course**, which you will be able to access on your Canvas dashboard, and you will find the Screening under 'Assignments'.

You will see the assessment result immediately after completing the Screening, and it will show if you need to develop your knowledge of academic English. If you see 'Good' or 'Satisfactory', you have completed all DELNA requirements. If you see '**Diagnosis Required**', you will be given a booking link to do the Diagnosis for a more in-depth academic English language analysis.

Students who get 'Diagnosis Required':

After the **DELNA Screening**, book and complete a **DELNA Diagnosis** (a 2-hour assessment of academic listening, reading and writing skills, either in person or online) and make an appointment with an adviser to discuss results and what ongoing English language support you need. Advisers give individual plans (IP).

Timeframe

- Complete the **DELNA screening** by the end of your first week.
- Complete the **DELNA Diagnosis** assessment (if needed) within two weeks of your **DELNA Screening**

At the latest, you need to have completed the **DELNA Diagnosis** and **seen a language adviser** to get **your individual study plan** by the **mid-semester break in Semester One of your first year of study**.

- In 2021, this is by **29th April**. (Mid-year enrolment dates will differ)

More information about the DELNA process

- The DELNA Diagnosis will be available at Epsom, Te Tai Tonga and Tai Tokerau campuses, and online.
- Students' individual plans (IP) are linked to online modules of the *Academic Language Enrichment* programme on Canvas. Students complete the modules at their convenience.
- **Post DELNA:** Students who receive the low scores for writing in the DELNA Diagnosis will be required to complete another assessment once they have accessed support. This is called a **Post DELNA assessment**.
- Students who have a diagnosed **Learning Disability**, and have had special conditions approved, can make an appointment with **Student Disability Services** to access accommodations for DELNA.
- Regular meetings with an Academic Language adviser are necessary for success.

English Language Competency: EDUCSW 199 (A/B)

DELNA completion is linked to a zero point paper **EDUCSW 199**. Students will be required to pass **EDUCSW 199** in order to graduate.

EDUCM 199 – Te Reo Māori course

This introductory te reo Māori course provides opportunities to learn correct pronunciation and some basic classroom language and is completed over semesters one and two.

The Teaching Council requires all teachers to practise and develop the use of te reo and tikanga Māori in order to meet the standards for the teaching profession and to fulfil the Code of Professional Responsibility.

The course is self-paced and delivered through Canvas, meaning you can complete it as quickly as you like. It contains activities that will help you practise and build confidence before doing the assessments. Your result is dependent on completion of the two assignments:

1. Deliver a pepeha with correct pronunciation (Semester One) and;
2. Read, with correct pronunciation, words in te reo Māori that are part of an English text (by the end of Semester Two).

In order to submit the assignments, there are some module requirements you need to meet - usually a minimum score in a short quiz in each module of the course.

Your course result will appear on your academic record as either CPL (complete) or DNC (did not complete). Completion of the course is a requirement in order for the Graduate Diploma in Teaching qualification to be conferred or awarded.

Covid 19 Vaccination Status

To participate in practicum placements you will need to disclose to the University your Covid 19 vaccination status, including the dates you were vaccinated.

We will use the information you provide only to coordinate your practicum placement, and meet the requirements of the Ministry of Education, Boards of Trustees, the principals of kura and schools and the managers of early learning services to ensure that students on practicum placement do not pose a risk to those who work and learn in kura, schools and early learning centres. This will include disclosing information about your specific vaccination status to the relevant practicum provider prior to the commencement of a practicum placement. We will not use or share this information in any other way, unless this is permitted or required by law.

While you do not have to provide us with the information requested, not doing so will mean:

- The University will not be in a position to advise the practicum provider that you have had the vaccinations required to attend the practicum placement
- The practicum provider will not therefore be able to accept you on the practicum placement
- You will not meet the prescribed practicum requirements
- You will not therefore be able to meet the requirements of the programme.

Features of the programme

The Graduate Diploma in Teaching (Early Childhood Education) builds on the principles and conceptual framework that underpin the University of Auckland pre-service teacher education qualifications. It has an evidence-informed, outcome-focused, and inquiry-based approach to preparing student teachers to teach diverse learners.

The Graduate Diploma of Teaching (ECE) programme is grounded in the national early childhood curriculum *Te Whāriki* (Ministry of Education, 2017) and the Code and Standards of the Teaching Council of Aotearoa New Zealand.

The Graduate Diploma in Teaching (ECE) qualification comprises 150 points and is full-time over one extended academic year. The programme consists of nine points-based courses and EDUCM199 and is delivered in two modes: face-to-face at the Epsom Campus or online. Students opt for one of these modes when they apply and enrol in the programme. A standard 15-point course involves approximately 150 hours of study. Courses that are taught face-to-face have 27 hours of on campus teaching and approximately 120 hours of self-directed study. Students enrolled in the online mode will have the equivalent course content delivered online through weekly modules which students will work through at their own pace. Online students are required to meet the same due dates for assignments as students studying face-to-face

Learning is a complex process and teaching is a moral and ethical activity. The overall aim of this qualification is for graduates to develop the requisite knowledge, skills, and dispositions to achieve positive and equitable outcomes for all children in Aotearoa.

The programme, therefore, offers learning opportunities to student teachers to reflect on and critique their own knowledge, beliefs, and understandings. This forms the basis for them to develop new knowledge, understandings, and a repertoire of skills including [Key Teaching Tasks \(KTT\)](#) that will enable them to teach effectively as beginning teachers. To achieve this, the programme weaves together research, theory, pedagogy and subject content knowledge with awareness of context, understanding of learners, and the skills of critical reflection and analysis. Alongside the requirement to meet course-specific learning outcomes, students' progression toward [Key Teaching Tasks \(KTT\)](#), is integrated throughout the programme."

Students will be supported in their professional learning through innovative collaborations between the faculty and our partner early childhood services. We are committed to educating student teachers to become highly capable, well-prepared teachers who make a difference in the lives of the children they teach.

The way in which the courses are structured and delivered reflects consideration of best practice in adult learning. The programme recognises that candidates in this programme are motivated adult learners who bring with them academic qualifications, content knowledge and life experience. This prior knowledge and experience is valued and examined through critical reflection in order to understand the impact of personal assumptions and beliefs on teaching practice. Student teachers are adult learners who are beginning a professional learning process - this requires an ongoing commitment to effective practice and learning.

Overview of the Graduate Diploma in Teaching (Early Childhood Education)

For all course pre-requisites please see the University of Auckland Calendar 2022
www.calendar.auckland.ac.nz

Semester One

Semester One consists of six courses (75 points) and EDUCM 199 that introduce students to the early childhood education context in New Zealand. As part of EDPRAC 613, students will experience a four-week and six-week practicum in two different early childhood services

EDCURRIC 601 Creative Arts - Early Years	EDCURRIC 623 Investigation and Exploration
EDPRAC 613 Professional Practice 1: ECE	EDPROFST 605 The Early Years Teacher
EDUC 603A Education after Society	EDPROFM 600A Te Ao Māori He tirohanga whakamua kia haere whakamuri
EDUCM 199A Te Reo Māori	

Semester Two

Semester Two consists of six point-based courses totalling 75 points. These include the continuation of Education after Society, Te Ao Māori, and EDUCM199. Semester Two concludes with a seven-week practicum placement through the EDPRAC 614 course.

EDCURRIC 600 Literacies, Languages and Cultures	EDCURRIC 624 Curriculum and Pedagogy
EDPRAC 614 Professional Practice 2: ECE	EDPROFST 607 The Relational Worlds of Children
EDUC 603B Education after Society	EDPROFM 600B Te Ao Māori He tirohanga whakamua kia haere whakamuri
EDUCM 199B Te Reo Māori	

Practicum

There are two 15 point practicum courses in the Graduate Diploma in Teaching (Early Childhood Education) programme. The EDPRAC 613 and 614 courses comprise 17 weeks of practicum across three different early childhood services to give students a range of professional experiences.

Practicum

In this programme students will complete a minimum of 80 days on practicum excluding public holidays. EDPRAC 613 consists of a four-week practicum and a six-week practicum. EDPRAC 614 consists of a seven-week practicum. Full-time attendance of 7.5 hours (each weekday) is required for all practicum placements.

Students are required to show photo ID as proof of identity upon the first visit to the practicum centre.

How early childhood centre practicums are organised:

Practicum placements are organised by the Faculty's Practicum Office. Students complete an online form indicating preference of geographic zones for each placement and practicum placement co-ordinators arrange the placements. Please note that while every endeavour will be made to place students in their preferred geographic zone, this may not always be possible, and students may be required to travel outside of their preferred zone

Completing a range of placements

All students are required to complete practicum in a range of ECE services to ensure necessary breadth of experience and to increase the validity of the assessment of competence for national credentialing.

- Placements will include a full-day education and care centre, an infants and toddler setting and a kindergarten service.

Placement Requirements

Please read the following practicum information carefully:

- It is the responsibility of the Practicum Placement Co-ordinator to assign your practicum centre.
- Students may **not** approach an early childhood centre to organise their own practicum.
- Students may only approach an early childhood centre once they have received confirmation of the early childhood centre they are placed in.
- Students will be advised in advance of their centre placement. Requests for any changes must be made through the Practicum Placement Co-ordinator in the Practicum Office.
- When a change in a student's circumstances means that they are unable to proceed with a placement that has been confirmed, the student must contact the Practicum Placement Co-ordinator immediately.
- Students enrolled in the online GradDipTchg (ECE) programme must complete their practicum in Northland or the Auckland regional boundary. For the purposes of practicum placements, Auckland is defined as an area between, and inclusive of, Pōkeno in the south and Warkworth in the north.
- Any days missed from practicum will result in extension of the practicum placement.
- If a student is out of synchrony with their cohort due to a course failure, deferral, or withdrawal, or for any other reason, they must check with the Student Education Centre to ensure they are eligible to enrol.
- Practicum cannot happen if it clashes with any programme course work.
- Out-of-schedule practicum may be allowed in exceptional circumstance, but only after consultation with and approval from the Practicum Leader.
- Students are advised that an out-of-schedule practicum is likely to extend their time to completion of the programme.
- If a student has an out-of-schedule practicum and are eligible for a student loan, they may not qualify for a student allowance during the out of schedule practicum. This is the student's responsibility to check.

Placement guidelines

Students wanting to be placed in centres where

- A member of their family attends as a student or as a staff member.
- They, or a member of their family, has been or is currently employed in any capacity.
- They have a personal relationship with a member of the centre staff or Management Committee.
- They work in an early childhood education and care centre managed by the same owner/committee

Will need placement approval from the Programme Leader and school/centre manager or principal.

Leave during practicum

To apply for leave during practicum placements for any reason other than unexpected illness, complete the online [Request for Leave during Practicum Form](#).

Students with family responsibilities

It is not permissible to take infants and young children on practicum. Students must either make private arrangements for the care of their children during practicum or defer practicum to a more suitable time.

Confidentiality during practicum

The Privacy Act (2020) controls how agencies (i.e., individuals or organisations) collect, use, disclose, store, and give access to personal information. There are thirteen Information Privacy Principles which set out rules and exceptions to those rules. In schools/centres, as individuals and members of organisations, we must be informed about and adhere to the requirements of the Privacy Act. For students on practicum, Principle 1 - Purpose of Personal Information, Principle 4 - Manner of Collection of Personal Information, Principle 10 - Limits on Use of Personal Information, and Principle 11 - Limits on Disclosure of Personal Information are particularly relevant. (Refer: [Privacy Act 2020](#))

Students should familiarise themselves with and adhere to school/centre policies that relate to confidentiality and the Privacy Act (2020). In particular the following should be noted:

- Students wishing to photograph, audiotape, or videotape school/centre colleagues and staff, children or their work must ensure that the Associate Teacher is consulted in the first instance and that school/centre policy is strictly adhered to. Early childhood students must ensure that ethical procedures are followed as outlined in the practicum handbook.
- Information gained about children, their family/whānau, staff, other student teachers while on practicum must be kept confidential in accordance with Principles 10 and 11 of the Privacy Act (2020).

Please note that this does not preclude disclosing information through the appropriate channel regarding any concerns about the life or health of children (Principle 10f (i) and (ii)) or; using the information in a form in which the individual concerned is not identified (Principle 10b).

Practicum classes:

On-campus classes for face-to-face students and weekly modules for online students are structured to prepare students for practicum experiences in early childhood services. These are an integral part of preparing for practicum and the teaching profession. Students who do not engage with these classes or weekly modules are often inadequately prepared for their practicums.

We reserve the right to not allocate students a practicum placement where we determine that they are not sufficiently prepared. This could result in failure of the practicum course in which you are enrolled. Should exceptional circumstances arise regarding attendance in these classes (face-to-face students) or engagement in the required modules (online students), students need to contact their Practicum Leader as soon as possible.

Assessment of practicum

To pass EDPRAC 613, a student must achieve all learning outcomes for both placements. A student needs to pass EDPRAC 613 before they can progress to EDPRAC 614. To pass EDPRAC 614, a student must achieve all learning outcomes of the final seven-week placement. For each practicum placement, performance will be jointly discussed by the student, the Associate Teacher, and the University Professional Supervisor. Triadic learning conversations involving all three parties will be held. These meetings, facilitated by the Professional Supervisor, will be used to inform the recommendation for the outcome of each practicum placement. The Faculty of Education and Social Work has ultimate responsibility for the final decision about whether a student has passed practicum.

At the discretion of the Graduate Diploma Programme Leader, a student who has narrowly failed to meet a small number of assessment criteria for a practicum placement may be invited, at no extra cost to the student, to complete an additional placement of no more than two weeks duration to demonstrate achievement of those criteria. Where satisfactory achievement is not demonstrated, no extension of the placement will be granted, and the student will have to apply to re-enrol for the practicum placement.

Cut-off time for practicum: Where a practicum is extended for any reason, the completion date must be within two calendar weeks.

It is the student's responsibility to ensure that they are prepared for the triadic and have completed all required documentation. The Professional Supervisor will submit the triadic assessment form electronically to the Faculty of Education and Social Work Practicum Office and a copy will automatically be sent to the student for their

records. For further details of placement requirements and the procedures and requirements for professional conduct whilst on practicum, please refer to the relevant Practicum Course Handbook.

Fail: When the triadic assessment process indicates that a full repeat of a practicum course is required, the Practicum Coordinator will need to confirm this with the Programme Leader. The student teacher must then obtain permission from the Programme Leader to re-enrol. Full tuition fees will apply. All students who fail some or all of the learning outcomes in a practicum will automatically be reviewed so that support systems can be set in place for future success.

Repeated fails: A student who has failed an EDPRAC course once, or a non-EDPRAC course twice, must apply to the Programme Leader to repeat the course

Concerns during practicum

If a concern arises within the centre, the student teacher must remain at the centre until the concern has been dealt with unless otherwise directed by the Practicum Leader, Professional Supervisor, or Associate Teacher. The student **must not** leave the centre until they receive confirmation by one of these three individuals. Leaving the centre without this confirmation may amount to voluntary termination of the practicum and could result in the student failing the practicum placement.

As a student teacher, you are placed in a centre based on an invitation from the centre for you to be there. If, for any reason, the centre wishes to rescind your invitation and to terminate your placement, this could also be grounds for failing a practicum placement.

Students must not withdraw from a practicum placement once their placement has commenced, unless permission has been given by the Practicum Course Co-ordinator or designated nominee. Withdrawal from practicum without permission will result in a fail.

Resolving concerns during practicum

Where students have concerns during practicum, they must contact their Professional Supervisor in the first instance, and follow the procedures as outlined in the relevant Practicum Handbook. The Practicum Handbooks for EDPRAC 613 and EDPRAC 614 are located on the relevant course Canvas pages

Professional behaviour and responsibility are expected at all times. A decision to discontinue a practicum placement will result in a DNC (Did Not Complete) grade and require students to repeat the practicum placement. (Please refer to Repeated Fails).

Withdrawal from practicum

Where exceptional circumstances exist that require a student to withdraw from a practicum placement, the student must contact the Practicum Leader and seek advice from appropriate Education Student Centre personnel with regard to the formal process to be followed. (Refer University's [Enrolment and Programme Regulation](#)).

While it is important to advise the Associate Teacher, Professional Supervisor, and/or Practicum Leader of a decision to withdraw from a practicum placement, this does not constitute an official withdrawal from the course. A student who wishes to withdraw from the practicum course, must action a withdrawal from a course through [Student Services Online](#).

For further details of placement requirements and procedures, and requirements for professional conduct on practicum, please refer to the Practicum Handbook.

Assignment Process

Assignments are submitted via Canvas for taught courses.

Students must keep a copy of all assessment tasks submitted.

Assignment Submission

Electronic submission of assignments must be uploaded via Canvas. You will be notified at the beginning of your course that the submission of assignments is electronic. You will also be notified about how your marked assignment will be returned. Usually, online submission means marked assessments will be made available to you online. Information will be provided as to how to upload your assignment and how to access your marked script online. Coversheet **are not** required for electronic submission.

The submission times of 12:30pm for undergraduate and 4:30pm for graduate and postgraduate coursework apply to electronic submission of assignments for student studying at the Faculty of Education and Social Work.

Submission times for other faculties will be advised.

Extensions

Requests for extensions must be made to the Course Director (or nominee where applicable) in advance of the due date. Applications must be accompanied by evidence of the need for an extension. Extensions will not be granted for academic workload reasons (for example, a number of assignments due at the same time) but may be considered in the case of temporary illness or injury, or for compassionate reasons. Extensions are granted at the discretion of the Course Director (or nominee where applicable). For further information see <https://www.auckland.ac.nz/en/education/current-students/planning-your-study/assignment-information.html>

Penalties for Late work

If you submit coursework after the notified deadline, or after the approved extension, you will have the marks for that coursework adjusted as follows:

- a within one calendar week late – deduct 10% of the total value of the assessment (e.g., for an assignment worth 40%, you score 32 but hand the work in a day late. As such you have 4 marks deducted (10% of 40) and are awarded a final mark of 28)
- b one to two calendar weeks late – deduct 50% of the total value of the assessment
- c later than two calendar weeks– 100% deduction. A zero mark will be awarded.

Note: under [Examination Regulations](#) 1c and d students must complete “to the satisfaction of the examiners.” This information is available via the digital course outline.

Penalty for Exceeding Specified Assessment Word Limit

Word limits apply to all written assessments as specified in the detail of the assessment tasks.

1. Students must provide a word count for all written assignments where a word limit is specified¹. The word count may be checked by the marker if there appears to be a discrepancy.
2. All written work that exceeds the specified word limit by more than a 10% leeway will be penalised. Students will be advised of how the penalty will be applied in the assessment detail.
3. The penalty for exceeding the word limit (and the 10% leeway) will be either:
 - I. The written work is marked in full, but 10% of the possible assessment mark is deducted from the mark awarded. For example, in a 1000-word essay worth 25 marks, a penalty of 2.5 marks will be applied if the word count exceeds 1100 words.
 - II. The written work is marked up to the point where the word limit (and the 10% leeway) is reached, and a mark is awarded according to the written work that has been marked. No further penalty is applied.

No penalty is applied for an assessment falling under the specified word limit, however, written assignments that are very much too short may not have met the criteria as outlined in the assessment detail.

¹. The reference list or bibliography at the end of the written assessment is not included in the word count, however, in-text citations are included

Return of Marked Assignments

Students can expect to have marked assignments and tests returned within three weeks from the due date. Your marked script will be made available to you online. Information about how to access your marked assessment will be provided in the course assessment information on CANVAS.

Non-electronic marked assessment (such as tests) may be returned in class.

Special Consideration (Unavoidable Personal Circumstances)

If you face unavoidable personal circumstances that mean that you are unable to submit a component of **coursework**, you may apply to the Programme Leader for special consideration. You must apply no later than two weeks after the due date of the assignment.

The application is made on the form Special Consideration: Unavoidable Personal Circumstances and must be supported by written evidence from a doctor or counsellor. The form can be found here: request-for-assignment-extension-and-special-consideration.pdf (auckland.ac.nz)

If the Programme Leader supports the application, the Course Director in consultation with the Head of School may:

- a either, require the student to re-enrol in the course, or
- b where at least 50% of the coursework has been completed at a grade well above the minimum pass standard, award an assessed grade for the course based on:
 - **either** the grade achieved for completed work (one grade lower would normally be awarded in this case)
 - **or** the allocation of a mark for the missing work derived from your ranking on the completed work, or
- c ask you to submit the work by a revised deadline, or
- d submit a new task by a revised deadline.

Disputes related to Coursework Marks or Grades

According to the UoA Assessment (Coursework, Tests and Examinations) Policy, students have the right to query an assessment process in coursework or in a test that they believe to be unfair. See [Resolution of Student Academic Complaints and Disputes Statute](#)

Faculty of Education and Social Work Process:

1. A student who is concerned about a mark or grade for a coursework² assessment can use the informal procedures set out in the Statute to dispute the assessment outcome. The student should raise this concern directly with the Course Director in writing requesting a reconsideration of the mark or grade, explicitly stating the reason why they consider the mark or grade is inconsistent with the assessment criteria.
2. Any written concern must be received within two calendar weeks of the coursework assessment being returned.
3. The Course Director reviews the mark or grade in relation to the stated reasons or seeks a second opinion if they were the original marker or assessor.
4. The Course Director notifies the student of the outcome. Please note, marks or grades cannot be reduced in this process.
5. If the grade or mark is not adjusted and the student is still concerned, a formal written complaint restating the nature of the concern in relation to the assessment criteria is made to the Academic Head.

² Note that this process cannot be used in relation to Examinations

Deferred Results

Where a student, at the completion of their programme, receives a grade of D+ for one course the result of this course will be deferred. In this circumstance, the student's overall progress will be reviewed by the Programme Leader and if it is deemed to be of a satisfactory standard then the student may be given an opportunity to complete additional work within six weeks of notification.

Assessment and Grading Scale

Assessment comprises examinations and coursework. Examinations are run centrally. Programme coursework refers to all other assessments (assignments, seminars, practicum, tests etc.):

1. In courses that involve coursework and examinations students must complete to the satisfaction of the examiners (refer to your digital course outline for details etc).
2. In any course that has a practicum component, a student must pass all components in order to have passed that course as a whole.
3. Course results are reported as grades. There are ten pass grades and three fail grades. (Unless there is a completed/did not complete grading scale.)

The development of assessment criteria for coursework should be adapted from the general university expectations for grade-level performance set out below:

Grade	Description	Designation	% range	Grade Points
A+	Work of high to exceptionally high quality showing excellent knowledge and understanding of subject matter and appreciation of issues; well formulated arguments based on strong and sustained evidence; maps and diagrams, graphs and tables, etc included where appropriate; relevant literature referenced; high level of creative ability, originality and critical thinking; excellent communication and presentation skills.	High first	90 - 100	9
A		Clear first	85 - 89	8
A-		Bare first	80 - 84	7
B+	Work showing good to strong grasp of subject matter and understanding of major issues though not necessarily of the finer points; arguments clearly developed and based on convincing evidence; relevant literature referenced; evidence of creative ability, originality and critical thinking; good communication and presentation skills.	High second	75 - 79	6
B		Clear second	70 - 74	5
B-		Bare second	65 - 69	4
C+	Work showing a knowledge of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments developed and supported by some evidence and references; creative ability, originality and critical thinking present but limited; adequate communication and presentation skills.	Sound pass	60 - 64	3
C		Pass	55 - 59	2
C-		Marginal pass	50 - 55	1
D+	Work lacks breadth and depth. Work generally has gaps. Frequently work of this grade takes a simple factual approach and understanding and coverage of material is inadequate; does not attempt to interpret the material; at the lower end, indicates a need for considerable effort to achieve improvement; communication and presentation skills are poor.	Marginal fail	45 - 49	0
D		Clear fail	40 - 44	0
D-	Highly unsatisfactory. Work shows a lack of knowledge about and understanding of the topic. Inadequate in degree of relevance, sometimes completeness, sometimes both. Communication and presentation skills are weak.	Poor fail	0 - 39	0
NA (Not Available)	NA must be entered where a grade is not immediately available, but expected at a later date. The final grade must be submitted within the deadlines for results submission.			
DNS (Did Not Sit)	DNS (Did Not Sit) -must be entered if the student did not sit the exam.			
DNC (Did Not Complete)	DNC must be entered in the following circumstances: where a student has gained more than 50 percent in a course but has not completed the approved compulsory coursework and tests; where a student has gained less than 50 percent in an internally assessed course because of the failure to complete coursework and test but the entry of a final grade would inappropriately represent the reasons for failure of the level achievement.			

Support Systems for Students

Where students have questions or concerns about their programme, performance, or personal professional well-being they are urged to seek immediate assistance from an appropriate source.

Nature of your query or concern:	Who to see:
Academic Success Centre (Student Support) N Block Level 3 foyer	Student Engagement and Experience Rebekah Williams ext 48855 Academic English Language Advisers Donglan Zhang, Denise McKay, Ann O'Byrne: edswdelna@auckland.ac.nz Primary Maths Support Angela Spavin ext 48217
Counselling Support	Epsom Campus Counsellors: make appointment online under ' Student Health and Counselling Services ' or phone 09 923-7681
Deferral, Resignation, Transfer	Education and Social Work Student Centre – request appropriate form
Difficulty with course content	Your lecturer/s Academic Success Centre – N Block
Feeling at risk of failure/progress causing concern	Your lecturer/s, Academic Success Centre, Student Health and Counselling Services , Associate Director or Programme Leader, Course Directors, Pouarataki
Financial, Hardship, Student Association etc.	ESSA (Education and Social Work Students Association) Office: N335 from 10.30 am – 2 pm during semester time. Email: essuoa@gmail.com
Health/Medical	Student Health and Counselling Service , Epsom Campus, R Block Phone: 09 923-7681
International Students	Associate Dean International Associate Professor Marek Tesar, ext 46375
LGBTI Student Support	Faculty Rainbow Network Email: rainbowEDSW@auckland.ac.nz
Scholarships	Faculty Scholarships or University scholarships: www.scholarships.auckland.ac.nz
Student Allowances/Loans	StudyLink, 0800-889 900
Student Disability Services	Email: disability@auckland.ac.nz Website: www.disability.auckland.ac.nz
Support for Māori students Te Korowai Atawhai	Kaitiaki Tauira Māori /Māori Student Support Advisor: tekorowaiatawhai@auckland.ac.nz Kaiāwhina & student study space
Support for Pasifika students Pasifika Success	Pasifika Success Coordinator (Level 2 N211) Tim Baice, Coordinator Pasifika Success, ext 48469
Support for Students from Refugee Backgrounds	Denise McKay, Academic Success Centre
Sylvia Ashton Warner Library	Epsom Campus – contact us via www.forms.auckland.ac.nz/en/public/library/ask-us.html
Timetables, programme of study. Fails, resits, changes to your programme	Education and Social Work Student Centre , A Block

You will be advised further about these during orientation (Va'atele) week, as well as the following faculty services:

- Parents room – H404
- Prayer room – E14B (Female) and E14C (Male)

Te Tumu Herenga | Libraries & Learning Services : Essentials for using the Sylvia Ashton-Warner Library

The greatest source of your research information, [learning essentials](#), and study support services will be found in the Libraries & Learning Services website www.library.auckland.ac.nz

Library hours – Epsom Campus

Semester hours – for more details, see www.library.auckland.ac.nz/hours

Monday - Thursday	8 am – 8 pm
Friday	8 am – 6 pm
Saturday & Sunday	10 am – 4 pm

Term break hours

Monday – Friday	9 am – 6 pm
Saturday & Sunday	closed

Te Tumu Herenga | Libraries & Learning Services lending policy is explained in detail on the website here: <http://www.library.auckland.ac.nz/services/borrowing-and-requesting>. It also explains how to request an item and how much the fines are.

Key points to remember:

- Visit the Helpdesk for staff assistance if you have any queries, or use the Ask Us form: <https://www.forms.auckland.ac.nz/en/public/library/ask-us.html>
- Explore www.learningessentials.ac.nz for help with studying at University, reading effectively, finding information, writing, and referencing.
- You are welcome to attend various face to face and online workshops, held from time to time. You can book at: www.library.auckland.ac.nz/workshops/
- You may register directly to [Let's talk to locals](#) and [Writing in English](#) workshops in here.
- Always check your library account on the Te Tumu Herenga Libraries & Learning Services Catalogue, to find out when your books are due back. You can also renew your books online from here.
- If you receive a recall notice, return the item immediately or by the new due date. There are heavy fines for recalled books not returned by the new due date.
- Email notices about recalled books or overdue items are sent to your student email.
- If you are going to be away from the campus please ensure that you return any library books before you go to avoid incurring any penalty charges.

Many course readings may also be available as an electronic resource on reading lists accessed through Canvas.

Short Term Loan

You will find that within the reading lists of most of your courses, an indication that some of the books will be placed on short term loan. This means that items of heavy demand are placed behind the Helpdesk as **short term loan**. The items are for use within the library only, but most may be borrowed as overnight loans. An overnight loan is issued **in the last 2 hours before the library closes** and **must** be returned by opening time of the library to avoid a fine.

Study Space

Most study space is provided in the Sylvia Ashton Warner Library and the Student Commons located in A Block and E Block. Many more study places and computers are provided in the Kate Edger Information Commons on the City Campus. You are encouraged to make use of these facilities, as regular study habits will prevent overloaded work commitments and stress. Students may request access to classrooms for study groups/seminar practice at times when classrooms are not scheduled. You must make a booking to guarantee access. Discuss your request with your lecturer.

Computers

In general, students are expected to complete all their assignments on a computer. Information technology is an integral part of social work practice, and all students should be computer literate at the time of their graduation.

Students have access to computers in the library, both for library use and for casual use for the completion of assignments as well as research. The Epsom campus also offers to students a range of network services such as internet access, email services and printing. Computers in the teaching labs in N block are also available for student use, Monday to Fridays, when classes are not running

Workshops

Te Tumu Herenga | Libraries and Learning Services also offer advice and workshops to assist you with University study. Workshops include referencing, how to search and find relevant journal articles, improving listening and speaking skills, note taking and writing skills. To view the full range of available workshops and register for these sessions, visit the Libraries and Learning Services website [here](#).

Inclusive Learning

[Inclusive Learning](#) offers a specialist service for neurodiverse students. Students need to register with [Student Disability Services](#) to access Inclusive Learning.

Inclusive Learning Advisers recommend study/learning strategies and resources to support students' academic development. We determine appropriate special assessment conditions for students with specific learning disabilities and offer screening and needs-based learning assessments for students experiencing ongoing learning difficulties. Students can contact us at inclusivelearning@auckland.ac.nz for information about the ADHD and AS Peer Support Hangout groups.

Academic English language requirement

The University has an Academic English Language Requirement (AELR) for all its bachelor degree programmes. The aim of the AELR is to ensure you have a sufficient level of competence in academic English to support your study at University. Students will be advised if they have met the AELR requirements at time of enrolment. For those that have not met the AELR, this may be met through satisfactory completion of an approved course in your first 12 months of study. For more information visit <http://www.auckland.ac.nz/aelr>.

Academic integrity

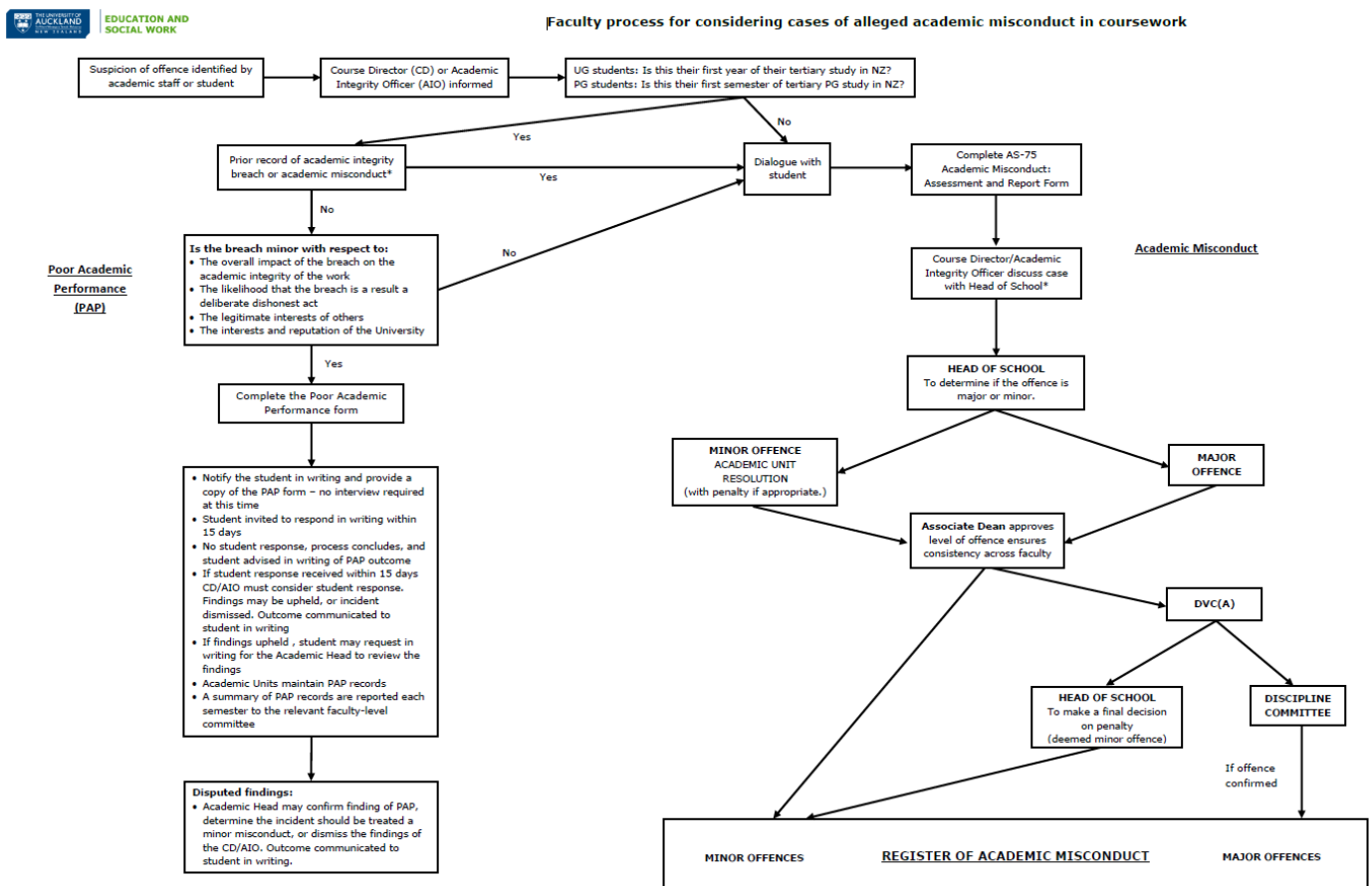
Students at the University of Auckland have a responsibility to understand the requirements of academic integrity as they apply to their coursework. All students admitted to an undergraduate degree and all postgraduate students who have not already completed the Academic Integrity Course are required to do so as a condition for completing their programme of study. Completion of the course is a requirement in order for any degree, diploma or certificate to be conferred or awarded. Full details are in the University of Auckland Calendar [Enrolment and programme regulation 19](#).

Through this online course students will learn how to demonstrate academic integrity in their study and research, improve their knowledge about University rules relating to academic conduct, and understand the consequences of academic misconduct. For more information see [here](#).

Academic misconduct

The University expects all students to complete their coursework, tests and exams with integrity and honesty. The work that a student submits for grading must be the student's own work, reflecting their learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the internet. A student's assessed work may be reviewed against online source material using computerised detection mechanisms. Allegations of academic misconduct will be investigated under the [Student Academic Conduct Statute](#).

Allegations of academic misconduct at the Faculty of Education and Social Work shall be managed by the following process:



Academic standing (unsatisfactory progress)

In undergraduate programmes, students' academic standing is assessed each semester (including summer school). To maintain the status of good academic standing a student is required to pass at least 50% of points enrolled in a semester. Failure to meet the 50% threshold will mean that a student's academic status in their next semester of study is amended and advice and support as appropriate will be offered. Continued failure to meet the criteria to attain 'good' academic standing will result in a student's status being revised to 'academic restriction' and finally 'enrolment terminated'. More information about Academic Standing can be found [here](#).

Aegrotat and compassionate consideration

This is a University process that applies only to University Examinations (and Tests). Full details are in the University of Auckland Calendar [Examination Regulation 12](#). For assignment information, see Faculty [Special Consideration \(Unavoidable Circumstances\)](#).

Appeal of course marks or grades

According to the UoA Assessment (Coursework, Tests and Examinations) Policy, students have the right to query an assessment process in coursework or in a test that they believe to be unfair. This process is laid out here [Disputes related to Coursework Marks or Grades](#).

AskAuckland

[AskAuckland](#) is the University's online help and support centre. A list of frequently asked questions is available online. If the answer is not available online, there is also the option to have your question or comment sent to the Student Support Team. Students can also drop in to the [Education and Social Work Student Centre](#).

Change of name

The [Education and Social Work Student Centre](#) has the form required to register name changes. Official evidence of name change is essential, e.g., marriage certificate or deed poll papers.

Children's Act 2014

Every student applying for admission or admitted to an Initial Teacher Education programme, Bachelor of Social Work, Postgraduate Diploma in Counselling Theory, Master of Counselling and Master of Social Work Professional programme will be subject to safety checks under the Children's Act 2014. A safety check includes (but is not limited to) a New Zealand Police vet and an assessment of the risk, if any, that the student would pose to the safety of children if employed or engaged as a children's worker. If a student enrolled in an Initial Teacher Education, Counselling or Social Work programme is found to have been convicted of a specified offence (as listed in Schedule 2 of the Children's Act 2014) or otherwise assessed to pose an undue risk to the safety of children, they may not be permitted to perform the required practical work and so be unable to complete the programme.

Every student applying for admission to the Bachelor of Education (Teaching English to Speakers of Other Languages) will be subject to safety checks required by the Children's Act 2014. While this will not prevent any student attaining their qualification, it may limit their options with regards to available practical learning opportunities.

Students in the Bachelor of Sport, Health and Physical Education will also be subject to safety checks under the Children's Act 2014 during the second year of their programme, prior to enrolment in EDUCSW 302 and SPORT 204. This will not prevent any student from attaining their qualification but may limit his/her options with regards to available service-learning opportunities and employment opportunities. Students will need to discuss this further with the programme staff. Please refer to the legislation [here](#) for more information.

If you have concerns about past convictions for specified offences or whether you could be assessed to pose an undue risk to the safety of children, you should notify us on 0800 61 62 63. You should note that the Criminal Records (Clean Slate) Act 2004 does not apply to Police vets conducted to perform safety checks of core children's workers under the Children's Act 2014, even if it would normally permit that person to conceal their criminal convictions.

Conceded passes

Conceded passes can only be granted in undergraduate degrees consistent with university regulations. For full details see the *University of Auckland Calendar* [Examination Regulation 19](#).

Course deletions and withdrawals

- A course deletion means that the course will be removed from your academic record and fees are fully refunded. There are specified timeframes within which course deletions can occur. It is not sufficient for a student to notify an addition or deletion solely to the department or faculty – it must be done online. Specific dates at which deletions can occur can be obtained via the following link: <http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>
- Withdraw means that you are withdrawing from a course after the deadline for deletion and before the last day to withdraw. Withdrawn courses remain on your academic record with a withdrawn grade and all fees remain owing. A withdrawn grade counts as a fail for Grade Point Average (GPA) calculations. Withdrawals from courses must be completed formally through the [Education and Social Work Student Centre](#). For more information about course withdrawals, see [here](#).

Specific dates at which withdrawals can occur can be obtained via the following link:

<http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>

Deferring from a programme

Full-time students can apply to defer the completion of their programme for up to one year, once they have enrolled and started the programme. Forms are available from the [Education and Social Work Student Centre](#). Students deferring should note that the programme from which they defer may not be available in the same form, sequence or time-frame when they return to study, and full credit may not be able to be awarded for previous study.

Digital resources

Course materials are made available in Canvas, which also includes reading materials and lecture recordings (where available). Please remember that recording of any class on a personal device requires the permission of the instructor.

Enrolments

Students must enrol in a timely manner. There are penalties for late enrolment and course changes. For more information, see [here](#).

Examinations

Information about exams at the university, including instructions on how to view exam timetables, and what to do if there are issues with scheduled exams is available [here](#).

You can request a copy of your examination script within three months after the end of the examination period. Examination scripts will normally only be retained for four months after the examination before being destroyed ([Examination Regulation 22](#)). For more information see [here](#).

Fees

The payment of fees is a student's responsibility. Fees remain a personal debt if they are unpaid. Fees can be paid at the [Education and Social Work Student Centre](#). The faculty can only accept fee payments by EFTPOS to the amount of \$10,000. Fee payments above this amount should be made in person at Ask Auckland Central or one of the other methods available. To find out more about fees, including what happens if fees are unpaid, see [here](#).

Forms, policies, and guidelines

A number of student forms and University policies and guidelines for students are available on the University website for students to access [here](#). Some of the forms still need to be obtained from the [Education and Social Work Student Centre](#), as they are faculty specific, such as for deferment, resignation from a programme or transferring to another programme.

General Education

Students studying an undergraduate degree at the University of Auckland will be required to take one or two General Education courses, depending on what degree they are enrolled in. BSportHPE students require two General Education Courses to complete their degree. General Education courses are designed to give students the opportunity to study a broad range of subjects outside their main field of study. You must complete your required General Education courses to be eligible to graduate.

It is important to note that only courses with the 'G' Suffix from the Open and Education and Social Work Schedules satisfy the General Education requirement. To meet the General Education requirements:

- a. You must select courses from outside your degree area.
- b. You cannot take courses with identical course codes, e.g. DANCE 101G and DANCE 114 or EXERSCI 100G and EXERSCI 103, or you will need to find another General Education course to fulfil your requirements.

More information about General Education can be found [here](#).

Group assessment

There may be times when students are required to complete a group assessment task or team-based project. More information about group work can be found [here](#).

Graduation

At the successful completion of a programme students will be advised to apply to graduate using [Student Services Online](#). Further information about applying to graduate is available [here](#).

Inclusive Learning

All students are asked to discuss any impairment related requirements privately, face to face and/or in written form with the course coordinator, lecturer, or tutor.

Student Disability Services also provides supports for students with a wide range of impairments, both visible and invisible to succeed and excel at the University. For more information and contact details see [here](#).

Learning Resources

There are a number of texts which will be essential for your learning, and, in particular, for your assignment preparation. For each course you will be given information about these on Canvas.

Many required texts are available through [UBIQ](#) bookstore, the University Bookshop or [Kohia Centre](#), and it is possible to order these online. You will also be provided with readings in several different ways. Basic readings are provided electronically free of charge. These will be provided to you through Canvas. Your individual course lecturer will inform you how you can access your readings. In addition, some hard copies may be available on short term loan in the Library.

Lecture Capture at the University of Auckland

Most lectures given in lecture theatre recording-enabled rooms will be recorded and released to students. Recordings, where available, can be accessed through Canvas. Courses that are not suitable for recording may be exempted. This will be clearly notified in course information. For more information visit [Student guide to lecture capture](#).

MyAucklandUni

[MyAucklandUni](#) is a student's one-stop-shop that shows all your important information in one place. It makes it easy to stay informed, understand what you need to do, find information, and complete tasks. Plus you get easy access to enrol in your courses, your student email, Canvas, Student Services Online, your Library information, your personal details and [AskAuckland](#) help and support.

Partial Resits

Partial resits are not permitted. A student who has failed a course is required to complete all assessment requirements for the course in which they re-enrol.

Personal support

The University offers a range of support to support your learning, your health or to meet your personal or community needs. To find out more, see [here](#).

Resignation from a programme

Any intention to resign from a programme should be discussed with the Programme Leader or Associate Dean Teaching and Learning. The relevant form is available from the [Education and Social Work Student Centre](#) and must be signed by the Programme Leader or Associate Dean Teaching and Learning.

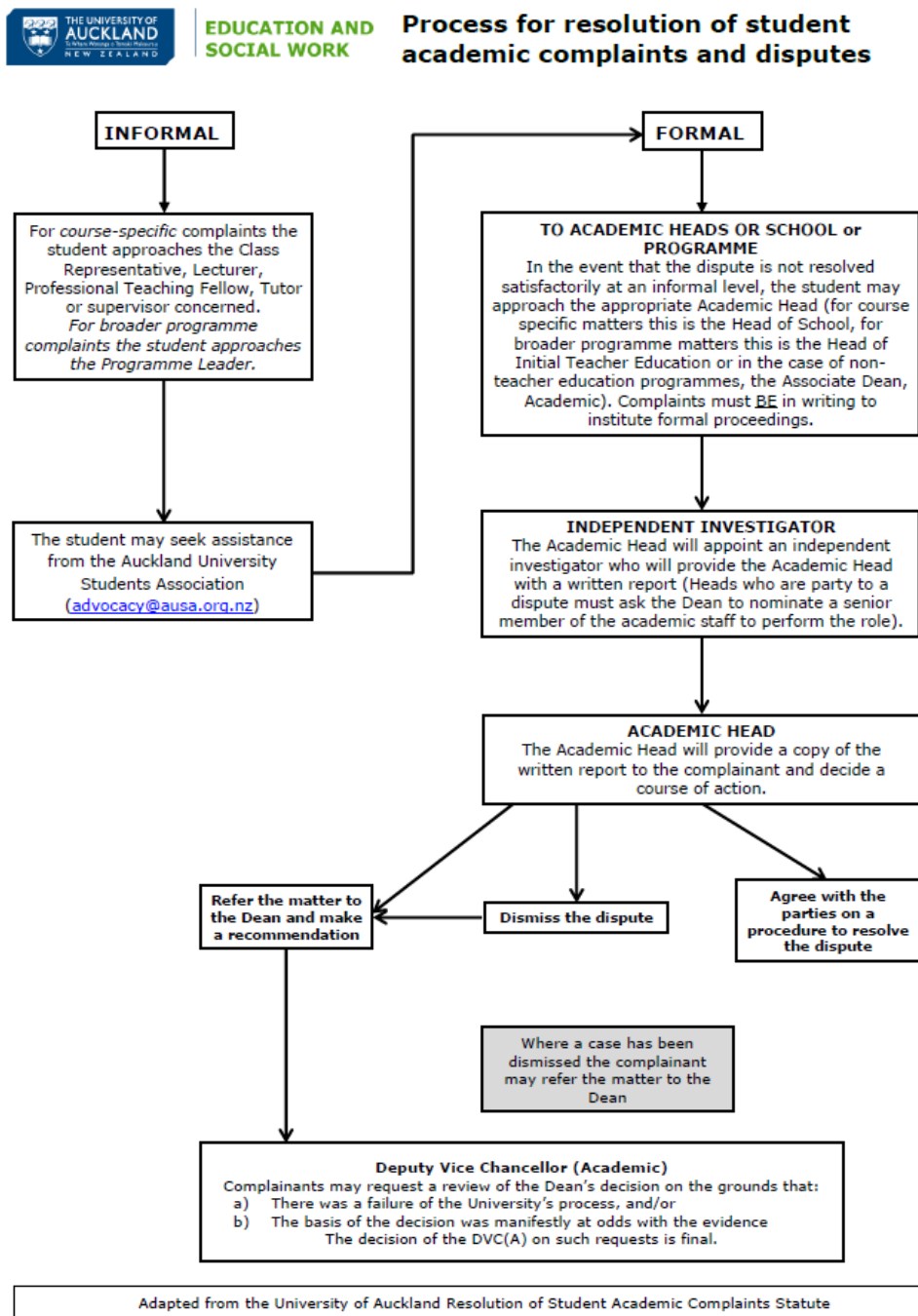
Request an official transcript

Students are able to create an [unofficial transcript](#) which is an unofficial record of courses that they have attempted at the University with Student Services online, which can be used for internal use. If you require an official transcript of your academic record to supply to someone outside the University, you can do so by following the instructions [here](#).

Resolution of Student Academic Complaints and Disputes

If a student has concerns about their course teaching or assessments, or the way that they are being treated by a staff member, the Resolution of Student Academic Complaints and Disputes Statute allows for a prompt and formal resolution of all student academic disputes or complaints, as they arise.

The Resolution of Student Academic Complaints and Disputes at the Faculty of Education and Social Work shall be managed by the following process:



Student Charter and Responsibilities

The Student Charter assumes and acknowledges that students are active participants in the learning process and that they have responsibilities to the institution and the international community of scholars. The University expects that students will act at all times in a way that demonstrates respect for the rights of other students and staff so that the learning environment is both safe and productive. For further information visit Student Charter (<https://www.auckland.ac.nz/en/students/forms-policies-and-guidelines/student-policies-and-guidelines/student-charter.html>).

Student email

All students enrolled at the university are provided with an email account called student email at the time of enrolment. This account's address includes a student's username characters plus a generic address, e.g., dwho063@aucklanduni.ac.nz. Students are able to access student email through the following link: <http://mail.aucklanduni.ac.nz>.

Student email is the main way in which the university communicates with students so it is vital that students access their email account on a regular basis. Failure to do means that students miss out on important information such as communications relating to coursework and academic progress, examinations, graduation, student financials and the library. Urgent and unexpected communications are also sent through this email, e.g., what will happen if a natural disaster strikes the university / the city of Auckland.

Students can forward their university email to a private address if they wish to do so and this can be completed by signing into your account and providing the appropriate details.

Storage and disposal of student work

Examination scripts will be retained in secure storage for only four months following the examination period and thereafter be destroyed ([Examination Regulation 22](#)). Thesis, dissertation or research portfolios will be retained until six months after the assessment has been completed.

Assignments will be retained in secure storage until five weeks into the start of the following semester and thereafter destroyed.

Student Services Online (SSO)

Student Services Online is the University of Auckland's comprehensive online system, which enables students to apply for admission to the university and once accepted into a programme, enrol in courses. Students can access SSO via the following link: www.studentservices.auckland.ac.nz

SSO also provides students with access to a range of relevant academic information including:

- Course advice and information including programme requirements and the course catalogue for your programme;
- Enrolment advice including closing dates for enrolment into courses and changes to programmes;
- Fees advice;
- Timetables, grades, and course history advice including access to unofficial academic transcripts;
- Graduation.
- Updating personal details.

Submission in Māori

Assignments and examinations in courses that do not use Te Reo as the medium of instruction may be submitted in Māori provided the Course Director has been consulted within the first two weeks of the course and confirmed the availability of a suitably qualified person with linguistic and subject expertise to mark the work. More information is available [here](#).

Third-party assistance

While it is expected that at all levels of study students work independently producing work that is their own, there may be times when help is needed in regard to the improvement of written communication skills. The University of Auckland encourages students to improve their writing skills and permits students to seek assistance from third parties to do so. However, there are limits to the type and level of assistance that third parties can provide. Full details regarding the type of advice and support that third parties can offer can be found [here](#).

Transfers between University of Auckland, Faculty of Education and Social Work Programmes

Transfers between University of Auckland, Faculty of Education and Social Work programmes may be possible in some circumstances, subject to the following provisions:

- All such transfers shall be subject to the approval of the programme leader/Director responsible for the pathway where the student resides and the programme leader / Director responsible for the pathway into which the transfer is sought.
- All requests for transfers will be considered on the basis of University of Auckland's [Credit Regulations](#) for cross-credit and internal credit. Where programme components vary, full credit for already-completed courses may not be awarded.

Transfer to other Colleges / Faculties of Education

A student is expected to complete the programme selected. However, if a student decides to transfer to another college / faculty of education then they must resign from the Faculty of Education and Social Work programme in which they are enrolled by following the process for '[Resignation from the Programme](#)'.

Updating addresses and personal details

With [SSO](#) students can quickly update their personal details whenever they choose. While students cannot change verified information, such as names online, you can make sure that the University has up-to-date contact details. We do occasionally post correspondence to the mailing address that was listed when applications were submitted, such as acknowledgment letters, fee invoices, student ID cards, or graduation information.

University Proctor

The Proctor is the primary reference point in the University for all matters relating to student non-academic misconduct, including complaints against students, or disputes between students. While the Proctor does not handle academic complaints or disputes, they are able to provide students with advice about the policies and procedures in this area. For more information about the University Proctor, see [here](#).

Professional Requirements and Conduct

As in any professional programme of study, a high level of professional ethics is expected of both staff and students alike. When working in fieldwork settings and when conducting research, students will be expected to observe the University of Auckland and site-specific codes of conduct as well as the provisions of [The Privacy Act](#).

Attendance and Engagement

Full attendance is expected in all on-campus courses/classes and during practicum placements or other fieldwork. Non-attendance will put at risk students' ability to meet learning outcomes. All absences should be discussed with the lecturer/s or the fieldwork supervisor as a matter of professionalism and courtesy. For those students who are enrolled in fully online courses full participation in, and completion of all the online activities, is strongly recommended as an aid to success.

Cheating and Plagiarism

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in course work as a serious academic offence. The Student Academic Conduct Statute (2020) defines plagiarism as the use of other people's work in an assignment and presenting it as your own without explicitly acknowledging or referencing where it came from. Work can be plagiarised from many sources – including books, articles, the internet, other students' assignments and resubmission of a student's own previously submitted work. The University uses Turnitin to check work submitted electronically and all non-electronic assignments must be accompanied by a signed, student written declaration that is downloaded from Canvas.

You **may have up to 100 percent of marks deducted** for an assignment if it includes someone else's unattributed, or less than fully attributed, work, or ideas. In serious cases disciplinary action may be taken.

You can avoid cheating by:

1. Being honest, with appropriate referencing, about all sources you have used and the level of indebtedness to those sources.
2. Not copying any part of any other student's work.
3. Not using material from your own previously submitted assignments.
4. Not making up or fabricating data.
5. Not using material from commercial essay or assignment services, including web-based sources.

You can help others avoid cheating, and avoid being accused yourself, by:

6. Not letting any other student copy any part of your work.

If you have any doubts about what is an acceptable level of collaboration or discussion with other students, you should talk about this with the Course Director BEFORE you hand in the work for grading.

There is a difference between "getting help" and cheating. "Getting help" is directed towards assisting you to understand the material and assignment questions so that you are in a better position to create your own answers – this is acceptable. "Getting help" could be obtained through a discussion with a student group, academic staff, or tutors in preparation for doing an individual assignment.

Talking about an assignment and methods of solving problems with other students is an acceptable form of collaboration in the learning process, and is encouraged. Cheating arises, for example, if a student copies another student's answers or ideas, or someone else writes some, or all, of a student's assignment.

You should keep all preparatory notes and assignment drafts.

If you are having difficulties with your ability to manage the workload of the course you should seek assistance. It is better to deal with issues of workload and stress as they arise, rather than to be accused of cheating.

Referencing

Correct referencing is **essential** to good essay writing. Poor referencing and use of literature impacts on grades for written assessments. The Faculty of Education and Social Work uses the APA 7th referencing style.

Referen@ite is the official University of Auckland website which offers assistance on all aspects of referencing. Visit it at www.cite.auckland.ac.nz

Need more information?

For a complete referencing guide see the Publication Manual of the American Psychological Association which is available at the Sylvia Ashton-Warner Library.

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.).

Professionalism and the use of Social Media

Access the following links for professional and practical guidelines for the use of social media to help you maintain professional standards. [Professionalism and the use of social media guidelines](#) or [Teachers and Social Media](#).

Jury Service

If you are called up for jury service, you are able to request a letter of support from your Programme Director/Programme Leader so that your programme of study is not put in jeopardy. Applications to apply for exemption are considered on a case-by-case basis by the court registrar and they are not always accepted. Please take your jury summons documentation to the Practicum Office for Teacher Education Programmes or the School of Counselling Human Services and Social Work's Administration Office for Social Work and Counselling programmes or the Programme Leader for BSportHPE/BEEdTESOL/BECSt. (Please refer: <https://www.justice.govt.nz/courts/jury-service>).

Teacher Registration

With few exceptions, teachers in New Zealand are required to be registered and hold a practising certificate. On successful completion of a programme of teacher education, graduates are eligible to apply for registration and provisional certification as a teacher. A teacher who does not hold a current practising certificate can't be employed in a teaching position, even if they are registered.

In awarding a teaching qualification, the University of Auckland, Faculty of Education and Social Work must be confident of each graduate's ability to meet the Standards for the Teaching Profession (the Standards) (in a supported environment). During the course of their programme all candidates must demonstrate that they can meet the Standards (in a supported environment). Failure to do so may result in a formal review of a candidate's place in the programme.

Criminal Convictions while undertaking, or during deferment from, the programme

Criminal convictions must be declared at the time of enrolment. It is also mandatory that a student immediately informs the University of Auckland of any criminal charges (other than minor traffic offences) s/he may face and/or be convicted of during his or her enrolment in the Graduate Diploma in Teaching programme. Failure to do so may have implications for the completion of the student's programme and the teacher registration process.

Our application process asks the applicant to declare criminal convictions. Every year a number of applicants tick 'No' and then the Police Check reveals that in fact there is a conviction. While this conviction may be for something that you think should not impact on your eligibility or suitability for teaching, the Teaching Council may view this differently. What appears to count against you is failure to disclose at time of selection. If you are unsure of what constitutes a criminal conviction (note that many driving charges fall into this category) please check with the manager of the [Education and Social Work Student Centre](#) as a matter of urgency. The Teaching Council do check with us as to whether or not you have disclosed. If you do not disclose you risk having your application for registration declined or held up at the end of the year.

Assessing the Standards

At the end of your qualification you must be able to demonstrate that you have met the Standards (in a supported environment). All of your course assessments provide evidence of aspects of the Standards and there are two key assessment pieces that provide significant evidence: the [Key Teaching Tasks](#) and the Cumulative Integrative Assessment. Passing each of these is a requirement for the qualification.

Registration and Other End-of-Year Procedures

Teacher registration and certification signal your official membership of the teaching profession. Registration and certification are two of the main ways that employers, colleagues, learners and the wider community can be assured that a teacher is qualified, safe and competent.

You need to be **both** a registered teacher **and** hold a current practising certificate. It is the practising certificate that enables you to be lawfully employed in a teaching position.

A current practising certificate is compulsory for those employed in teaching positions in kindergartens, primary and secondary schools (state, integrated and independent schools), kura, and for employment in most teaching positions in early childhood settings.

Your registration is granted when you have met the requirements to join the teaching profession. It does not expire and you do not need to apply for it again unless it is cancelled. Registration alone does not allow you to lawfully work as a teacher - you also need a current practising certificate.

To keep working as a teacher you must renew your practising certificate every three years.

Registration and Provisional Certification

The first job you need to do, as soon as you have completed your programme of study, is to organise your registration and provisional certification with the Teaching Council of Aotearoa New Zealand. You can, in fact, **do this in advance of your programme completion**, and more information is available [here](#).

The Faculty of Education and Social Work is not able to supply you with your official transcript. You will need to request your official transcript from the University of Auckland [here](#). The cost is \$30.

NB: This transcript cannot be issued until all your marks are in. If you ask for it before this, they will issue one and you will have to do it again.

- The Teaching Council requires a **Police Check**. This can take time (i.e., months) for people who have lived overseas for periods of time or for international students intending to teach in New Zealand. Initiate your check well in advance of the end of the year.
- Your starting salary is determined by the Ministry of Education. Your previous employment in areas relating to education and teaching **may** contribute to you starting at a higher level than the basic starting 'step'. Make sure you **document** your employment history. This can be done during 2022. Seek proof of your employment history from previous employers (where relevant), preferably with a very brief description of duties undertaken.

International Students

The International Student Support team recognises the pressures that students face when studying at an overseas university. They are here to assist you with any non-academic questions you may have, or challenges you may face, during your time at the University of Auckland. This includes immigration, health and wellbeing, insurance and personal or emotional issues.

The International Student Support team is based at the City Campus in Alfred Nathan House and can be contacted through phone and email. They are available for meetings either in person or online.

You can contact Maxine Ma with your enquiry. She is also available to come to the Epsom Campus, if required, to meet you:

Maxine Ma International Student Adviser	Phone: +64 9 373 7599 ext 48211 Mobile: +64 27 2416 115 Email: maxine.ma@auckland.ac.nz
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A wide range of resources for international students can be found under [International Student Support](#).

Student Feedback

The University is committed to providing students with an outstanding learning and teaching experience, programmes of study that are challenging and of international calibre, and opportunities and support to achieve their academic potential.

To ensure we continue to meet these commitments, we need to know how well we are doing and what you would like to see done better. Feedback from students provides the University with the ideas and incentives to make further improvements to what we do.

Do students have to give feedback?

Giving feedback is entirely voluntary and you will never be compelled to do so. But just as your university experience benefits from previous student feedback, future students will benefit from any feedback you choose to give. And you may also see changes resulting from your feedback during your time as a student at the University.

The first step to making your voice heard is to complete the course evaluation or survey provided to you by the University. The more students who complete the evaluation or survey, the more significance and impact the results can have.

The University sometimes may take a few weeks, months or longer to take on board and action student suggestions. In some cases, you will reap the benefits yourself, and in others, future students in your course or programme will benefit.

Make sure your feedback is constructive and effective

As a student, you will know when you have received helpful feedback, and when you have gotten feedback that doesn't really give you the information you need in order to improve or reflect on your work.

- make sure your feedback is specific and realistic
- focus on issues, not specific people
- suggest solutions
- keep it relevant

Types of Feedback

SET

Each semester students receive a Summative Evaluation Tool or SET evaluation for each taught course they are enrolled in. The SET evaluation will include questions about the course and about your teachers. These evaluations allow you to provide constructive, honest feedback that can help a teacher or teaching team to make improvements to a course.

Learning and Teaching Survey

Each year, 10,000 students are selected to complete the annual Learning and Teaching Survey. The University runs this survey so we can understand how things are going for students and make positive changes around the University based on student feedback. This survey is the main way the University gathers information from students on their overall experience of studying at this University and uses this information to set priorities for the next year(s).

Student Representatives

Volunteering as a class representative is an excellent opportunity to provide feedback, and to pass on the feedback of your peers to your teachers. Class representatives can also participate in academic unit and faculty level staff-student consultative committees.

At a university level, student representatives sit on all of the University's key academic committees, and elected student representatives from the different student associations across the University attend the Vice-Chancellor's Student Consultative Committee where they discuss issues of importance to students with the Vice-Chancellor and senior staff.

For more information – please see the [Class Representation Policy](#).

What Happens to Your Feedback?

Each year the results of course and teaching evaluations (SET) and the Learning and Teaching Survey results are analysed and reviewed in a series of meetings with University and Faculty leadership teams to review what students have said, and what is planned in response.

The University uses student feedback to look at projects and initiatives that can benefit the academic environment and student life at the University.

Faculties identify a number of priority initiatives to improve the learning and teaching environment. These are developed in consultation with staff and students and reported to the University Teaching and Learning Committee

For SET evaluations, the results are returned to academic staff and the Academic Head (Head of School) and the Associate Dean Teaching and Learning. It is the responsibility of the teaching staff to judge how best to use the feedback in making adjustments and/or improvements to their course, teaching practices etc.

The Teaching Standards at the University of Auckland

Our graduating pre-service teachers can:

Te Tiriti o Waitangi Partnership

- List and explain the articles of Te Tiriti o Waitangi and their implications for education in Aotearoa NZ
- Access and use resources that can help them honour Te Tiriti o Waitangi in their work
- Explain what honouring Te Tiriti o Waitangi means for them, based on their own cultural positioning
- Outline their own cultural positioning, and name the assumptions and barriers that come with this positioning when they interact with learners
- Show, in planning, teaching, assessing and reflecting, how they are working to identify and ameliorate the effects of their own cultural positioning and background
- Use te reo Māori in their daily practice, pronouncing it correctly
- Give a mihi and their pepeha in te reo Māori
- Respectfully participate in tikanga for food, opening and closing spaces, welcome and farewell

Professional Learning

- Understand and enact *The Code of Professional Responsibility* in their daily practice
- Use inquiry to learn about their teaching
- Recognise the impact of their own cultural positioning on their judgement making in the gathering of data and inquiry processes
- Demonstrate open-mindedness and curiosity, and seek sound information to help them connect to and learn from diverse communities and those who hold worldviews different from their own. Use feedback from ākonga, mentors and colleagues to develop their practice
- Identify their strengths and weaknesses, referring to evidence from ākonga to justify their ideas
- Reflect on their practice in a way that leads to improvement for all ākonga

Professional Relationships

- Demonstrate their understanding of effective professional relationships, what these look like to participants and ākonga, and what principles of cooperation, collaboration, and power sharing underpin them
- Understand how to communicate professionally, respectfully, and clearly with ākonga, colleagues, whānau and the community, maintaining appropriate professional boundaries at all times
- Communicate effectively, orally and in writing, in ways that are appropriate for different audiences
- Establish appropriate connections with others in professional settings
- Demonstrate their understanding of the importance of language, culture and identity in their relationships with ākonga and whānau from other cultures
- Collaborate effectively with colleagues and ākonga

Learning Focused Culture

- Know their own identity, language and culture and how this might influence establishing a learning focused culture
- Explain the features of a learning-focused culture and how these differ from a culture that is inclusive and respectful but not learning-focused
- Demonstrate in their planning and teaching how they work with identity, language and culture in establishing a learning-focused culture
- Demonstrate respect and empathy for all learners
- Show in their daily practice (on practicum) that they can establish a collaborative, safe and inclusive learning environment
- Demonstrate high expectations for all learners to achieve success with valued outcomes
- Show awareness of the need to make themselves personally safe and to be constantly alert to the need for ākongā safety

Design for Learning

- Explain and use the vision, principles, values, key competencies and achievement objectives in *The New Zealand Curriculum* and *Te Whāriki*
- Reflect and evaluate lessons/experiences taught with a view to refining practice
- Plan in ways that demonstrate knowledge and understanding of effective practices for learning and teaching
- Use knowledge of Universal Design for Learning to design for an inclusive learning environment
- Identify the power and potential for bias implicit in design for learning decisions and actively work to make their learning designs inclusive and democratic
- Identify, critique and select appropriate resources for learning (including digital resources) that meet learners' strengths, interests, needs, identities, languages and culture
- Apply knowledge of theories of assessment, including assessment of and in learning, the importance of formative assessment, assessing what ākongā appear to have learned and understood

Teaching

- Draw on sound curriculum-related knowledge to plan and deliver stimulating lessons/experiences
- Plan lessons/experiences which enable ākongā to achieve valued outcomes
- Provide concise and clear explanations of new concepts
- Monitor their impact on learners and adjust their practice based on the evidence of learning they collect
- Respond to Māori learners in ways that respect their identity, language and culture and advance their aspirations
- Respond to learners of diverse cultural backgrounds, especially Pacific learners, in ways that respect their identity, languages and culture and advance their aspirations
- Use technology to enhance outcomes for learners
- Manage the learning environment effectively to foster ākongā social skills and emotional competence
- Reflect on lessons/experiences taught and consider next steps for own and ākongā learning
- Demonstrate inclusive practices in their teaching

Key Teaching Tasks

Key Teaching Tasks	Direct supervision (Beginning)	Indirect supervision (Developing)	Independent (Proficient)
1. Confidently initiates and sustains respectful, responsive, and reciprocal relationships with tamariki, colleagues, and whānau	Demonstrates developing ability to initiate and sustain respectful and responsive relationships with tamariki and kaiako	Demonstrates increasing ability to initiate and sustain respectful, responsive, and reciprocal relationships with tamariki, kaiako, and whānau	Confidently initiates and sustains respectful, responsive, and reciprocal relationships with tamariki, kaiako, and whānau
2. Communicates effectively and engages in responsive and reciprocal interactions with tamariki, colleagues, and whānau	Demonstrates developing ability to engage in responsive and reciprocal interactions with tamariki, colleagues, and whānau	Demonstrates increasing ability to initiate and responsive interactions with tamariki, colleagues, and whānau	Confidently engages in responsive and reciprocal interactions with tamariki, colleagues, and whānau
3. Uses mana-enhancing strategies that foster empowerment and autonomy for tamariki	Identifies and begins to use a range of strategies that foster the autonomy, independence and agency of tamariki	Communicates with tamariki using a range of strategies that foster their autonomy, independence and agency	Consistently communicates with tamariki using a range of mana-enhancing strategies that foster their autonomy, independence and agency
4. Uses culturally responsive strategies and tools to include and engage tamariki	Identifies culturally responsive strategies and tools that kaiako use to ensure each tamariki feels included and engaged	Uses culturally responsive strategies and tools to ensure each tamariki feels included and engaged	Uses an increasing range of culturally responsive strategies and tools to ensure each tamariki feels included and engaged
5. Incorporates knowledge and use of te reo, Tikanga Maori, and Te Tiriti o Waitangi in practice	Uses a simple repertoire of Māori greetings, phrases, and waiata and is able to identify tikanga and Te Tiriti o Waitangi in practice	Incorporates knowledge of Tikanga Māori and Te Tiriti o Waitangi in practice and demonstrates increasing confidence in relation to using te reo in practice	Incorporates knowledge of Tikanga Māori and Te Tiriti o Waitangi in practice and confidently integrates te reo in everyday practice
6. Works as a team to provide a safe learning environment and respond to health and safety issues as they arise	Works alongside kaiako to carry out centre health and safety checks and respond to health and safety issues as they arise	Independently carries out centre health and safety checks and, with support, can identify and respond to health and safety issues as they arise	Independently carries out health and safety checks and works as a team to provide a safe learning environment, responding to health and safety issues as they arise
7. Notices, recognises, and responds effectively to the learning and interests of tamariki as they arise in the moment and over time	Works alongside kaiako to notice, recognise, and respond to the learning and interests of tamariki as they arise in the moment	Notices, recognises, and responds to the learning and interests of tamariki as they arise in the moment and over time with guidance from kaiako when needed	Independently notices, recognises, and responds effectively to the learning and interests of tamariki as they arise in the moment and over time
8. Plans an inclusive, responsive, and effective learning environment for tamariki	Works alongside kaiako to plan an inclusive learning environment for tamariki	Plans an inclusive, responsive, and effective learning environment for tamariki with guidance from kaiako	Independently plans an inclusive, responsive and effective learning environment for tamariki

9. Effectively documents and assesses the learning of tamariki in a range of ways that link to key curriculum documents and current theory and pedagogy	Describes the learning of tamariki in relation to key curriculum documents, theory, and pedagogy	Effectively documents and assesses the learning of tamariki in ways that are linked to key curriculum documents and current theory and pedagogy	Demonstrates an increasingly sophisticated ability to document and assess the learning of tamariki in a range of ways that are linked to key curriculum documents and frameworks, and current theory and pedagogy
10. Works effectively in a team demonstrating initiative, flexibility, and responsiveness	Beginning to demonstrate initiative, flexibility, and responsiveness	Contributes to the teaching team and demonstrates initiative, flexibility, and responsiveness	Works effectively in a team demonstrating initiative, flexibility, and responsiveness
11. Engages in professional learning conversations about their practice	Practises active listening and seeks clarification when receiving feedback	Practises active listening, reflects on own practice, and seeks clarification during professional learning conversations	Engages in professional learning conversations about their practice and teaching and learning philosophy
12. Demonstrates sound understanding of licensing criteria, EC regulations, and centre policy and applies these in practice	Identifies centre policies and applies these in practice	Demonstrates understanding of licensing criteria, EC regulations, and centre policies and applies these in practice	Demonstrates sound understanding of licensing criteria, EC regulations, and centre policy and consistently applies these in practice
13. Contributes to internal centre review and inquiry processes	Identifies review and inquiry processes undertaken in a centre	Identifies review and inquiry processes undertaken in a centre and discusses these in relation to own practice	Has knowledge of internal centre review and inquiry processes, discusses these in relation to own practice, and contributes, where appropriate, in role as student kaiako