

EBTT Request Form

Establishment of an employment-based trainee teacher position

Boards of Trustees of State and State Integrated Schools and Kura are able to request that an employment-based trainee teacher position is established in their school/kura, in accordance with section 91O of the Education Act. This provision came into effect on 29 October 2016.

GUIDELINES FOR COMPLETING THIS FORM

Please refer to the attached guidelines for more information. Also consider making contact with NZSTA for advice about whether employment-based trainee teachers is an ITE option that is right for your school.

This is a request to establish an employment-based trainee teaching position in the school/kura.

| Contact details for the request | |
|---------------------------------|-------|
| Full name: | _____ |
| Position: | _____ |
| Phone number: | _____ |
| Email Address: | _____ |

| Details of the school/kura in which the trainee teacher position will be held | |
|---|-------|
| School/Kura name: | _____ |
| School/Kura MOE ID#: | _____ |
| School/Kura contact: | _____ |
| Phone number: | _____ |
| Email Address: | _____ |

| Trainee teacher position details | |
|---|------------|
| Confirm the number of positions being requested: | |
| What subject(s) will the trainee teacher(s) be teaching: <i>Please advise all subjects</i> | _____ |
| Proposed start and end dates of the trainee: | End: _____ |
| Briefly explain the reason(s) for requesting establishment of a trainee teacher position(s): | _____ |

Programme details

Please confirm the ITE provider and employment-based programme with whom the Board has an agreement:

Staffing

Are you aware of any circumstances that could impact on your ability to offer this role for the length of the programme, such as roll change, changes to funding, change in staffing?

YES

NO

If yes, please provide details: _____

Attestation and declaration for Stage 1

To be completed and signed by the Board Chair

- I understand the requirements of, and can attest that we are able to provide a robust mentoring programme.
- I confirm the school/kura will follow a recruitment, selection and appointment process that complies with the State Sector Act 1988 and relevant Collective Agreement(s).
- I understand that the trainee teacher must be enrolled on an approved employment-based ITE programme.
- I understand and agree that trainee teachers will be paid out of the Board's own funds.
- I understand that trainee teachers must hold a Limited Authority to Teach (LAT) while they are teaching.
- I understand that if we do not appoint trainee teachers into established positions, those positions will lapse.
- I confirm that all of the information on this form is correct.

Full name: _____ Date: _____

Position: _____

Signature: _____

Please send this form directly to the Scholarships and Awards, TeachNZ Team:

By email (preferred) at: EB.TT@education.govt.nz

By post to: Ministry of Education, Scholarships and Awards Team (EBTT), PO Box 1666, Wellington 6011

If you have any queries, please contact us:

By email at: EB.TT@education.govt.nz

By phone on: 0800 165 225