

APPENDIX A1: EXAMPLE OF DATABASE PAGES

Institution: **Example**
Programme: **Example**

INITIAL TEACHER EDUCATION: POLICIES AND PROCEDURES

Programme Information Template

Name of Institution:

Example

Name of Programme:

Example

Name of Qualification:

EFT Value of Qualification :

Student Intake 2005 :

Quality Approval Body:

NZQA CEAC ITP CUAP

Sector:

Early Childhood Primary
 Secondary Combined

Location:

Language of Delivery:

English Maori immersion
 Bilingual Other:

Mode of Delivery:

Centre/Field based Multi-site

- Face to face
- Distance
- Web based

- Flexible
- Part-time
- Other:

Special Characteristics of delivery:

Length of Course (full-time equivalent):

- 1 year
- 2 years
- 3 years
- 4 years
- Other:

Fees for domestic students (for one year):

- < \$1000
- \$1000-1499
- \$1500-1999
- \$2000-2499
- \$2500-2999
- \$3000-3499
- \$3500-3999
- \$4000+

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Institution: **Example**
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ENTRY POLICIES AND PROCEDURES

Academic Entry Criteria under 20:

Academic Entry Criteria over 20:

Language:

Minimum Age:

Personal and Professional Qualities:

Recognition of Prior Learning:

Procedures for Selection:

Interviews:

[Empty rectangular box]

Confidential Referee Reports :

[Empty rectangular box]

Personal statement:

[Empty rectangular box]

Good health:

[Empty rectangular box]

Declaration of Criminal Convictions:

[Empty rectangular box]

Observations of applicants working with children:

[Empty rectangular box]

Iwi-Hapu attestation:

[Empty rectangular box]

Literacy test:

[Empty rectangular box]

Numeracy test:

Other (eg. group interview process, addressing barriers):

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Institution: **Example**
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CONCEPTUAL FRAMEWORK

CONCEPTUAL FRAMEWORK (Including rationale, aims and underpinning research)

Special Character (Te Aho Matua, Christian, Steiner or Montessori etc):

Graduate Profile:

Other:

Institution: **Example**
Programme: **Example**

CONTENT OVERVIEW

Compulsory Content:

--

Optional Content:

--

Parallel Programme for Immersion/Bilingual:

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Institution: **Example**
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ASSESSMENT

Policy (key points):

Practice (key points):

Requirements for graduation:

Procedures for non achieving students:

 Update

Institution: **Example**
Programme: **Example**

TREATY OF WAITANGI

Policy:

Practice (including content and assessment):

Institution: **Example**
Programme: **Example**

PREPARATION FOR INCLUSIVE TEACHING PRACTICES

Policy:

Practice (including content and assessment):

Institution: **Example**
Programme: **Example**

PRACTICUM REQUIREMENTS

Practicum:

Year 1:

Year 2:

Year 3:

Year 4:

Total Weeks:

Range of experience (types of centre/school, levels, deciles etc):

Supervision:

Responsibility for Assessment :

Support by provider institution :

Relationship of practicum with employment in centre or school:

Associate Teacher selection and professional development:

Process for dealing with failed practicum:

Perceived constraints/pressures affecting quality of practicum:

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RESOURCES

For Students:

Library ICT Store
 AV Support Other:

Support:

Disability Maori Pasifika
 Counselling Learning support Scholarships
 Chaplaincy Recreation Accommodation
 Childcare Cafeteria Other:

Graduate Support:

For Staff:

Library ICT Store
 AV Support Other:

Support:

Disability Maori Pasifika
 Counselling Scholarships Administrative
 Chaplaincy Recreation Staff Development Centre
 Childcare Cafeteria Other:



Institution: **Example**
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STAFFING

Academic Qualifications:

--

Teaching Qualifications/Registration:

--

Staff experience in teaching in that sector:

--

Staff Tenure: -comment on proportion tenured/on contract

--

Professional Development requirements/opportunities for staff:

--

Support for staff research activity (given release time for research, Ministry Contracts etc.):

--

Professional/ Community/ Centre/ School Involvement:

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QUALITY ASSURANCE PROCEDURES

Internal Review/Audit:

External Review/Audit:

Monitoring: (Name and date of last visit)

Moderation processes:

Processes for ensuring multi-site consistency:

Constraints on ensuring multi-site consistency

A system for student evaluation:

A system for community and stakeholder input/consultation:

A system of staff appraisal:

Perceived constraints/pressures affecting quality of programme:

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OTHER

Other:

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