



# RANGI RURU

Early Childhood College

## Application for Enrolment

This application is for qualification/s commencing Year.....

(Please tick)   One year full-time study programme Rangi Ruru Certificate in Early Childhood Education and Care, incorporating the New Zealand Certificate in Nanny Education.

and/or  Three year full-time study programme Diploma of Teaching (Early Childhood Education).  
Entry at Year level 1  2  3

### Personal Details

Legal surname/family name (Miss/Mrs/Ms/Mr).....

Legal first name(s).....

Preferred first name.....

Gender: Male  Female

Date of birth: (DD/MM/YY).....

Postal address:

Postcode.....

Telephone (day): ( ).....

Mobile: .....

Contact person in emergency: .....

Address:.....

Telephone: ( ).....

If overseas at time of application, please indicate your proposed return date to New Zealand .....

Residential address (if different from postal address)

Postcode.....

Telephone (evening): ( ).....

Email address:.....

Attach passport size photo here

OFFICE USE ONLY  
Document sighted:

### Citizenship and Ethnicity Tick the box which describes your citizenship

New Zealand Citizen  Australian Citizen  Other

If you answered 'Other' please specify your citizenship and whether you are a New Zealand permanent resident.

Citizenship:..... New Zealand permanent resident Yes  No

Please provide verified evidence of your age, citizenship or permanent residency in the form of your birth certificate, residency permit, citizenship documentation.

**Ethnic origin:** (Tick the groups with which you most readily identify).

Pakeha/NZ European

NZ Māori Iwi..... Hapu.....

Pacific Islander (please specify).....

Other (please specify).....

## Academic Information

### Secondary school information

Secondary schools attended	Dates (years)
.....	.....
.....	.....
.....	.....
.....	.....

How many years of secondary education have you completed? .....

What was the highest level of achievement you hold from a secondary school?

- No formal secondary qualification
- NCEA Level 1 or School Certificate
- NCEA Level 2 or 6th Form Certificate
- University Entrance
- NCEA level 3 or Bursary or Scholarship
- Overseas qualification, including International Baccalaureate and Cambridge exam (*please specify*).....

**NOTE:** You must attach verified copies of your secondary school academic records to your application.  
*\*Refer to the application checklist for details.*

### Tertiary Study

Outline any tertiary study undertaken (including current study).  
Attach certified academic records and certificates.

Year	Institution	Qualification
.....	.....	.....
.....	.....	.....
.....	.....	.....

### Employment Record

Dates	Employer	Type of work
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

### Personal Statement

On a separate sheet of paper, please write a personal statement, indicating relevant skills, interests and involvement, including experience with children. These may include school activities, care of children, sport, arts, leadership roles, cultural, travel experiences, work experiences and community involvement.

Please also indicate your reasons for applying for an early childhood qualification.

## Confidential Referees

Please provide the names, addresses and telephone numbers of two people who are not related to you and who have agreed to provide written **confidential referee reports** to support your application. These referees must have known you for at least a year and be able to comment specifically on whether they believe you have the qualities and attributes to become an effective professional early childhood educator.

**NOTE:** For school leavers, one referee must be the School Principal, Careers Adviser, Dean, or a teacher who is able to complete this report. Please write 'school referee' alongside the person's name if this applies.

### Referee 1

Name: .....

Address:.....

.....

..... Postcode .....

Telephone ( ) .....

Mobile .....

### Referee 2

Name:.....

Address:.....

.....

..... Postcode .....

Telephone ( ) .....

Mobile .....

**Please note:** Your application is processed when the completed referee forms are received by the College.

## Character Reference

Please include **with your application**, a written character reference from a person who is not related to you. **This person must not be one of your confidential referees.**

## Health Information

Do you experience the effects of significant injury, long term illness, or disability which might affect your ability to learn, demonstrate learning and/or work with children/adults?

**Yes / No (please circle one)**

If you answer 'yes' to the above question, you must provide with your application further information that will allow the Director to consider your ability to fulfil the requirements of the study programme, including gaining teacher registration (for Diploma of Teaching students).

You might include a certificate or report from a learning assessment, specialist or doctor.

You should also advise if you experience the following conditions:

	Yes	No
Hearing impairment	<input type="checkbox"/>	<input type="checkbox"/>
Vision impairment	<input type="checkbox"/>	<input type="checkbox"/>
Psychological/psychiatric condition	<input type="checkbox"/>	<input type="checkbox"/>
Temporary impairment (less than 6 months duration)	<input type="checkbox"/>	<input type="checkbox"/>
Mobility impairment	<input type="checkbox"/>	<input type="checkbox"/>
Speech impairment	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>
Specific learning disability	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify):.....

This information should be provided in a separate sealed envelope and addressed to "The Director" and marked "Confidential."

Rangi Ruru Early Childhood College will consider this information that may affect an applicant's ability to fulfil the requirements of the qualification; including gaining teacher registration (for Diploma of Teaching students). Rangi Ruru Early Childhood College is aware of its obligation to not unlawfully discriminate against any person under the Human Rights Act 1993.

## Criminal Conviction Details

Have you ever been charged or convicted of a criminal or driving offence, or have any criminal charges pending?

Yes  No

If 'yes', please supply a letter of explanation, including details of type of charge, conviction, date and outcome, and include the information in a named sealed envelope marked "Confidential" and addressed to "The Director". All applicants are police vetted under an exception contained in section 19(3)(e) of the Criminal Records (Clean Slate) Act 2004.

**Please note:** If you are charged or convicted of any offence against the law as an enrolled student at Rangī Ruru Early Childhood College, it is your responsibility to notify the Director. If a person has committed a criminal offence the institution must consider this information in the application process. It is the applicant's responsibility to check with the NZ Teachers Council regarding any potential impact of a conviction on their ability to gain teacher registration.

## Privacy

The personal information you provide on this form is required to enable Rangī Ruru Early Childhood College to assess you for enrolment, enrol you into the applicable study programme, monitor your progress, provide administrative services, and to certify the completion of any course/programme. All those within Rangī Ruru Early Childhood College who have access to your personal information are bound to keep that information confidential.

Consistent with the College's purposes and functions under the Education Act and as required by law, Rangī Ruru Early Childhood College does provide information to agencies such as New Zealand Qualifications Authority, the Ministry of Education, the Ministry of Social Development and the Tertiary Education Commission. It may also provide non-identifying information for statistical purposes.

Your name, date of birth and residency as entered on this application will be used in an authorised information matching programme with the New Zealand Birth Register. For further information see [www.nsi.govt.nz](http://www.nsi.govt.nz)

In providing information on this enrolment you consent to information being sought from other educational institutions for the purpose of verifying academic records.

Your information is held by Rangī Ruru Early Childhood College at its premises and is accessible by staff to the extent necessary for the staff member's role.

You have the right to request access and to request correction of your personal information.

If you have any questions about the privacy of your personal information, please contact the Director.

## Declaration and Liability

I understand, under the Privacy Act 1993, I have the right to access personal information (other than application interview sheets and confidential referee forms) held by Rangī Ruru Early Childhood College about me. I have the right to request that any inaccurate information about me is corrected. In addition, when required by statute, Rangī Ruru Early Childhood College releases information to other agencies, eg New Zealand Police. I am aware the College may also share information relevant to my progress with persons associated with my practical placements.

### Authorisation

I authorise Rangī Ruru Early Childhood College to collect and use personal information about me as required for statistical purposes by the New Zealand Qualifications Authority, the Ministry of Education, Ministry of Social Development and the Tertiary Education Commission, consistent with the College's purposes and functions under the Education Act 1989 and its obligations under other enactments. The information is also used to select students for qualifications, to manage internal administrative processes, for internal reporting and to measure the relevance of the institution's qualifications. Information about students may be sought from other educational institutions for the purpose of verifying academic records.

I understand my name, date of birth and residency as entered on this application will be used in an Authorised Information Matching Programme with the New Zealand Birth Register. For further information see [www.nsi.govt.nz](http://www.nsi.govt.nz).

I understand that all documents supplied in this application will remain the property of Rangī Ruru Early Childhood College, and will not be returned to me.

## Fees

I undertake to be responsible for payment of fees as they become due. I will meet any late fees and collection charges associated with debt recovery. Non payment of fees will result in cancellation of my enrolment. I have read and understand the College's policy on withdrawal and refund of fees.

## Rules

I undertake that, if I am enrolled at Rangī Ruru Early Childhood College I will comply with the policies and requirements of the College, including course requirements, professional conduct, academic progress and health and safety.

## Liability

I will not, under any circumstances hold Rangī Ruru Early Childhood College accountable, responsible or liable for any loss, injury or damage, whether to myself, to others or to property arising from or related to my involvement in off-site activities.

I declare that to the best of my knowledge and belief:

- The information in this form and any enclosed documents is correct
- I have not withheld any information relevant to the application.
- I understand that making a false statement is a criminal offence.
- I understand that Rangī Ruru Early Childhood College may cancel my enrolment if false information has been supplied.
- I understand that this form and the enclosed documents will be retained by the Rangī Ruru Early Childhood College if necessary and will not be returned to me.

Name: .....

Signature: ..... Date:.....

