



Kaiako Certification Policy

Enquiries to:	Centre Manager/ chairperson
Applies to:	Manager, Kaiako/staff, committee
Date Developed:	May 2021
Date Reviewed:	May 2021
Date Approved:	
Next Review Date:	November 2022

Reference: Licensing Criteria, Teaching Council, Our Code Our Standards, Code of Professional Responsibility, Appraisal Policy, Te Whāriki; Contribution/manā tangata, goal 3, Kaiako experience an environment where they are encouraged to learn with and along side others.

Purpose / Rationale:

Lower Hutt City Childcare and Education Centre recognises kaiako certification as a means of ensuring that all qualified kaiako meet a national quality standard.

Procedures:

- The centre will meet all costs involved in gaining and renewing kaiako certification.
- Provisionally certificated kaiako at the centre will take part in our own induction and mentoring programme towards full certification.
- Fully certificated kaiako will be responsible for keeping their certification practicing certificate current.
- Fully certificated kaiako will provide mentorship and induction to provisionally certificated kaiako at LHCCC.
- All expectations for certification mentors as well as certificated kaiako are outlined in the LHCCC Professional growth cycle as of Feb 2021.
- Mentoring kaiako will only endorse provisionally certificated kaiako in the completion of the certification process if they successfully meet the New Zealand Teaching Council's Code of Professional Responsibility and Standards for the Teaching Profession.
- An Annual summary is required for all kaiako on provisional, subject to confirmation or full certification status by centre manager. This summary will state if kaiako have or have not met the standards for the teaching profession as set out by the Teaching Council.
- **AS of Feb 2021** – every teacher will engage in professional learning using the standards to advance their understanding of the relationship between their professional practice and outcomes for learners.
- Every teacher will be given the opportunity to discuss and receive teacher feedback on their teaching practice including observation, particularly for teachers holding Tōmua practicing certificates (provisionally certificated).
- Professional leaders will design with teachers an annual cycle of professional growth in their setting, using the Standards or Ngā Paerewa and support teachers to engage in it, fostering an environment for inclusive, collaboration teacher learning.
- Professional leaders are required to undertake a full appraisal process.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by: _____		Designation: _____	Date: _____