



UNIVERSITY OF OTAGO
COLLEGE OF EDUCATION

Application Pack



How to become a student @ University of Otago College of Education

APPLY

Send pages 3-16 to the University of Otago College of Education

APPLICATION

- Complete all the appropriate sections
- Make sure you provide all the material we require
- Don't send a CV – our application form provides all the information we require

REFEREES

- Pages 17-28 (give to referees/Careers Adviser)
- Arrange for your two chosen referees to complete and return the referee reports to the College

WHERE DO I SEND MY APPLICATION?

Freepost 108584
Admissions Office
University of Otago College of Education
PO Box 56
Dunedin 9054
New Zealand

APPLICATION ACKNOWLEDGED

If your application has not been acknowledged within two weeks of posting, please contact the Admissions Office (03) 479 4217

ADMISSION PROCESS

- If your application meets our entry criteria, you may be offered an interview. We will advise you of the date and time by phone and by email.
- We endeavour to advise you of the result of your interview within 48 hours, or as soon as possible.
- If you are successful at interview, you will be asked to accept our offer on the acceptance form supplied with your letter of offer.
- If your circumstances change and you no longer wish to attend College, apply in writing to the Admissions Co-ordinator to defer your application or withdraw from your programme.

UNIVERSITY OF OTAGO REGISTRATION

You need to register at the University of Otago following your acceptance of a place in a programme at the College of Education. A registration pack will be sent to you.

WHEN DOES UNIVERSITY OF OTAGO COLLEGE OF EDUCATION NEED MY APPLICATION?

Initial closing date for applications:
Later applications will be accepted.

**LAST MONDAY IN AUGUST OF
THE YEAR OF APPLICATION**
Priority is given to those who apply by this date. Late applications may be declined.

COLLEGE STARTS

January/February

Everything you need to know about applying to be a student @ University of Otago College of Education

- You may apply for more than one programme
- An application cannot be processed if it is incomplete or documentation is unverified

REFEREE REPORTS

- All applicants require two Referee Reports:
 - School Leavers require 1 Referee Report and 1 School Confidential Report
 - All other applicants require 2 Referee Reports
- Make sure that your referees complete and return the form to the Admissions Office. Freepost instructions are included on referees' reports
- An application cannot proceed without both referee reports
- Ensure you have written your full name and the programme(s) you are applying for at the top of the referee report forms before giving them to the referees
- Choose your referees carefully so they can comment on:
 - Personal qualities relevant to a study programme
 - Evidence of leadership, community service, etc.
 - Involvement/work with children/young adults for other learners
 - Academic/study skills

Your family, partner or close friends are not suitable referees

WHAT IS A WITNESSED COPY?

- A witnessed copy is a photocopy of an original document that is signed, dated, and stamped to say that it is a true and unaltered copy of the original

WHAT DOCUMENTS DO I NEED WITNESSED?

- Birth certificate or current passport
- Citizenship papers (if required)
- Marriage certificate or evidence of change of name (if required)
- English language proficiency (if required)
- Academic qualifications (e.g., university/polytechnic transcript, Bursary, Sixth Form Certificate, NCEA certificates, Record of Learning)
- Official court record (if required)

HOW DO I GET MY ORIGINAL DOCUMENTS WITNESSED?

For all documents giving evidence of name, date of birth, name changes, citizenship or residency status, or qualifications please:

Either

Take the original document and a photocopy to a person of suitable authority to be witnessed. This person must sign in blue pen and indicate the authority with which the copy is certified as true (eg *Certified true copy, WB Smith, Justice of the Peace*). The person's name should be printed under his or her signature if the signature is not easily legible.

or

Bring the original copy to the University Information Centre in the Information Services Building, or to the College of Education Reception, where a photocopy of the document will be made and witnessed for you.

The following may witness documents as true copies of the original:

- Justice of the Peace
- Court Registrar or Deputy Registrar
- Notary Public
- Solicitor
- University Administrative or Liaison staff
- Member of Parliament
- Land Transport New Zealand, Public Trust, or local authority employee authorised in terms of the Oaths and Declarations Act 1957

Other persons should not normally be asked to witness documents. Students from remote areas who do not have access to anyone in the approved categories should contact the University Information Centre for advice. No responsibility can be taken for original documents that are lost or damaged. If you are posting documents to us, we urge you to send witnessed copies only.

WHO GETS A GOVERNMENT FUNDED PLACE AT UNIVERSITY OF OTAGO COLLEGE OF EDUCATION?

- **Individuals with:**
 - a New Zealand birth certificate or passport
 - New Zealand permanent residence or citizenship papers
 - a parent who has a New Zealand birth certificate
 - Australia, Niue, Cook Islands, or Tokelau birth certificate or passport
- Students from other countries may apply to be a full fee paying student

INTERNATIONAL STUDENTS

- All international students must meet the admission requirements for the University of Otago. These can be found at www.otago.ac.nz/international
- Graduates presenting qualifications from overseas may need to provide a written appraisal from New Zealand Qualifications Authority (NZQA). Please contact the Selection Coordinator at the University of Otago College of Education (+64 3 479 4217) to check whether required.
- Official court record is required
- If English is not your first language and you did not attend secondary school in New Zealand, evidence of your English language proficiency is required

University of Otago College of Education English language requirements in each band of the IELTS Academic Scale are:

7.0 – Bachelor of Teaching, Bachelor of Education Studies

7.5 – Graduate Diploma - Early Childhood, Primary, Secondary

WHAT SHOULD I DO IF I HAVE A CONVICTION?

- Tick the Yes box on page 12
- Send a witnessed copy of the official court record
- Send a written explanation of the event(s)
- Contact the Admissions Office if you require further information
- Contact the Admissions Office if a conviction occurs after you submit this application

INTERVIEWS

- If you meet the entry criteria and are supported by your referees, you will be interviewed by a panel of College lecturers, community representatives, and education professionals
- Please be prepared to travel to attend an interview if requested
- Applicants are responsible for all interview expenses incurred
- Support people may accompany an applicant to the interview, but please inform the Admissions Office if you intend to bring more than one support person
- An admissions panel can conduct an interview on a marae – by request
- Prepare for your interview by:
 - Talking to a range of people about your career/course decision
 - Considering how you might respond to some of the questions that may be asked
 - Being prepared to discuss your current study or work
 - Thinking about what you have to offer the profession (interests, skills)
 - Collecting and organising any additional documents and information you wish to present during the interview, e.g., your CV
 - Identifying any questions that you might want to ask
 - Practising with friends and family
- Remember to:
 - Relax
 - Listen carefully
 - Speak clearly
 - Take time over your answers
 - Seek clarification if a question is unclear
 - Be positive
 - Be yourself
 - Share your sense of humour
 - Dress comfortably and appropriately (smart-casual is best)
 - Make sure everything that you think should have been discussed has been covered
- After your interview, UOCE will contact you within 48 hours by mail or as soon as possible (if overseas, by email, followed by a letter which will be mailed to you)
- You will either be:
 - Offered a place
 - Made a provisional offer: This is a place that is conditional on your meeting the academic entry criteria before the programme starts, e.g., University Entrance through NCEA Level 3 credits, completion of your degree.
 - Unsuccessful – no place is offered at this time

Note: If applying for a teacher education programme, it is recommended you visit a school or early childhood centre prior to interview

Application Checklist

- Written statement
- Witnessed copy of birth certificate or current passport
- Witnessed copy of evidence of permanent residence or citizenship (if required)
- Witnessed copy of marriage certificate, or change of name (if required)
- Witnessed copy of qualifications – e.g., school grades, University/Polytechnic transcript
- Witnessed copy of English language competency attainment (if required)
- Passport size photograph. Please staple to page 3 of the application form
- Where applicable, your attestation of competence in Te Reo/Tikanga Māori
- Consent to Disclosure of Information
- Privacy Act

At the time you post your application:

- We require your signatures on pages 12, 13 and 15. Please ensure you have signed and dated all 3 sections.
- Check that you have completed the marketing form on the inside back cover and send it with your application

Check that your referees have posted their report forms directly to the Admissions Office

IMPORTANT REMINDER

Please notify the University of Otago College of Education of any change in your contact details from the time of your application up till you commence your programme.



APPLICATION FORM

Please attach passport-size photograph here

PLEASE INDICATE BELOW THE QUALIFICATION(S) YOU WISH TO APPLY FOR:

Early Childhood

- Bachelor of Teaching (Early Childhood Education) (3 Year)
- Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Early Childhood Education) (4 Year)
- Graduate Diploma in Teaching (Early Childhood) (1 Year)

Primary

- Bachelor of Teaching (Primary Education) (3 Year)
- Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Education) (4 Year)
- Bachelor of Teaching (Primary Bilingual Education) (3 Year)
- Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Bilingual Education) (4 Year)
- Graduate Diploma in Teaching (Primary) (1 Year)

Secondary

- Graduate Diploma in Teaching (Secondary) (1 Year)

Which UOCE campus do you wish to attend?

- Dunedin Campus
- Invercargill Campus
- Distance (available for rural Otago or Southland applicants in the Graduate Diploma in Teaching – Early Childhood Education only).

Are you applying to study full-time or part-time?

- Full-time
- Part-time

I. PERSONAL INFORMATION

Legal Surname/Family name

Legal First name(s)

Title (tick one) Dr Mr Mrs Ms Miss

Gender Male Female

The name you wish to be known by at College

Previous name (if applicable)

evidence,

If your name has changed since birth you MUST supply witnessed documentary e.g., marriage certificate

Date of Birth | | 19 | |

Day Month Year

Place of Birth

Age

(as at 1 February of 1st year of intended study)

Witnessed copy of passport or birth certificate enclosed (tick)

Term Address

Address during December/January/February

Phone (home)

Phone (home)

Phone (business)

Phone (business)

Mobile

Mobile

Email

Email

If overseas at the time of application, please indicate your expected date of return to NZ

 | | 20 | |

Day Month Year

NZQA/NSI NUMBER

If you are registered with NZQA and have an NZQA Record of Learning Number, please write it here.

NZQA/NSI Number

--

CITIZENSHIP (Tick box)

- | | |
|---|--|
| <input type="checkbox"/> New Zealand Citizen | <input type="checkbox"/> MFAT Scholarship |
| <input type="checkbox"/> New Zealand Permanent Resident | <input type="checkbox"/> Full Fee Paying Foreign Student |
| <input type="checkbox"/> Australian Citizen | <input type="checkbox"/> Exchange Student |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Foreign Research Based Postgraduate |

For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand
(You MUST supply witnessed evidence of your residency status if you are NOT a NZ citizen)

ETHNIC GROUP(S) WITH WHOM YOU IDENTIFY

- NZ European/European/Pakeha
- NZ Māori
- Samoan
- Cook Island Māori
- Tongan
- Tokelauan
- Niuean
- Fijian
- Other Pacific Island (please specify)
- Chinese
- Indian
- Other (please specify)

Is English your first language?

Yes No

If you answered "No", did you complete NCEA examinations at a secondary school in New Zealand? Yes No

If you answered "No", you need to demonstrate your level of ability in English.
You will need to complete an IELTS test. Please show your test results here, and enclose witnessed copies of your results.

Result	Year Taken
<input type="text"/>	<input type="text"/>

If you speak other language(s) please specify and indicate level of fluency (Basic, Intermediate, Advanced)

2. PREVIOUS STUDY

If you have previously applied for a programme at University of Otago College of Education or Dunedin College of Education, please give details.

Year you applied

Programme

If you have previously begun a programme of teacher education at University of Otago College of Education or any other institution, please give details.

Institute

Year you started

Programme

Did you complete this programme?

Yes

No

3. SECONDARY SCHOOLING (ALL APPLICANTS)

Secondary school last attended

Final year at school

Total years at secondary school

Highest secondary school qualification

If you have never undertaken tertiary study, please provide your NCEA transcripts or other relevant school documents.

4. UNIVERSITY OR OTHER TERTIARY QUALIFICATIONS (if relevant)

If you have never studied at the University of Otago, you must supply a witnessed transcript if applying for a Graduate Diploma programme

What was the first year that you enrolled in tertiary study?

Degree/Diploma/Certificate Completed

Qualification	Institution	Year

Degree/Diploma/Certificate Partially Completed

Qualification	Institution	No. of papers passed

Do you expect to complete this qualification this year? Yes No

Current Tertiary Study – papers/credits

Paper/Credit Number	Paper/Credit Name	Institution

Witnessed copy of Academic Transcript(s) enclosed (tick)

5. OTHER RELEVANT QUALIFICATIONS

Please attach copies of evidence of qualification (e.g. First Aid Certificate, etc.)

Qualification	Institution	Year

9. EMPLOYMENT RECORD

Include full-time, vacation and short-term employment. (Continue on a separate A4 sheet if necessary)

Employer	
Type of work	
Position held	
Dates employed	
Reason for leaving	

Employer	
Type of work	
Position held	
Dates employed	
Reason for leaving	

Employer	
Type of work	
Position held	
Dates employed	
Reason for leaving	

Employer	
Type of work	
Position held	
Dates employed	
Reason for leaving	

10. WHAT IS YOUR MAIN ACTIVITY/OCCUPATION AT 1 OCTOBER

<input type="checkbox"/> Secondary School Student	<input type="checkbox"/> Wānanga Student
<input type="checkbox"/> Unemployed/Other Beneficiary (excluding retired)	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Wage or Salary Worker	
<input type="checkbox"/> Self-employed	
<input type="checkbox"/> University Student	
<input type="checkbox"/> Polytechnic Student	
<input type="checkbox"/> House Person or Retired	
<input type="checkbox"/> Overseas (irrespective of occupation)	
<input type="checkbox"/> Private Training Establishment Student	

II. RECENT EXPERIENCE

Indicate **experiences** and **involvement** in the following areas – within the past five years. Include information relevant to a career in teaching if prior to the last five years. (Continue on a separate A4 sheet if necessary)

Experience working with people

Community activities

School activities

Sport

Music/Drama/Art/Debating

Other Cultures

Travel

Teaching/Coaching

Leadership roles

12. REFEREES

Please give the names, addresses and telephone numbers of the two people who have agreed to provide confidential referee reports for this application.

School leavers – you MUST ensure a School Confidential Report Form is forwarded by your school.

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>

13. DISABILITY SUPPORT

Do you live with the effects of significant injury, long-term illness, or disability? Yes No

14. MEDICAL HISTORY

If you are unsure how to answer this question you can discuss it, in confidence, with the Admissions Co-ordinator or refer to page 14 for guidelines in answering this question.

Do you have a medical or psychological condition which may affect your ability to complete the requirements of a University of Otago College of Education programme? Yes No

If you answered “Yes” please provide a **medical certificate from your Doctor/Specialist** regarding your ability to complete a programme at University of Otago College of Education.

If you answered “No”, to this question and it is later found that a medical condition existed at the time of signing this application, you will be given the opportunity to have a medical certificate completed by your Doctor/Specialist.

15. OFFENCES AGAINST THE LAW

Please complete the consent to disclosure of information form on page 13.

Have you ever been convicted of an offence against the law? Yes No

If you answered “Yes”, you must provide further detailed information in a separate envelope.

Should a conviction occur after submitting this application, you are required to advise the Admissions Co-ordinator immediately.

16. DECLARATION

Please complete the Consent form on page 15.

I, (your full name) solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application is true and correct.

Pursuant to Principle 11(d) of the Privacy Act 1993, I agree to the disclosure and use of the information on this form (and supporting information) by the University of Otago College of Education to authorised bodies in response to requests under statutory authority.

Signature of Applicant Date 20
Day Month Year

GUIDELINES FOR ANSWERING QUESTION 14 MEDICAL HISTORY

When answering this question please consider any medical condition to include – physical conditions, mental conditions and psychological conditions.

Physical conditions may include asthma, eczema, epilepsy, occupational overuse syndrome, back injury, glandular fever, hepatitis, cancer, muscular disorders, speech impediments, vision impairments, hearing loss, sleeping disorders, stress, anorexia etc.

Mental conditions may include, head injury, dyslexia, schizophrenia, memory loss, stress etc.

Psychological conditions may include depression, anxiety disorders, bipolar disorder, obsessive-compulsive disorders, attention deficit syndrome, hyperactivity, stress etc.

If you are receiving any type of on-going treatment, therapy or counselling, or taking regular medication, then please tick the “Yes” box.

It is very important that you disclose any medical condition, as it is relevant to not only your safety, but the safety of any students with whom you may come into contact throughout the course of your enrolment.

If you are unsure about how to answer this question you can discuss it in confidence, with the Admissions Co-ordinator:

If you answer “No” to this question and it is later found that a medical condition existed at the time of signing the application, you will be given the opportunity to have a medical certificate completed by your Doctor/Specialist.

If you answered “Yes” please provide a medical certificate from your Doctor/Specialist regarding your ability to complete a programme at University of Otago College of Education.

THE PRIVACY ACT 1993

Use of Personal Information Collected

The information sought on the application form to enter University of Otago College of Education, and the enrolment form and associated documents is required to enable the College to comply with its purposes and functions under the Education Act 1989. The information will be held by the College and used in the following ways.

- 1 Within the College relevant personal information of individual students will be available to those members of the College staff, or their duly appointed agents, responsible for:
 - a Your enrolment at and academic progress through the College
 - b Calculating your tuition fees and other charges
 - c Establishing and maintaining your academic record
 - d Administering examinations and other forms of assessment
 - e Providing tuition, appropriate academic advice and support
 - f Providing student services, liaison services and learning development
 - g Maintaining order and discipline
 - h Providing library services to students
 - i Providing computer services to students
 - j Supporting the welfare of students in urgent situations
- 2 The College is also required by certain enactments to provide some personal information (usually your name, current address, date of birth and academic records details) to some other agencies. The agencies (authorised bodies) which may require College to provide this information include:
 - a The Ministry of Education
 - b Department of Work and Income
 - c The Inland Revenue Department
 - d The New Zealand Police
 - e The Department of Justice
 - f The Department of Immigration (if you are not a New Zealand citizen or permanent resident)
 - g Agencies which support particular students through scholarships and prizes, payment of fees and other awards.
- 3 The College provides the Students' Association with your name, date of birth and contact information unless you are exempted from the requirement to join the Students' Association.
- 4 The College provides names and address of students to the University of Otago College of Education Association (Alumni Association) and alumni organisers of groups associated with the College. This could include residential colleges amongst others.
- 5 Information about you may be supplied to the following agencies in the circumstances detailed below:
 - a NZVCC Placement Services and the Ministry of Foreign Affairs and Trade if you are an international student studying at the College and are funded by the Ministry. The Ministry of Foreign Affairs and Trade subsequently may disclose to agencies of the home government of international students information received about them from the College.
 - b Foreign institutions if you are or have been studying at the College as part of a recognised exchange agreement or Study Abroad Scheme.

- c Other educational institutions
 - i when you are enrolled in a course taught at another institution in association with the College
 - ii when you are transferring your records to that other institution or applying to enrol in a course taught at that institution
 - iii when you have enrolled at the College in a course which is an introductory or lead-in course for another institution and which may thereafter require you to enrol at the other institution
- 6 The College may supply to residential colleges names of prospective College students for the purposes of residential college placements.
- 7 Information requested about you by people wishing to do research must address their inquiry to the College Research and Ethics Committee.
- 8 The College may use your address and telephone number to forward mail and messages for you which have been received by the College.
- 9 The College will publish a list of graduating students on completion of training.
- 10 The College may publish the names of people who have been successful in obtaining a council scholarship or awards, or scholarships granted by supporters of the College.

Holding Personal Information

The personal information you supply will be held permanently within the College record system and while you remain enrolled at the College you will be asked to update annually any information which has changed.

Failure to supply information

If you fail to supply the information requested by the College, or supply incomplete or false information, the College may decline or cancel your enrolment.

If you will not permit the College to verify independently previous qualifications, credit on the basis of such qualifications will not be granted.

Compliance with the Privacy Act 1993

The College undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993.

If a code of practice is established under Section 46 of the Privacy Act 1993 to regulate personal information held by the College, the College undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the provisions of such a code of practice, rather than the provisions of the Privacy Act 1993.

The College will, in accordance with the provisions of the Act, make available the personal information it collects from you to you on request, and will make any appropriate corrections to that information to ensure that the information held is accurate.

If you have any further questions about the implications of collection, holding, use and disclosure by the College of any of your personal information, please contact The Dean, University of Otago College of Education, PO Box 56, Dunedin 9054.

CONSENT FORM

Admissions Office
University of Otago College of Education
PO Box 56
Dunedin 9054
New Zealand

I have read the statement regarding the College's obligations under the Privacy Act 1993, and understand that it may be necessary for the College to release information about me to the staff and agencies listed in that statement.

I formally consent disclosure to the agencies listed, or personal information supplied by me to the College, on the understanding that the College will observe the general conditions covering the release of information as set out in the Privacy Act 1993.

Legal Surname

Legal Given Name(s)

Signature

Date

Day

Month

Year



UNIVERSITY OF OTAGO COLLEGE OF EDUCATION CONFIDENTIAL REFEREE REPORT



Your family, partner or close friends are not suitable referees.

TO BE COMPLETED BY APPLICANT BEFORE GIVING TO REFEREE.

Applicant's full name

Name by which previously known (if applicable)

PROGRAMME(S) APPLIED FOR:

Early Childhood

Bachelor of Teaching (Early Childhood Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Early Childhood Education) (4 Year)

Graduate Diploma in Teaching (Early Childhood) (1 Year)

Primary

Bachelor of Teaching (Primary Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Education) (4 Year)

Bachelor of Teaching (Primary Bilingual Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Bilingual Education) (4 Year)

Graduate Diploma in Teaching (Primary) (1 Year)

Secondary

Graduate Diploma in Teaching (Secondary) (1 Year)

Bachelor of Teaching (Secondary) (2 Year)

GUIDELINES FOR REFEREES

The purpose of this report is to get comments on the suitability of the applicant to undertake a programme(s) of their choice as indicated above. Programmes involve academic study at a tertiary level and practical work with people in professional settings.

- This report is confidential to University of Otago College of Education admission personnel, and will not be released to the applicant
- This report is carefully considered at all stages of the admissions process
- Please be honest and direct in providing as much information as possible
- Referees should not be relatives of the applicant
- Please return this form as soon as possible, as applicants are disadvantaged if their referee reports are not returned promptly
- Please return the completed form to:

Freepost 108584
Admissions Office
University of Otago College of Education
PO Box 56
Dunedin 9054
New Zealand

Thank you for your assistance

REFEREE CONTACT DETAILS

Referee's name

Phone

Address

How long have you known the applicant?

In what capacity have you known the applicant? (e.g., teacher, employer, church leader, etc.)

I consider I know the applicant well enough to complete this form.

Yes

No

To some extent

PERSONAL QUALITIES

Please comment on the applicant's particular personal qualities by ticking the appropriate box.

	Outstanding	Above Average	Average	Below Average	Causing Concern
Leadership					
Co-operation					
Health					
Temperament					
Maturity					
Social Skills					
Adaptability					
Perseverance					
Initiative					
Reliability					
Integrity					

In your opinion, has the applicant the determination and stamina needed to cope with the programme(s) of study they have applied for?

Yes

No

Unable to comment

Comments

Do you consider that the applicant has an understanding of, and sensitivity towards, equity issues? (e.g., sexism, racism, disabilities)

Yes

No

Unable to comment

Comments

COMMUNICATION SKILLS/ABILITY TO RELATE

Does the applicant have the ability to communicate clearly?

Yes

No

Unable to comment

Comments

Have you had the opportunity to observe the applicant's ability to relate to people, particularly

Pre-school

School Age

Adolescents

Own Age

Older People

If so, what were your impressions?

COMMUNITY/SPORTING/CULTURAL INVOLVEMENT

Comment on the applicant's involvement/interests under these headings.

Community

Sporting

Cultural

Other

ACADEMIC

In your opinion, is the applicant capable of coping with this programme of tertiary study?

Yes

No

Unable to comment

Comments



UNIVERSITY OF OTAGO COLLEGE OF EDUCATION CONFIDENTIAL REFEREE REPORT



Your family, partner or close friends are not suitable referees.

TO BE COMPLETED BY APPLICANT BEFORE GIVING TO REFEREE.

Applicant's full name

Name by which previously known (if applicable)

PROGRAMME(S) APPLIED FOR:

Early Childhood

Bachelor of Teaching (Early Childhood Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Early Childhood Education) (4 Year)

Graduate Diploma in Teaching (Early Childhood) (1 Year)

Primary

Bachelor of Teaching (Primary Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Education) (4 Year)

Bachelor of Teaching (Primary Bilingual Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Bilingual Education) (4 Year)

Graduate Diploma in Teaching (Primary) (1 Year)

Secondary

Graduate Diploma in Teaching (Secondary) (1 Year)

Bachelor of Teaching (Secondary) (2 Year)

GUIDELINES FOR REFEREES

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- This report is confidential to University of Otago College of Education admission personnel, and will not be released to the applicant
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Admissions Office
University of Otago College of Education
PO Box 56
Dunedin 9054
New Zealand

Thank you for your assistance

REFEREE CONTACT DETAILS

Referee's name

Phone

Address

How long have you known the applicant?

In what capacity have you known the applicant? (e.g., teacher, employer, church leader, etc.)

I consider I know the applicant well enough to complete this form.

Yes

No

To some extent

PERSONAL QUALITIES

Please comment on the applicant's particular personal qualities by ticking the appropriate box.

	Outstanding	Above Average	Average	Below Average	Causing Concern
Leadership					
Co-operation					
Health					
Temperament					
Maturity					
Social Skills					
Adaptability					
Perseverance					
Initiative					
Reliability					
Integrity					

In your opinion, has the applicant the determination and stamina needed to cope with the programme(s) of study they have applied for?

Yes

No

Unable to comment

Comments

Do you consider that the applicant has an understanding of, and sensitivity towards, equity issues? (e.g., sexism, racism, disabilities)

Yes

No

Unable to comment

Comments

COMMUNICATION SKILLS/ABILITY TO RELATE

Does the applicant have the ability to communicate clearly?

Yes

No

Unable to comment

Comments

Have you had the opportunity to observe the applicant's ability to relate to people, particularly

Pre-school

School Age

Adolescents

Own Age

Older People

If so, what were your impressions?

COMMUNITY/SPORTING/CULTURAL INVOLVEMENT

Comment on the applicant's involvement/interests under these headings.

Community

Sporting

Cultural

Other

ACADEMIC

In your opinion, is the applicant capable of coping with this programme of tertiary study?

Yes

No

Unable to comment

Comments



SCHOOL LEAVERS ONLY

UNIVERSITY OF OTAGO COLLEGE OF EDUCATION SCHOOL CONFIDENTIAL REPORT



TO BE COMPLETED BY APPLICANT BEFORE GIVING TO THE PRINCIPAL, CAREERS ADVISER, OR DEAN

Applicant's full name

School

PROGRAMME(S) APPLIED FOR:

Bachelor of Teaching (Early Childhood Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Early Childhood Education) (4 year)

Bachelor of Teaching (Primary Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Education) (4 year)

Bachelor of Teaching (Primary Bilingual Education) (3 Year)

Bachelor of Education Studies and Graduate Diploma in Education and Teaching (Primary Bilingual Education) (4 year)

GUIDELINES FOR COMPLETING THIS FORM

The purpose of this report is to get comments on the suitability of the applicant to undertake a programme(s) of their choice as indicated above. Programmes involve academic study at a tertiary level and practical work with people in professional settings.

- School Confidential Reports should be completed by the School Principal, Careers Adviser, or Dean
- This report is confidential to University of Otago College of Education admission personnel, and will not be released to the applicant
- This report is carefully considered at all stages of the admission process. The College relies upon schools to provide us with accurate information about applicants and their suitability to College programmes
- An application cannot be processed without this form
- Please return the completed form to:

Freepost 108584
Admissions Office
University of Otago College of Education
PO Box 56
Dunedin 9054
New Zealand

Thank you for your assistance

COMMUNICATION SKILLS

	Outstanding	Above Average	Average	Below Average	Comment
Reading					
Written Language					
Spoken Language					

Further comments (e.g., ability to speak another language, public speaking)

PERSONAL QUALITIES

	Outstanding	Above Average	Average	Below Average	Comment
Maturity					
Social Skills					
Adaptability					
Industry					
Initiative					
Leadership					
Reliability					
Integrity					

CULTURAL AND COMMUNITY

Comments on the applicant's ability to work in a range of cultural and/or geographic settings

Comments on involvement in school and community activities

ACADEMIC QUALIFICATIONS

Please list current subjects, level of study and credits likely to be achieved by applicant this year

Subject	Level of Study	Credits likely to be achieved

Comments

WE NEED INFORMATION FROM YOU TO HELP OUR MARKETING TEAM
 (Please send with Application Form)

WHAT PROGRAMME(S) ARE YOU APPLYING FOR?

Early Childhood

- Bachelor of Teaching (Early Childhood Education) (3 Year)
- Bachelor of Education Studies and Graduate Diploma of Teaching (Early Childhood) (Conjoint) (4 Year)
- Graduate Diploma of Teaching (Early Childhood – Distance) (1 Year)
- Graduate Diploma of Teaching (Early Childhood) (1 Year)

Primary

- Bachelor of Teaching (Primary Education) (3 Year)
- Bachelor of Education Studies and Graduate Diploma of Teaching (Primary) (Conjoint) (4 Year)
- Bachelor of Teaching (Primary Bilingual Education) (3 Year)

- Bachelor of Education Studies and Graduate Diploma of Teaching (Primary Bilingual) (Conjoint) (4 Year)
- Graduate Diploma of Teaching (Primary) (1 Year)

Secondary

- Graduate Diploma of Teaching (Secondary) (1 Year)

Are you applying to study full-time or part-time?

- Full-time Part-time

Which UOCE campus do you wish to attend?

- Dunedin Invercargill

What region are you currently living in?

- | | | | |
|--|-------------------------------------|--|--|
| <input type="checkbox"/> Manawatu | <input type="checkbox"/> Wanganui | <input type="checkbox"/> Waikato | <input type="checkbox"/> Wairarapa |
| <input type="checkbox"/> Nelson/Marlborough | <input type="checkbox"/> Canterbury | <input type="checkbox"/> Southland | <input type="checkbox"/> Northland |
| <input type="checkbox"/> Auckland | <input type="checkbox"/> Taranaki | <input type="checkbox"/> Wellington | <input type="checkbox"/> Hawkes Bay/Gisborne |
| <input type="checkbox"/> Bay of Plenty | <input type="checkbox"/> Otago | <input type="checkbox"/> West Coast South Island | |
| <input type="checkbox"/> Other; please specify | <input type="text"/> | | |

Who or what influenced your decision to apply for UOCE?

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Television | <input type="checkbox"/> Cinema/Movies | <input type="checkbox"/> Friends | <input type="checkbox"/> Family |
| <input type="checkbox"/> Tertiary Open Day | <input type="checkbox"/> Information Evening | <input type="checkbox"/> Teacher | <input type="checkbox"/> College Website |
| <input type="checkbox"/> Reputation of the College | <input type="checkbox"/> College Brochure | <input type="checkbox"/> UOCE Sponsored Event e.g., sports tournament, cultural event | |
| <input type="checkbox"/> Other; please specify | <input type="text"/> | | |

How did you obtain a copy of the brochure?

- | | | | |
|--|--|---|----------------------------------|
| <input type="checkbox"/> Information Evening | <input type="checkbox"/> UOCE Staff | <input type="checkbox"/> Contacting College | <input type="checkbox"/> An Expo |
| <input type="checkbox"/> School | <input type="checkbox"/> Other; please specify | <input type="text"/> | |

Newspaper (Please specify what you read)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Star Community Paper | <input type="checkbox"/> Otago Daily Times | <input type="checkbox"/> Southland Times | <input type="checkbox"/> NZ Herald |
| <input type="checkbox"/> Other; please specify | <input type="text"/> | <input type="checkbox"/> Press | <input type="checkbox"/> Dominion Post |

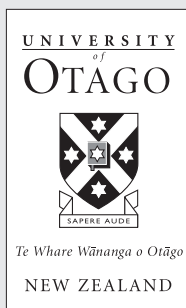
Radio (Please specify what station you listen to)

- | | | | |
|--|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Radio Central | <input type="checkbox"/> ZM | <input type="checkbox"/> The Edge | <input type="checkbox"/> Classic Hits |
| <input type="checkbox"/> The Rock | <input type="checkbox"/> Radio Sport | <input type="checkbox"/> Other; please specify | <input type="text"/> |

Do you use any of the following media?

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Courses and Careers | <input type="checkbox"/> Jobs Galore | <input type="checkbox"/> Jet | <input type="checkbox"/> Courses Galore |
| <input type="checkbox"/> Smart Start | <input type="checkbox"/> Tearaway | <input type="checkbox"/> Excellence NZ | <input type="checkbox"/> Education Gazette |
| <input type="checkbox"/> Critic | <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter | <input type="checkbox"/> Seek.co.nz |
| <input type="checkbox"/> trademejobs.co.nz | <input type="checkbox"/> University of Otago website | <input type="checkbox"/> Other; please specify | <input type="text"/> |

Comments that you wish to add



UNIVERSITY OF OTAGO | TE WHARE WĀNANGA O OTĀGO
0800 80 80 98 | www.otago.ac.nz | txt 866 | university@otago.ac.nz