

Student Education Agreement (Primary)

Te Whakaaetanga Whakangungu (Kura Tuatahi)

SOTP Initiative 2026



Graduate Diploma of Teaching (Primary) School Onsite Training Programme (SOTP)

To be completed by the principal of the field-based school the SOTP student will attend while studying.

SOTP students will be enrolled in Te Rito Maioha's Graduate Diploma of Teaching (Primary) programme. This programme is a bicultural, field-based model. As a field-based programme, SOTP students will be based in a partnership school for three days per week during semester time. Two of the three days a week, will be field-based days, where the students will be in the role of a student teacher under the supervision/mentorship of a fully registered and certificated teacher. During the two field-based days, it is a TCNZ requirement that the SOTP student teacher is not in the role of a teacher and will not have sole responsibility for a class.

Applicant/student information

Nga Mo Hiohio Kaitono/Akongga

Name of student in full*

Is the student employed in your school?*

Yes

No

If yes, what is their role/position

If yes, does the student have a current Police Vet?

Yes

No

Will the student be in paid employment for their two field-based days per week?*

Yes

No

If yes, by signing this agreement, it indicates that I have read and understood the terms and conditions below that are stipulated by the Teaching Council of New Zealand and agree to adhere to these, so that the SOTP student is in the role of a student teacher on their two field-based days:

TCNZ acknowledge that SOTP student teachers can be employed by schools while enrolled in a Field-Based Primary ITE Programme under the following conditions:

- The student teacher is not being employed/paid as a classroom teacher
- During the two field-based days the student teacher has the direct supervision of an associate teacher who holds a current Full Practising Certificate
- The SOTP student teacher will be exclusively carrying-out student teacher requirements during the allocated two field-based days
- The employer understands these conditions

Note that the reason for these conditions is to ensure that schools remain compliant with the Education and Training Act s.92 and s.93.

School Information

Ngā Mōhihio Kura

Name of school*

Principal's name*

School address*

School phone number*

Principal's email*

School email address*
(for arranging the school payment)

To comply with the Unsolicited Electronic Messages Act 2007, Te Rito Maioha Early Childhood New Zealand is required to request your consent to receive electronic (email) and text messaging from us.

I give my consent to receive electronic/text messaging:

Yes

No

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Agreement declaration

Te Whakapuakitanga

I have read the following field-based school agreement in full and I confirm that school is willing to support this SOTP student while studying for the Graduate Diploma of Teaching (Primary).*

Name (Principal)*

Signature (Principal)*

Date

DD MM YYYY

Student Signature*

Date

DD MM YYYY

National office use only

Hei Whakamaihi Ma Te Tari Anahe

Signature

Date

DD MM YYYY

The following agreement is in recognition of the importance of the relationship between the SOTP student, their field-based school and Te Rito Maioha, in order to support the SOTP student to achieve their primary teaching qualification.

Please note the following:

1. A copy of this form will be sent to the school once the student has been enrolled in their primary teaching programme
2. Information about a student's progress can only be released to the school principal or delegated person if the student provides written approval
3. Te Rito Maioha reserves the right to make changes to the programme, programme requirements and/or delivery arrangements throughout the period of a student's enrolment. Wherever possible, such change would be preceded by consultation and every effort made to minimise any inconvenience to either party.

A: The Primary agrees to the following:

To allow lecturers and pouako to make regular assessment visits throughout the programme and schedule time at the end of each visit for individual feedback and professional discussion, involving the student, mentor teacher, lecturer and pouako.

1. **Field Based School days:** To provide the student with teaching experience for two field-based days per week while studying for the Graduate Diploma of Teaching (Primary) and for them to be able to contribute to all areas of the field-based schools activities. During these two field-based days the student will be in the role of a student teacher.
2. To provide the student with a primary qualified, fully registered and certificated **Associate Teacher** to support and mentor them for their two field-based days.
3. To host the SOTP student onsite for **one non-field-based day** per week.
4. **Practicum:** To release the student from the field-based school for the purposes of practicum in another school (12 weeks over 1 year – semester one, 5 weeks; semester two, 7 weeks)
5. **Course requirements:** To support the student to complete course requirements including the following: Release time for orientation and noho marae each year (two days and overnight); negotiated times for

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practical assignments in the school and opportunities to be involved in all aspects of the New Zealand/ school curriculum, including planning, assessments and evaluation and to participate in where appropriate in staff/team meetings, parent's meetings and wider school activities. If the field-based school has a concern in relation to a student placed in their school, they will contact the Graduate Diploma of Teaching (Primary) Programme Leader or Academic Leader Primary Programmes. If the field-based school has a concern in relation to a student placed in their school, they will contact the Primary Programme Leader or Academic Leader Primary Programmes.

6. Complete and return the MOE's End of Programme surveys. There will be separate surveys for the Principal and the Associate Teacher. A link to the survey will be forwarded to you towards the end of the programme.

B: The SOTP student agrees to the following:

1. To abide by Te Rito Maioha rules, regulations and policies including the standards of conduct, rules and responsibilities detailed in the Student Handbook
2. To respect the role of lecturer and pouako and the interactions that take place in the learning environment (including field-based school, online, and face to face courses) and maintain confidentiality at all times
3. To respect the learning environment and property of Te Rito Maioha
4. To take responsibility for his/her own learning, utilising the learning opportunities made available
5. To abide by any agreements between themselves, their lecturers and pouako, fellow students and any other interested parties (e.g., field-based school principal or designated person and/or mentor teacher)
6. To abide by the law and, if charged with a criminal offence, to report this to the Chief Executive within 5 working days.
7. Complete and return the MOE's End of Programme survey for SOTP participants. A link to the survey will be forwarded to you towards the end of the programme.

C: Te Rito Maioha agrees to the following:

1. To provide a programme of study leading to a Graduate Diploma of Teaching (Primary) teaching qualification that is recognised and approved by the New Zealand Qualifications Authority and the Education Council Aotearoa New Zealand
2. To liaise regularly with SOTP field-based schools so they are informed about the programme
3. To seek and respond to feedback from SOTP field-based schools and students regarding the programme
4. Provide two payments of \$1,000 per year to the field-based school for each Graduate Diploma of Teaching (Primary) student—one on 1 April (Semester 1) and one on 1 August (Semester 2)—totaling \$2,000 per year.
5. To provide payment to the Associate Teacher as per the NZEI collective agreement for the number of field based* days the student was placed in their classroom per semester.

*This does not include the one non-field-based day per week that the student is hosted in the school in the SOTP programme.