

Mandatory Report

When to use this form

If you are an employer or someone making a report on behalf of the employer (e.g. a principal, tumuaki, centre manager) complete this form to report:

- a resignation,
- a dismissal,
- a complaint about a former employee,
- an alleged serious misconduct or
- a failure to meet the required level of competence.

About this form

It should take you about 15 minutes.

Before you get started

You will need the following information and documents:

- your position title and the name of your school, kura or centre;
- the name or registration number of the teacher you are reporting; and
- the name and contact details of other people who can provide evidence about the issue.

You will need other details depending on the situation you are reporting:

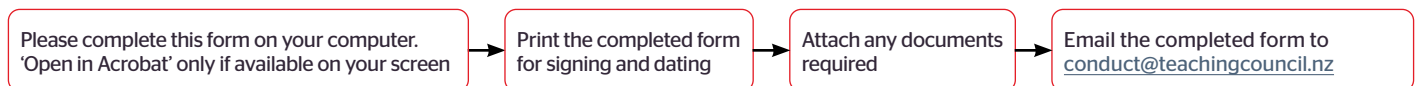
- a resignation
- a dismissal
- a complaint about a former employee
- an alleged serious misconduct
- a failure to meet the required level of competence

Make sure your account contact details are up-to-date so that we can contact you.

What happens next

- Your report will be considered by the Council's Triage committee.
- If the Council has jurisdiction over the matter raised, then the Triage committee will decide whether any further action is required.
- The teacher will be advised of the report and may be asked to respond.
- You will be advised when a decision has been made.
- We are unable to indicate a timeframe at this stage.

How to complete this form:



1. Your Details

* Required fields must be completed. Please be aware that the teacher you are reporting will be told about this report.

Surname:*

First and middle names:*

Other names known by or used:

Title: If other:

Mobile phone: Home phone: Work phone:

Primary email address:

Alternative email address:

Registration number:

School/Kura/Centre or ITE Provider:

2. Teacher's details

It would be useful if you're able to provide any of the following details, as your information may be more up-to-date than ours and will help us ensure we identify the correct teacher.

Surname:*

First and middle names:*

Other names known by or used:

Title:

If other:

Mobile phone:

Home phone:

Work phone:

Primary email address:

Alternative email address:

Practicing certificate type:

Practice certificate expiry date:

Registration number:*

School/Kura/Centre or
ITE Provider:

3. Choose the type of mandatory report you want to complete

Please select the appropriate mandatory report for your needs. You can only select **one** report type.

Resignation

Use when teacher has resigned and you had advised dissatisfaction with an aspect of their conduct or competence within the 12 months preceding their resignation. You do not need to have begun formal competence procedures as outlined in the relevant employment agreements.

Dismissal

Use when teacher has been dismissed.

Complaint received about a teacher formerly employed in a school or centre

File this report if you are satisfied that the complaint is not malicious, vexatious or without foundation.

Alleged Serious Misconduct

Use when you have reason to believe the teacher has engaged in serious misconduct.

Failure to reach level of competence

Use when teacher has failed to reach the required level of competence. You must have met your obligations under the Employment Agreement.

4. Details

* Required fields must be completed

Date resignation received:*

Resignation effective from:*

Approximate length of employee's employment at your School/Kura/Centre or ITE Provider:*

Summary of the concern or issue:*

What have you done so far?:*

Are any other agencies involved?:*

Where are they teaching now (if known)?:*

Can you find the employee's School/Kura/Centre or ITE Provider?:

Yes

No

5. Other matters

Please select the suggested outcome:

No further action

Teacher is formally censured

Formal conditions placed on practising certificate

Further professional development and learning

Other

Register is annotated

Teacher is referred to Disciplinary Tribunal

Formal conditions placed on practising certificate

Teacher is referred to Competence Authority

If you selected **other** please give details below:

Is there anything else you think we should know about this teacher or situation?:

Would you like to add the contact details for another person related to the matter?

Yes

No

If you selected **yes** please give details below:

6. Who else can we contact?

1. Add details of other people we can talk to about this matter (e.g. witness, employer).
2. If you're aware of supporting documentation but don't have access to it, below please identify the person who can provide this information and an explanation of the type of document.

Reference

Surname:*

First and middle names:*

Title:

If other:

Mobile phone:

Home phone:

Work phone:

Primary email address:

Alternative email address:

Position:*

School/Kura/Centre or
ITE Provider:

Involvement in the alleged matter:

Reference

Surname:*

First and middle names:*

Title:

If other:

Mobile phone:

Home phone:

Work phone:

Primary email address:

Alternative email address:

Position:*

School/Kura/Centre or
ITE Provider:

Involvement in the alleged matter:

- **Note:** Please attach any relevant documents (e.g. emails, letters, photos). If documents are available but you do not have access to it, add the name and details of the person who can supply it on the previous page (who else can we contact).

7. Declaration

I understand that the teacher will be notified of the mandatory report and will be made aware of my name, position and the School/Kura/Centre or ITE Provider.

I understand the Teaching Council Aotearoa New Zealand sends a copy of this complaint form and all the information that is received about a teacher to him or her in accordance with the rules of natural justice and the Privacy Act 2020.

Signature:

Date: