

## Endorser Guideline: issue or renewal of practising certificates

### About this guideline

A new policy for registration and certification of teachers and professional leaders has recently been launched. As the policy was developed, the teaching profession was clear that it should promote a culture of high-trust. This would recognise that teachers and professional leaders are well-equipped to work together to ensure high-quality and safe teaching, and learning and leadership is evident across all sectors and in all settings.

The new policy seeks endorsements on individual applications to be issued with or renew a practising certificate from professional leaders. This means the professional judgement exercised when doing an endorsement will now be the signal to the Teaching Council to process the application for approval. The Council will no longer undertake further checks, unless the application falls outside the normal parameters for issue or renewal of a practising certificate.

At the same time as the policy has been refreshed, a new online services system has been implemented for teachers applying for, or renewing their practising certificate.

This guideline, for endorsers, provides direction to professional leaders about what they are accountable for, when they endorse an application for issuing or renewal of a practising certificate through Hapori Matatū. We encourage professional leaders to contact the Council if they are unsure about any aspect of the endorsement process.

### Glossary of terms

**Endorser:** professional leaders who endorse teacher applications for issue or renewal of their practising certificates based on their professional judgement and processes that are in place at their centre/school/kura or ITE provider.

**Endorsement:** statement from a professional leader endorsing that the applicant meets or is likely to meet the *Standards for the Teaching Profession* | *Ngā Paerewa mō te Umanga Whakaakoranga*; have completed satisfactory recent professional development; and made progress in te reo and tikanga Māori.

**Professional leader:** principal of a school, senior leader of a kindergarten association, centre manager or owner licensee of an early childhood centre, or senior staff member of a Tertiary Education Institution (TEI). If you are employed as a professional leader, your employer has endorsement responsibilities for the renewal of practising certificates.



## Endorsing teachers

### What is an endorser?

Endorsers are professional leaders who endorse teacher applications for issue or renewal of their practising certificates based on their professional judgement and processes that are in place at their centre/school/kura.

The aim of endorsement is to support quality practice and give assurance that the teacher meets or is likely to meet the *Standards | Ngā Paerewa*.

### Why does a teacher's application for a practising certificate need to be endorsed?

- It shows the applicant meets or is likely to meet the *Standards | Ngā Paerewa*.
- To provide quality assurance that Section 377 of the Education Act is met - that the Council ensures "...safe high-quality leadership, teaching, and learning for children and young people in early childhood, primary, secondary, and senior secondary schooling in English medium and Māori medium settings through raising the status of the profession."

### What am I endorsing?

As an endorser, you are telling the Council that the teacher:

- Meets, or is likely to meet the *Standards | Ngā Paerewa*, depending on the practising certificate.
- Has shown progress in, and will continue to commit to ongoing development and practise of te reo ngā tikanga Māori, as required by the *Standards | Ngā Paerewa*.
- Has undertaken appropriate induction and mentoring and/or professional development.

### How do I know if the applicant meets the *Standards | Ngā Paerewa* and other requirements for practising certificate issue or renewal?

One element of the Accord agreed between the Government, PPTA Te Wehengarua and NZEI Te Riu Roa is a commitment to removing teacher performance appraisal as an accountability instrument, in recognition that in some settings the process has become burdensome.

Work on 'rethinking appraisal' is underway, with some changes able to be implemented quite quickly, while others (such as legislative changes) are likely to take longer.

Until these changes are agreed, professional leaders will continue to endorse based on the teacher's participation in an appraisal system as follows:

- An [annual summary report](#) that states whether or not the individual meets the *Standards | Ngā Paerewa*
  - the annual summary report is the only teacher documentation that is required for the purposes of the audit ERO undertakes on behalf of the Teaching Council.
- The individual being observed once annually and involved in two conversations ideally with an appraiser who is familiar with the day to day work of the teacher
  - the Council has listened to the profession and accepts that one observation may suffice for fully certificated teachers.
- The Council is not asking (and not requiring) to see copies of the annual summary report,



or any evidence. Instead we rely on the professional judgement of the appraiser and the professional leader making the endorsement.

- While schools/kura/centres or ITE providers are free to design their appraisal processes there is no requirement in law or by any agency that an appraisal system must include:
  - an inquiry to be undertaken by teachers;
  - reports to be kept of all the professional development teachers undertake; or
  - a portfolio of evidence compiled by teachers.

The [Quality Practice Template](#) with the completion guideline is a valuable tool to ensure clarity about what the *Standards | Ngā Paerewa* look like and how they can be used to inform professional conversations in your context.

## Policy requirements to renew a practising certificate

Professional leaders are required to endorse whether teachers meet, or are likely to meet the *Standards | Ngā Paerewa*, have completed satisfactory professional development in the last three years, and have shown progress in their development of te reo me ngā tikanga Māori.

If the teacher holds Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate but has not yet met the requirements for a Tiwhikete Whakaakoranga Tūturu | Full (Category One) Practising Certificate, but has completed some teaching, Tōmua | Provisional can be renewed. The Council may require the teacher to participate in a teacher refresh process.

If a teacher already holds Tūturu | Full (Category One), their professional leader has endorsed them as meeting all the *Standards | Ngā Paerewa* and they meet all the other requirements for renewal, their Tūturu | Full (Category One) is likely to be renewed.

If a professional leader cannot endorse a teacher as meeting all of the *Standards | Ngā Paerewa* because of their role type, but considers that they are likely to meet them, they may be issued with Tiwhikete Whakaakoranga Pūmau | Full (Category Two) Practising Certificate.

This practising certificate can be renewed if the teacher has continued to be employed in a role not comprehensive enough to be endorsed as meeting all the *Standards | Ngā Paerewa*, but where they are considered likely to meet the *Standards | Ngā Paerewa*.

## Online process for endorsers of teachers

Teachers wishing to renew their practising certificate log into Hapori Matatū, completing sections about their teaching experience, applicant details and their most recent professional leader details. They will also nominate an endorser who will usually be their current professional leader.

Their endorser will then receive an email prompting them to complete the endorsement by ticking the relevant boxes for the teacher. If required they may need to complete and upload a [Conflict of Interest form](#).

If the teacher has been at their current place of employment for less than one term, the Council will accept an endorsement from the professional leader who most recently employed them for one term or more. If a professional leader is not close enough to the teacher or has only worked in their role for a short time, and does not feel able to confidently endorse, they should seek information from previous professional leaders or mentor teachers.



Table 1: This table shows the question an endorser will be asked (online) for each practising certificate type

Endorser questions		Professional Conversation	Induction & Mentoring	Professional Development	Te Reo me ngā tikanga Māori	Meets/is likely to meet the <i>Standards   Ngā Paerewa</i>
Tōmua to Tūturu	Provisional to Full (Category One)	Y	Y		Y	Y
Tōmua to Tūturu	Provisional (1 year overseas*) to Full (Category One)	Y	Y		Y	Y
Tōmua	Provisional renewal	Y		Y	Y	Y
Tūturu	Full (Category One) renewal	Y		Y	Y	Y
Pūmau	Full (Category Two) renewal	Y		Y	Y	Y
Tūturu to Pūmau	Full (Category One) to Full (Category Two)	Y			Y	Y
Pūmau to Tūturu	Full (Category Two) to Full (Category One)	Y	Y		Y	Y

\* You have evidence that you have completed at least one year of induction and mentoring and teaching overseas and have completed at least one year of formal induction and mentoring in a position of at least 0.5 FTE in New Zealand.



## What if I don't feel able to endorse the applicant?

If you decline to endorse, you can put in a commentary or upload a document to provide further information or clarification. When this information comes to the Council's registration officer, it will be assessed and we may contact you for further information or advice.

Table 2: Scenarios where the endorser is unsure whether to endorse

Scenario	Resolution
The applicant does not meet all the <i>Standards   Ngā Paerewa</i> because of their role type (part-time, relieving) which means their teaching practise may not be able to be observed in the same way as if they were in a full-time role.	If you believe they are likely to meet the <i>Standards   Ngā Paerewa</i> if they were working in a broader, more full-time role, the applicant can be issued with Pūmau   Full (Category Two).
The applicant has less than the required two years uninterrupted teaching.	You can use your professional judgement if you consider the applicant meets/is likely to meet the <i>Standards   Ngā Paerewa</i> .
The applicant has worked in your school/kura/centre or ITE provider for less than one term.	An endorsement can be sought from the professional leader who most recently employed the applicant for one term or more. OR You can seek information from previous professional leaders or mentor teachers.
The principal/centre manager has retired/left the profession and you (as professional leader) have not been long in your role.	You will need to sight a summary of any records of professional conversations etc.
You are a relative or close friend of the applicant.	The applicant will need an endorsement from another appropriate person from within your educational setting or another professional leader to avoid a conflict of interest. As their professional leader, you will need to complete the <a href="#">Conflict of Interest form</a> indicating how this will be managed.



The applicant is participating in an advice or guidance programme to address identified concerns with their teaching practice or is the subject of a conduct or competence investigation.

If the teacher is on an advice and guidance programme, or is about to be, and is participating fully in it, you should endorse the practising certificate renewal.

*Please refer to the information provided in NZEI and PPTA collective agreements to ensure the correct process is followed.*

Once an advice and guidance programme is complete, if the teacher has not made satisfactory progress, and hasn't met the required level of competence, their employer is legally required to submit a mandatory report to the Council. The Council will then initiate its own processes.

Note that the Council will continue to renew any practising certificate held by any teacher who is the subject of a complaint until such a time as the complaint has been concluded. The Council is required by law to do this in situations where a complaint is under investigation and the professional leader chooses not to endorse.

The practising certificate may have specific undertakings associated with it, depending on the nature of the issue.

## Endorsing professional leaders

When a centre manager/owner/licensee or principal (who is a professional leader) is applying for a practising certificate, the head of faculty, chair of the Board or head of a similar governing body will now endorse their application.

Previously the Council also required a senior teacher to share this responsibility - this is no longer required. This reinforces the high-trust environment that the profession and the Council work in - recognising the professionalism of teachers and professional leaders.

## Online process for endorsers of professional leaders

For professional leaders the process for practising certificate renewal will not be completely online as it is for teachers.

This is the process for professional leader endorsement:

The professional leader endorses themselves online and downloads the endorsement document to give to their Board Chair to complete. The professional leader can then upload the completed form into their application in Hapori Matatū.

