Requirements for a Centre Owner and Manager’s Appraisal when applying for or renewing a Full Practising Certificate

A centre owner/manager who wishes to maintain a Full Practising Certificate must be involved in an ongoing appraisal system where they demonstrate in practice and have evidence of meeting the Standards for the Teaching Profession (Our Standards). Their learners may be the teachers (and the children) in their service rather than only the children. Where their teaching involves the teachers they employ and not children, i.e. in a professional development, ‘leader of learning’ way, the same expectations as of other certificated teachers applies.

The appraisal system would involve them in an appraisal cycle that includes being observed (at least two times annually) engaging in discussion about their teaching/leadership and its impact on learners, receiving feedback on their teaching, and having opportunities to discuss and plan for their professional growth. This process would be undertaken by someone with a Full Practising Certificate but will not be someone employed by them or be a member of the appraisee’s family. This appraisal process should enable them to provide evidence of how they meet all the Standards for the Teaching Profession in their role.

If a centre owner/manager has an appraisal process set up with a person who does not hold a Full Practising Certificate, then there also needs to be a second endorser involved in the process. This second endorser may be a senior member of staff or a professional leader or teacher from another ECE service. They will hold a Full Practising Certificate and have opportunities to observe the centre owner’s teaching practice, provide feedback and have conversations in relation to improving practice and meeting the standards. The documentation of these observations and the discussion and feedback that ensues should be kept in the appraisal records.

The Education Council requires an annual summary report to be completed for each teacher (including professional leaders) holding a practising certificate. An example of a summary report is available along with other resources for developing appraisal systems on the Council website http://educationcouncil.org.nz/appraisal. The report format illustrates the type of evidence it is expected will be used to inform the appraisal processes. The report’s content and structure indicates that the teacher has participated in a robust performance review/appraisal process.

As part of the appraisal audit and moderation function undertaken on behalf of the Council, the Education Review Office (ERO) reviewers, as part of their regular review of the service, will view the appraisal summary report for everyone who has had an application for practising certificate endorsed in the preceding twelve months. More information about this process can be found at http://www.ero.govt.nz/how-ero-reviews/education-council-audit/

If a centre owner/manager, through the scope of their role, is not able to meet the Standards for the Teaching Profession, then an application for a subject to confirmation practising certificate would be appropriate.

All ECE services are expected to have performance management systems in place for all staff, including the professional leader, as outlined in Regulation 47 (1)(a). Performance management systems should include robust appraisal processes for all staff (Licensing Criteria, GMA 7).

1 The Standards for the Teaching Profession may be used in place of the Practicing Teacher Criteria (PTC) in appraisal from July 2017. Required use is from January 2018.
Therefore, owners/managers who do not wish to or are unable to maintain a full practicing certificate should still be appraised.

**In summary:**

- Regulation 47 (1)(a) and Licensing Criteria, GMA 7 require that all centres conduct appraisals for all staff.

- A centre owner/manager who wishes to maintain a Full Practising Certification must be involved in an ongoing appraisal process where they receive feedback on their teaching. (‘Teaching’ refers to leading the learning of adults and/or children.) They must be able to demonstrate and have evidence of meeting the *Standards for the Teaching Profession*.

- If a centre owner/manager has an appraisal process set up with a person who is not a certificated teacher then there also needs to be a second endorser involved in the process. This person must be a fully certificated teacher who has opportunities to observe the centre owner’s teaching practice, provide feedback and have discussions in relation to meeting the criteria.

- If unable to demonstrate meeting the criteria, eventually the centre owner/manager will be applying for a practising certificate with the category of subject to confirmation.

The Education Council requires an annual summary report to be completed for each teacher/professional leader holding a practising certificate.