



University of Otago College of Education Application Pack



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GUIDELINES AND APPLICATION PROCESS

PAGES 1-2

Please keep these sections for your reference

SECTION 1 APPLICATION FORM (ALL APPLICANTS)

PAGES 3-11

To be completed and returned to the University of Otago College of Education:

Mail:
Freepost 108584
Selection Coordinator
University of Otago
College of Education
PO Box 56
Dunedin 9054
New Zealand

In Person:
145 Union Street East
Dunedin

SECTION 2 CONFIDENTIAL REFEREE FORMS

PAGES 13-16 & 17-20

To distribute to your two referees. Your referees will need to send the completed forms directly to the Selection Coordinator (postal address details in Section 1)

SECTION 3 CONFIDENTIAL SCHOOL REPORT

PAGES 21-24

For school leavers (students in their final year of secondary school)

To be given to either the Principal/Dean/Careers Adviser. This should be sent directly to the Selection Coordinator (postal address details in Section 1)

APPLICATION CHECKLIST AND IMPORTANT CONTACTS

BACK PAGE

Please keep these sections for your reference

GUIDELINES

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

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 your two referees
- School leavers require one Referee Report and one School Confidential Report
- An application cannot proceed without both referee reports
- 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, NCEA or other school leaving qualifications)

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:

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 (e.g. *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

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.

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 Selection Coordinator:

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 answer "Yes" please provide a medical certificate from your Doctor/Specialist regarding your ability to complete a programme at University of Otago College of Education.

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 Selection Coordinator 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)
- International applicants will be contacted by the International Office
- 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.

If you have any further queries, contact the Selection Coordinator – Suzanne Cochrane: + 64 3 479 4217 or suzanne.cochrane@otago.ac.nz

APPLICATION PROCESS

Complete and Submit your Application (Pages 3-11)

Make sure you have completed all the requirements and send back to the College of Education **BY MONDAY 29 AUGUST 2011**. Priority is given to those who apply by this date. Late applications may be accepted but are subject to a waitlist and may be declined.

Send to
Freepost 108584
Selection Co-ordinator
University of Otago
College of Education
PO Box 56
Dunedin 9054
New Zealand

Referees' reports (Pages 13-16 & 17-20)

Two referee reports (including a confidential school report if you are a school leaver – pages 21-24) are required before an applicant is considered for shortlisting. **Please ensure referees send reports in promptly.**

Receipt of application

You will receive acknowledgement of your application within two weeks. If this does not happen, please contact: **Suzanne Cochrane - Selection Co-ordinator on (03) 479-4217** or suzanne.cochrane@otago.ac.nz

Shortlisted for an interview

Applicants will be contacted by the co-ordinator regarding an interview time. Interview panels will be held from August – January and you will be interviewed within this timeframe. Please be patient.

Not offered an interview

Letter sent to applicant

Interview

Accepted or Provisionally Accepted

(Under 20: Dependent on gaining admission to University. Graduate courses: Prerequisite papers and/or degree completion is required)
Receive an offer into the Teacher Education Programme.

Not offered

Not suitable for Teacher Education at this time. Letter sent to applicant.

Accept offer

Return offer letter and register to study at the University of Otago on 0800 80 80 98 or online: www.otago.ac.nz

Decline or Defer offer

You will still need to return offer letter to the College of Education as soon as possible indicating your decision.

Gain Admission to the University

**Welcome to the University of Otago
College of Education!**

Admission to University Declined

Contact the College of Education regarding your options.



APPLICATION FORM

Please attach passport-size photograph here (Do not staple)

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

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)

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

Date of Birth | | 19 | |

Place of Birth

Age

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

Witnessed copy of passport or birth certificate enclosed (tick)

Current 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 | |

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)

- New Zealand Citizen
- New Zealand Permanent Resident
- Australian Citizen
- Other (please specify)
- MFAT Scholarship
- Full Fee Paying Foreign Student
- Exchange Student
- 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. WHAT IS YOUR MAIN ACTIVITY/OCCUPATION AT 1 OCTOBER

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

3. DISABILITY SUPPORT

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

4. MEDICAL HISTORY

If you are unsure how to answer this question you can discuss it, in confidence, with the Selection Coordinator or refer to page 1 for guidelines in answering this question.

Do you have a medical or psychological condition? 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.

5. 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 transcript or other relevant school documents.

6. PREVIOUS TERTIARY STUDY (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

Otago ID (if applicable)

Degree/Diploma/Certificate Completed or partially completed

Qualification	Institution	Year

7. OTHER RELEVANT QUALIFICATIONS

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

Qualification	Institution	Year

8. EARLY CHILDHOOD AND PRIMARY ONE-YEAR GRADUATE DIPLOMA APPLICANTS ONLY

Please indicate the papers you have completed or are currently studying in Education. If you have never studied at the University of Otago please include your degree transcript.

Education Papers

Code	Paper Title	Points Gained	University

9. SECONDARY TEACHING APPLICANTS ONLY

Please refer to the Handbook and your tertiary qualification transcript when choosing your two teaching subjects. Please indicate the papers you have completed or are currently studying which support the programme pre-requisites. Please include your degree transcript.

First Teaching Subject

Tertiary courses showing full subject, titles, codes and levels which support this teaching subject

Second Teaching Subject

Tertiary courses showing full subject, titles, codes and levels which support this teaching subject

If you have a third teaching subject, please list the details here.

Third Teaching Subject

Tertiary courses showing full subject, titles, codes and levels which support this teaching subject

10. 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	

13. 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"/>

14. OFFENCES AGAINST THE LAW

Please complete the consent to disclosure of information form on page 11.

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

Are you at present awaiting trial or part of any police enquiry? Yes No

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

Should a conviction occur after submitting this application, you are required to advise the Selection Coordinator immediately.

15. DECLARATION

Please complete the Consent form on page 10.

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 | |

Please use the Application Checklist (Back page) to ensure you have filled out all relevant sections.

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



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)

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)

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



SCHOOL LEAVERS ONLY (STUDENTS IN THEIR FINAL YEAR OF SECONDARY SCHOOL)

UNIVERSITY OF OTAGO COLLEGE OF EDUCATION

CONFIDENTIAL REFEREE 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

APPLICATION CHECKLIST

DONE

Section 1 – completed by you

Section 2 – given out to your two referees

Section 3 – given out to your school

Recent Experiences

Written Statement

Witnessed copy of birth certificate/passport

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 on page 3 of the application form

Declaration Signed off (Page 9)

Privacy Act – Signed off (Page 10)

Consent to Disclosure of Information / Police formed signed off (Page 11)

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