



**Guide to the  
Playcentre Education Enrolment Form**

# Guide to the Playcentre Education Enrolment Form

## Introduction

This Guide provides additional information for adults enrolling, for the **first time**, in a Playcentre Education **Course 2 or above** and for those helping them to fill in this enrolment form.

Please do not be daunted by the size of the form – we will only need to collect most of this information from you **ONCE** during your Playcentre education experience and having done so, in future, as you begin another module or course you will simply fill in a short re-enrolment form to let us know you are ready to proceed with the next part of your learning.

NZPF applies for government money so that the Playcentre Education programme is funded nationally by tertiary education funding, the benefits of which, are spread across all participants so that the programme can be available to all Playcentre parents in NZ at no or very little cost to the individual. Your responses on the form enable us and MOE/TEC<sup>1</sup> to know how much and what sort of funding can legitimately be sought for the programme from your enrolment and participation.

---

## Instructions

Please follow the instructions on the form.

- Fill in clearly with a pen
  - Complete all sections except where the form states that the information is voluntary
  - You **MUST sign** the form
  - Attach copies of the documents as described on p4 of the form
- 

### Information on p1 of the form

This information will be supplied to your Association Education team so that they can make contact with you and provide the programme to you.

## Personal Details

are requested to identify learners.

For the MOE/TEC to prevent the enrolment of non-existent learners and to determine eligibility for Playcentre to seek funding associated with this enrolment.

Q1 - Your name – the name you want to be addressed by in Playcentre ie. what you like to be called and wish to have your training record kept under.

Q2 - provides the opportunity for you to identify your preferred first name.

Q3 - Alternative name/s - If you have been enrolled in a Playcentre programme in the past under a different name this information will help us to match records and ensure past credit is recognised.

Or

If your legal name is different from the name you wish to use in Playcentre put your legal name here as it appears on and matches the name on the particular citizenship/residency documents (eg birth certificate or passport) provided for Question 12 and explained on p4 of the enrolment form.

Note: It is possible to have your legal name remain entirely confidential and

---

<sup>1</sup> MOE = Ministry of Education, TEC = Tertiary Education Commission

for you to be known in your centre/association only by your preferred name.

Contact the TEFM<sup>2</sup> if you require this level of confidentiality.

Q4/5 - Date of Birth and Gender help identify you – so you won't be confused with someone else with the same name for example. The MOE requires DOB for statistical and eligibility purposes.

Q6 - Your address/contact details allow Playcentre Education (your association or the federation) to send you materials, information and to return work after commenting. Your personal details are stored in accordance with the Privacy Act and are not revealed to any unauthorised party. In reporting to the MOE/TEC your name is replaced by a code name generated in our database and apart from your postal code no other address/contact details are passed to any outside agencies.

**Courses/Modules** Q 9 - The Playcentre Education programme is accredited by NZQA and leads to the award of a qualification – the Playcentre Diploma in Early Childhood and Adult Education. The programme is made up of courses and courses are made up of modules.

If you are beginning Course Two simply circle eg. Course 2

If you are beginning Course Three or above circle the appropriate Course number and then list the module or modules you wish to work on now – you may select some, all or just one of the modules within that course – write the module name or number (eg 4.1 or Learning for children and adults)

The module names and numbers are:

2000 Curriculum (now retired)

2006 and 2010 Curriculum

**Course Two: The Playcentre Way**

module 2.1 Intro to Planning and Evaluation  
module 2.2 Celebrating Culture  
module 2.3 Basic communication Skills

**Course Three: Playcentre Sessions**

module 3.1 Effective Playcentre Sessions  
module 3.2 Learning and Development  
module 3.3 Te Tiriti o Waitangi

**Course Four: Playcentre Practice**

module 4.1 Learning for Children and Adults  
module 4.2 Inclusive Practice  
module 4.3 Safe Supervision in an EC Setting  
module 4.4 Regulations and Requirements

**Course Five: Playcentre in Context**

module 5.1 Programme Planning  
module 5.2 Principles of Partnership  
module 5.3 Playcentre in the NZ Community

**Course Six: The Playcentre Education Diploma**

module 6.1 Professional Practice in Playcentre  
module 6.2 Environments for Learning  
module 6.3 Advanced Leadership  
module 6.4 Elective Study

Your association will assist with a transition programme if you previously enrolled in the 2000 curriculum.

**Course Two: The Playcentre Way**

module 2.1.06 Intro to Planning and Evaluation  
module 2.2.06 Celebrating Culture  
module 2.3.06 Basic communication Skills

**Course Three: Playcentre Sessions**

module 3.1.06 Effective Playcentre Sessions  
module 3.2.06 Learning and Development  
module 3.3.06 Te Tiriti o Waitangi  
module 3.4.06 Team Work in Playcentre

**Course Four: Playcentre Practice**

module 4.1.06 Learning & Teaching Approaches in Playcentre  
module 4.2.06 Inclusive Practice  
module 4.3.06 Safe Supervision in Playcentre  
module 4.4.06 Stepping into Leadership in Playcentre

**Course Five: Playcentre in Context**

module 5.1.06 Programme Planning  
module 5.2.06 Principles of Partnership  
module 5.3.06 Playcentre in the NZ Community  
module 5.4.96 Leadership in Playcentre  
module 5.5.06 Learning to Assess

**Course Six: The Playcentre Education Diploma**

module 6.1.06 Professional Practice in Playcentre  
module 6.2.06 Environments for Learning  
module 6.3.06 Partnership the Playcentre Way  
module 6.4.06 Advanced Leadership

<sup>2</sup> TEFM = Tertiary Education Funding Manager (see last page for contact details)

**Credit for prior learning** Q10 - If you are seeking recognition of prior learning please indicate this on your enrolment form so that this can be followed up with you. Your local Association Education team will supply you with the appropriate application form and information about the process.

**Disability/Learning or Language Support** Q 11 - Supplying this information is entirely voluntary. We are required to ask this question but you do not have to answer it. The MOE's purpose here is to monitor access and participation for those with disabilities. Our focus is on how we can support you. If you would rather talk to someone about any learning support you might find helpful you are welcome to write 'please contact me' and someone from the association education team will contact you to discuss support.

---

### Information on p2 of the form

This information is for MOE/TEC for funding and statistical calculations. It will not be kept in your association but processed only at Federation level for statistical reporting.

**Citizenship and Residency** Q12 - The MOE and TEC require that we must have evidence of NZ citizenship or residency in order to establish "domestic student status" ie. eligibility to formally enrol with Playcentre Education – this evidence is provided by the verified or certified photocopy of documentation requested. The type of documents which serve this purpose are listed on page 4 of the enrolment form along with the Playcentre personnel who may sign to verify the photocopy.

You do not need to send original documents anywhere – a photocopy can be signed and dated by an approved Playcentre Education person who has sighted both the original document and the photocopy alongside each other. They then sign the photocopy which becomes 'a verified copy of the original document'. If you wish you may use a certified copy of one of the documents listed. A certified copy is the same as a verified copy but one signed by particular officials: a Justice of the Peace (listed in the yellow pages), a Notary Public, a GP, a Deputy Registrar or Officer of the Court, an MP, a Solicitor, a Police Officer, Military personnel, School principal, Public Trust officer, WINZ staff, a church minister, a Kaumatua. They sign and date the copy, write their designation and a statement "this is a true copy of an original document I have sighted." Note that the person certifying or verifying the copy must not be a family member of the person whose document they are certifying or verifying.

Special provisions apply to certain overseas military personnel, diplomatic staff and their families or persons associated with Operation Deep Freeze and for refugees – please contact the TEFM<sup>3</sup> for specific information in these cases. If you would prefer that your local Playcentre or Association does not see your documents contact the TEFM who can offer confidential assistance.

### Ethnicity

Q 13 - statistical data for MOE.  
You may identify up to three codes.

### Iwi

Q 14 - statistical data for MOE. You may identify up to three iwi either by name or code. An A4 coloured reference card with the NZ Standard Classification of Iwi can be found in your centre. For an explanation of these statistical codes see <http://www2.stats.govt.nz/domino/external/web/carsweb.nsf/Standards/Iwi> or [http://www.educationcounts.govt.nz/data-services/collecting-information/code\\_sets/iwi\\_data\\_\\_collection\\_and\\_use](http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/iwi_data__collection_and_use)

---

<sup>3</sup> TEFM = Tertiary Education Funding Manager (see last page for contact details)

## The New Zealand Standard Classification of Iwi

### **Te Tai Tokerau/Tāmaki-Makaurau**

#### **(Northland/Auckland) Region**

- 0100 Te Tai Tokerau/Tāmaki-makaurau  
(Northland/Auckland) Region not further defined
- 0101 Te Aupōuri
- 0102 Ngāti Kahu
- 0103 Ngāti Kurī
- 0104 Ngāpuhi
- 0105 Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
- 0106 Te Rarawa
- 0107 Ngāi Takoto
- 0108 Ngāti Wai
- 0109 Ngāti Whātua
- 0110 Te Kawerau
- 0111 Te Uri-o Hau
- 0112 Te Roroa

### **Hauraki (Coromandel) Region**

- 0200 Hauraki (Coromandel) Region  
not further defined
- 0201 Ngāti Hako
- 0202 Ngāti Hei
- 0203 Ngāti Maru (Marutuahu)
- 0204 Ngāti Paoa
- 0205 Patukirikiri
- 0206 Ngāti Porou ki Harataunga ki Mataora
- 0207 Ngāti Pūkenga ki Waiiau
- 0208 Ngāti Rāhiri Tumutumu
- 0209 Ngāti Tai (Hauraki)
- 0210 Ngāti Tamaterā
- 0211 Ngāti Tara Tokanui
- 0212 Ngāti Whanaunga

### **Waikato/Te Rohe Pōtae (Waikato/King Country)**

#### **Region**

- 0300 Waikato/Te Rohe Pōtae (Waikato/King Country)  
Region not further defined
- 0301 Ngāti Haua (Waikato)
- 0302 Ngāti Maniapoto
- 0303 Ngāti Raukawa (Waikato)
- 0304 Waikato

### **Te Arawa/Taupō (Rotorua/Taupō) Region**

- 0400 Te Arawa/Taupō (Rotorua/Taupō) Region  
not further defined
- 0401 Ngāti Pūkiao (Te Arawa)
- 0402 Ngāti Rangiteaorere (Te Arawa)
- 0403 Ngāti Rangitihi (Te Arawa)
- 0404 Ngāti Rangiwewehi (Te Arawa)
- 0405 Tapuika (Te Arawa)
- 0406 Tarāwhai (Te Arawa)
- 0407 Tūhourangi (Te Arawa)
- 0408 Uenuku-Kōpako (Te Arawa)
- 0409 Waitaha (Te Arawa)
- 0410 Ngāti Whakaue (Te Arawa)
- 0411 Ngāti Tūwharetoa
- 0412 Ngāti Tahu-Ngāti Whaoa (Te Arawa)

### **Tauranga Moana/Mātaatua (Bay of Plenty) Region**

- 0500 Tauranga Moana/Mātaatua (Bay of Plenty)  
Region not further defined
- 0501 Ngāti Pūkenga
- 0502 Ngaiterangi
- 0503 Ngāti Ranginui
- 0504 Ngāti Awa
- 0505 Ngāti Manawa
- 0506 Ngāi Tai (Tauranga Moana/Mātaatua)
- 0507 Tūhoe
- 0508 Whakatōhea
- 0509 Te Whānau-a-Apanui
- 0510 Ngāti Whare

### **Te Tairāwhiti (East Coast) Region**

- 0600 Te Tai Rāwhiti (East Coast) Region not further defined
- 0601 Ngāti Porou
- 0602 Te Aitanga-a-Māhaki
- 0603 Rongowhakaata
- 0604 Ngāi Tāmanuhiri

### **Te Matau a Māui/Wairarapa (Hawkes Bay/Wairarapa)**

#### **Region**

- 0700 Te Matau a Maui/Wairarapa  
(Hawkes Bay/Wairarapa) Region not further defined
- 0701 Rongomaiwahine (Te Māhia)
- 0702 Ngāti Kahungunu ki Te Wairoa
- 0703 Ngāti Kahungunu ki Heretaunga
- 0704 Ngāti Kahungunu ki Wairarapa
- 0705 Ngāti Kahungunu, region unspecified
- 0706 Rangitāne (Te Matau a Maui/Hawkes Bay/Wairarapa)
- 0707 Ngāti Kahungunu ki Whanganui-a-Orotu
- 0708 Ngāti Kahungunu ki Tamatea
- 0709 Ngāti Kahungunu ki Tamakinui a Rua
- 0710 Ngāti Pāhauwera
- 0711 Ngāti Rāhaipaaka

**Taranaki (Taranaki) Region**

0800	Taranaki (Taranaki) Region not further defined
0801	Te Atiawa (Taranaki)
0802	Ngāti Maru (Taranaki)
0803	Ngāti Mutunga (Taranaki)
0804	Ngā Rauru
0805	Ngā Ruahine
0806	Ngāti Ruanui
0807	Ngāti Tama (Taranaki)
0808	Taranaki
0809	Tangāhoe
0810	Pakakohi

**Whanganui/Rangitīkei (Wanganui/Rangitikei) Region**

0900	Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region not further defined
0901	Ngāti Apa (Rangitīkei)
0902	Te Ati Hau Nui-A-Pāpārangi
0903	Ngāti Haua (Taumarunui)
0904	Ngāti Hauti

**Manawatū/Horowhenua/Te Whanganui a Tara  
(Manawatū/Horowhenua/Wellington)**

1000	Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington) Region not further defined
1001	Te Atiawa (Te Whanganui a Tara/Wellington)
1002	Muaūpoko
1003	Rangitāne (Manawatū)
1004	Ngāti Raukawa (Horowhenua/Manawatū)
1005	Ngāti Toarangatira (Te Whanganui a Tara/Wellington)
1006	Te Atiawa ki Whakarongotai
1007	Ngāti ki Te Upoko o Te Ika (Te Whanganui-a- Tara/Wellington)

**Te Waipounamu/Wharekauri (South Island/Chatham  
Islands) Region**

1100	Waipounamu/Wharekauri (South Island/Chatham Islands) Region not further defined
1101	Te Atiawa (Te Waipounamu/South Island)
1102	Ngāti Koata
1103	Ngāti Kuia
1104	Kāti Mamoe
1105	Moriori
1106	Ngāti Mutunga (Wharekauri/Chatham Islands)
1107	Rangitāne (Te Waipounamu/South Island)
1108	Ngāti Rārua
1109	Ngāi Tahu / Kāi Tahu
1110	Ngāti Tama (Te Waipounamu/South Island)
1111	Ngāti Toarangatira (Te Waipounamu/South Island)
1112	Waitaha (Te Waipounamu/South Island)
1113	Ngāti Apa ki Te Rā Tō

**Iwi not named, but waka or Iwi confederation known**

2001	Tainui
2002	Te Arawa
2003	Tākitimu
2004	Aotea
2005	Mātaatua
2006	Mahuru
2007	Māmari
2008	Ngātokimatawhaorua
2009	Nukutere
2010	Tokomaru
2011	Kurahaupō
2012	Muriwhenua
2013	Hauraki / Pare Hauraki
2014	Tūranganui a Kiwa
2015	Te Taihū o Te Waka a Māui
2016	Tauranga Moana
2017	Horouta

**Iwi named but region unspecified**

2101	Te Atiawa, region unspecified
2102	Ngāti Haua, region unspecified
2103	Ngāti Maru, region unspecified
2104	Ngāti Mutunga, region unspecified
2105	Rangitāne, region unspecified
2106	Ngāti Raukawa, region unspecified
2107	Ngāti Tama, region unspecified
2108	Ngāti Toa, region unspecified
2109	Waitaha, region unspecified
2110	Ngāti Apa, area unspecified
2111	Ngāi Tai, area unspecified

**Hapū affiliated to more than one iwi**

2200	Hapū affiliated to more than one Iwi
------	--------------------------------------

**Other**

4444	Do not know name of Iwi
5555	Refused to answer
7777	Response unidentifiable
8888	Response outside scope
9999	Not stated

**Prior Activity** Q15 - statistical data for MOE. What you were doing (main activity) at 1 Oct of the previous year.

**Secondary School information** Q16 - is collected for the MOE for statistical purposes only.

**Tertiary Study** Q17 - statistical data for MOE. This is to be the first year in which you did any study since secondary school. It does not include hobby classes. If Playcentre Education courses are your first courses since school put the current year.  
The three questions above provide numbers for government statisticians and policy makers to monitor and report on trends in education.

---

### Information on p3 of the form

**NSN** Q18 - If you have studied with another Tertiary Education Organisation or done NCEA or unit standards which were recorded on a Record of Learning with NZQA you will already have an NSN (a National Student Number). The National Student Index (NSI) is a database, system and set of processes used to give every learner a unique number. It enables the TEC/MOE to link statistical information without the use of names. The NSI is a secure database with authorised access only. Agencies outside the education sector are not permitted to use NSNs and NSNs cannot be linked to personal contact or address data. There is a matching programme in progress to match all NSI data with the NZ Birth Register. For information about the matching project and the NSI or to request a copy of the details held about you on the NSI go to <http://www.minedu.govt.nz/NZEducation/EducationPolicies/TertiaryEducation/ForTertiaryEducationInstitutions/NationalStudentIndex.aspx> If you have and know your NSN fill in the boxes – if you don't have an NSN, don't know it or can't remember it just leave the spaces blank.

Your association will be advised of a unique Playcentre Education ID number which will be assigned by our Student Management System when your enrolment is processed – Your Playcentre ID will enable us to recognise you when you re-enrol in further courses so that next time you start a course or module we will only need to collect minimal information.

**Declaration, Signature and Date** Your signature and date on the form are essential. It confirms:

- the details you have given are true and correct and are yours
- that you have accepted the conditions regarding protection of privacy outlined on the form and the code of conduct in the Playcentre Education Student Information Handbook.

You should be given a Student Information Handbook by your association Education team. The enrolment form is like a contract in which you propose to do the Playcentre adult education programme and when we accept it we agree to provide you with the courses.

### **Information on p4 on the form**

P4 simply provides you with information about documentation and what will happen to your form. There is nothing for you as an enrolling learner to fill in on this page. It has shaded boxes for administration purposes in your association and for the Student Management System Administrator (this function will be performed or supervised by the TEFM)

If you need further information or help firstly please contact  
Your local Association Playcentre Education Team who will be able to assist you.

or you may contact  
The NZPF: Playcentre Education  
Tertiary Education Funding Manager  
8 Geoffrey Place, Hillcrest, Hamilton, 3216  
Phone 07 8568684  
Email [education@playcentre.org.nz](mailto:education@playcentre.org.nz)