

# Language Competency Hui

24 February 2022



**Teaching  
Council of  
Aotearoa  
New Zealand**

Matatū. Tū Mataora.  
Stand tall. Shape the future.

# Karakia Wāwāhi

Tūmatatia | tūramatia  
te tū-ā-papa | o te Matatū Aotearoa  
ki runga  
ki raro  
ki uta  
ki tai  
Koia ko  
*te manaakitanga*  
*te whanaungatanga*  
*te pono*  
*me te whakamana i teo ako*  
Haumī e  
hui e  
Taiki e!

Ignite and illuminate  
The foundations of Matatū Aotearoa  
Above  
Below  
Inland  
To shore.  
Indeed there is  
*Manaakitanga*  
*Whanaungatanga*  
*Pono*  
*Whakamana.*  
Let's join and bind this together  
And let it be done!



# Resource Slide

- [https://teachingcouncil.nz/assets/Files/Registration-and-certification/ELC\\_language\\_competency.pdf](https://teachingcouncil.nz/assets/Files/Registration-and-certification/ELC_language_competency.pdf)
- <https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>
- [https://teachingcouncil.nz/assets/Files/ITE/ITE-Providers-Portal-Guide\\_Sept2021.pdf](https://teachingcouncil.nz/assets/Files/ITE/ITE-Providers-Portal-Guide_Sept2021.pdf)

# Introducing the Language Competency Panel

- Mose Pio – Registration Manager
- Sean Millar – Team Leader Registration
- Philip Martin – Registration Officer
- John Caballes – Registration Officer
- Kelly Turner – Team Leader ITE
- Linda Brown – Lead Advisor ITE
- Talia Davies – ITE Advisor
- Jocelyn Pollock – Senior Advisor ITE
- Rose-Anne London – Senior Advisor ITE
- Cathrin Jordan – Policy Analyst

# Language Policy and a brief history

- [https://teachingcouncil.nz/assets/Files/Registration-and-certification/ELC\\_language\\_competency.pdf](https://teachingcouncil.nz/assets/Files/Registration-and-certification/ELC_language_competency.pdf)
- Limitations with previous policy
- Increasingly equitable access

# Overview of evidence



Primary / Secondary schooling (approved settings)



Relevant work experience



Tertiary study (approved settings)



Testimonials



English language learning / English language certificates



Written work in English



Approved test



Other sources

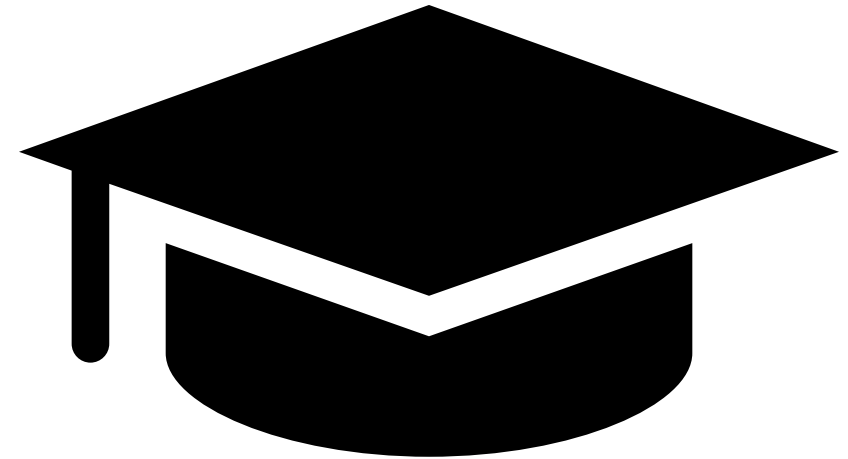
# Evidence of Schooling



- Policy terminology
- "All schooling"
- Combined education history
- Approved settings
- Not approved settings
- New Zealand candidates
- University Entrance

# Evidence of Tertiary or Further Study

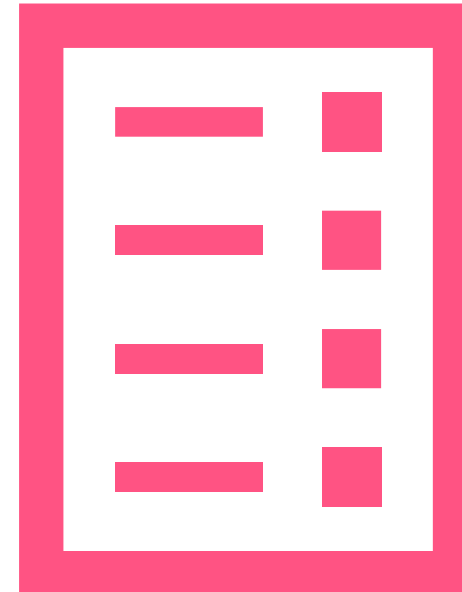
- Approved settings
- Combination
- IQA
- COVID impact
- Transcript and certificate
- Level of further study
- Publication of research





# Evidence of Approved Language Tests

- What we are looking for
- Academic
- Currency of test
- Validity of result
- Approved and other tests



# Evidence of Work Experience and Testimonials

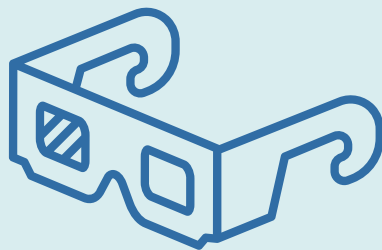
- Strong evidence:
- NZ registered teacher
- NZ school/centre experience
- CV and testimonials with specific reference to language use and capability



# Evidence

## Helpful pieces of evidence

- Results from an approved language test
- Academic study
- Relevant employment
- Testimonials – specific reference to language competency
- Schooling
- Statutory Declaration Form



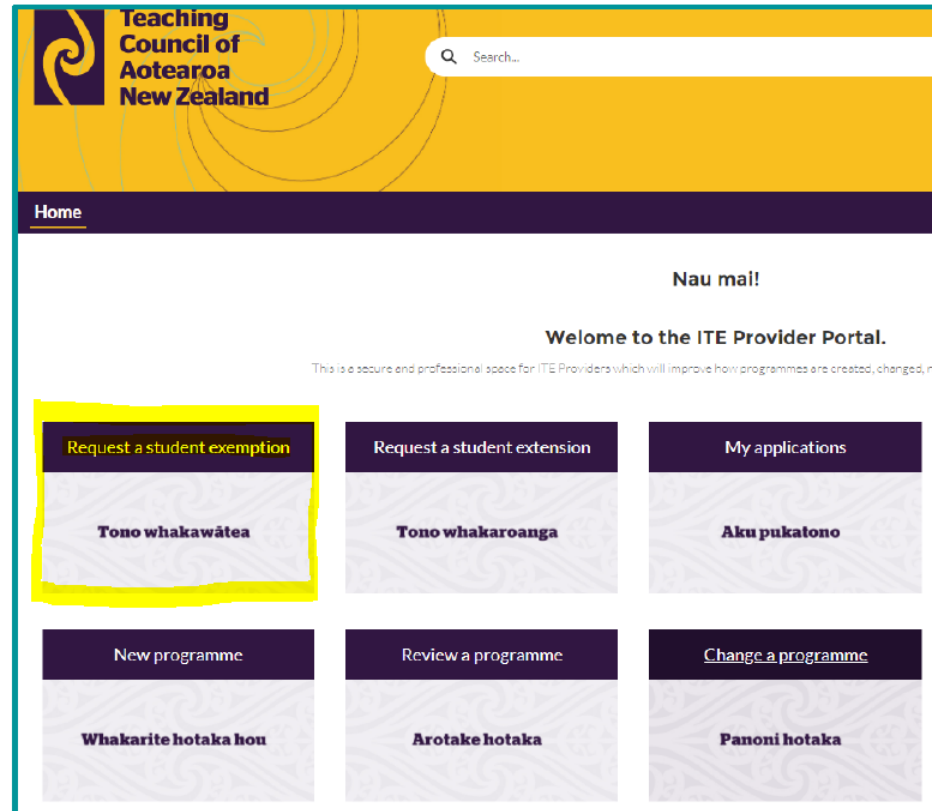
We look at this evidence first

## Unhelpful pieces of evidence

- Photos from school
- Testimonials with no reference to English language ability
- Passport
- Driver Licence
- Short courses with no credit value
- Learning stories
- Correspondence with external agencies (Privacy Breach)
- Statutory Declaration Form

# Requesting a Language Exemption

- See also the Portal Reference Guide
- Go to <https://iteportal.teachingcouncil.nz/s/>
- Once logged in, the Portal home screen will look like this:
- Select Request a student exemption



The six tiles let you:

- Request an exemption
- Request an extension
- View my current applications
- New programme
- Review a programme
- Change a programme

# Requesting a Language Exemption

- Click Next, then 'Create Application'



The Application type you chose is Exemption. If you wish to change it click on Previous.

Previous

Next



Click on 'Create Application' button to create the application.

Create Application

Close

# Requesting a Language Exemption

- Enter details for the application and click **Save**.
- Ensure the 'this application is ready to submit' button **isn't** ticked yet. This is near the bottom of the application.

## System Information

Contact Name

This application is ready to submit

Send notification email to contact

Cancel

Save & New

Save

### New Case: ITE - Exemption

#### Details

**Instructions**  
Please provide details about the exemption being sought. Please also upload appropriate documentation:  
For exemption from age based criteria, provide a copy of the student's birth certificate;  
For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications;  
For exemption from language pre-requisites provide evidence demonstrating a high standard of English language competency to support an exemption.  
Upload any other documentation you feel is necessary.

Type of request  
--None--

\* Student's name ⓘ

\* Student's date of birth

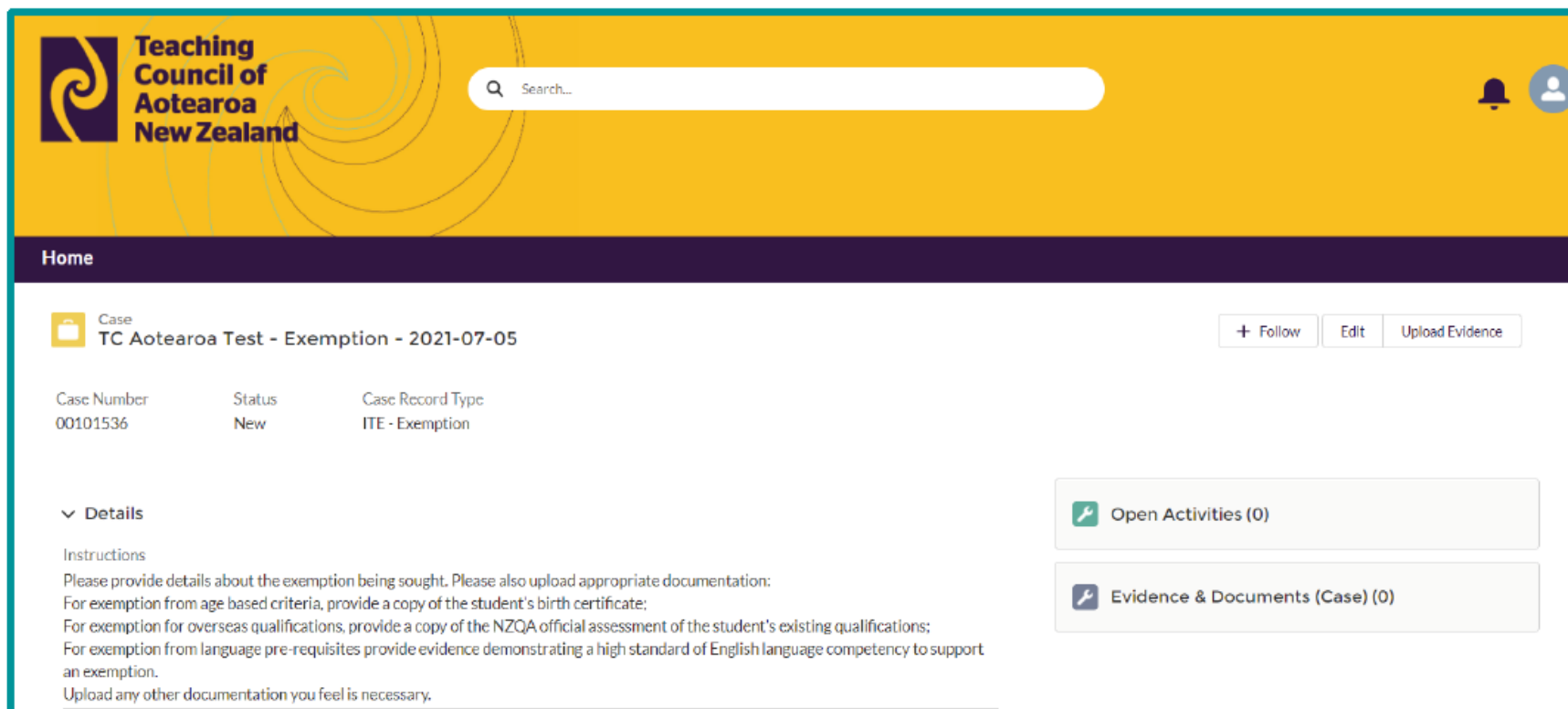
Why are you making this request? ⓘ

Send notification email to contact

Cancel Save & New Save

# Requesting a Language Exemption

- The next screen should look like this:
- Important – ensure you select the ‘**Follow**’ button in the top right, to be informed when the case is finalised.



Teaching Council of Aotearoa New Zealand

Search...

Home

Case  
TC Aotearoa Test - Exemption - 2021-07-05

+ Follow Edit Upload Evidence

Case Number	Status	Case Record Type
00101536	New	ITE - Exemption

Details

Instructions

Please provide details about the exemption being sought. Please also upload appropriate documentation:  
For exemption from age based criteria, provide a copy of the student's birth certificate;  
For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications;  
For exemption from language pre-requisites provide evidence demonstrating a high standard of English language competency to support an exemption.  
Upload any other documentation you feel is necessary.

Open Activities (0)

Evidence & Documents (Case) (0)

- Case Number: →

# Requesting a Language Exemption

- Add your Evidence and Documents to the Case by selecting **Upload Evidence**, in the top right. A new window will open.



✓ Following

Edit

Upload Evidence

Complete the Title and Description boxes with the relevant information.  
Click Next to continue.

The screenshot shows the same navigation bar as the previous image. Below it is a form with two input fields: '\*Title' and 'Description'. A 'Next' button is located at the bottom right of the form.

Evidence must demonstrate a high standard of English language competency.



# Requesting a Language Exemption

- Select the category/categories that the evidence relates to. Multiple categories can be selected.
- It is best for the language panel if multiple pieces of evidence are uploaded as a merged single PDF. This saves significant time at language panel.
- Select **Next**

Previous

Next

Home

## \* Categories

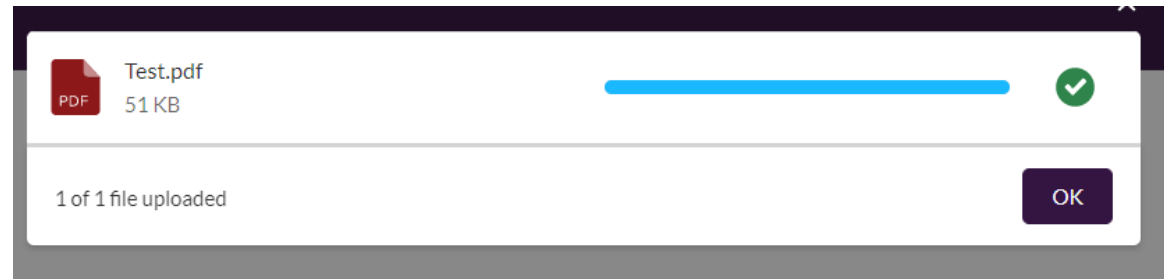
- Administration
- Appeal information
- Communication
- Council assessment
- Letter
- Other evidence
- Birth certificate
- Certified copy of qualification
- NZQA assessment
- Schooling record
- Testimonial
- Transcript of learning
- Other

# Requesting a Language Exemption

- You can either upload manually or drag and drop the files in. To drag and drop, select the file(s) you want then drag and drop over the drop files icon.
- This box will appear.
- Click ok, then once you have added the files you need, click Next.
- You'll know your evidence has been uploaded when this box appears
- Click Next



Upload a file



Your Evidence Upload was successful. Uploaded Files : [Test.pdf]

Summary of Evidence added:

# Requesting a Language Exemption

- You'll be asked if you would like to upload more evidence:

\* Would you like to upload more evidence?

Yes

No

- Complete the process again or select next to return to the main case screen:

Home



Case  
TC Aotearoa Test - Exemption - 2022-02-18

✓ Following

Edit

Upload Evidence

Case Number  
00166045

Status  
New

Case Record Type  
ITE - Exemption

∨ Details



Open Activities (0)

# Requesting a Language Exemption

- You'll see your evidence sitting in the evidence and documents section in the main case screen.
- If you want to check the files, select the Evidence number.
- Selecting View All will allow you to see all the files attached to that piece of evidence.

**Evidence & Documents (Case) (1)**

Evidence Name	Title
<a href="#">E-5401</a>	Evidence of schooling

[View All](#)

**Files (2)** [Add Files](#)

	Test	18/02/2022 • 51KB • pdf
	Test	18/02/2022 • 51KB • pdf

[View All](#)

Evidence\_&\_Documents > E-5401  
Files

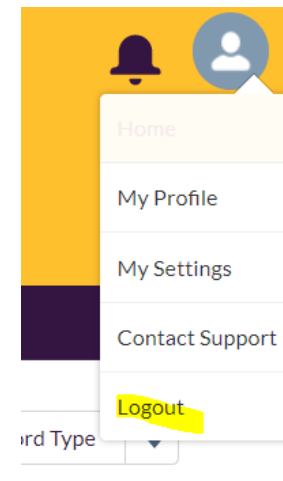
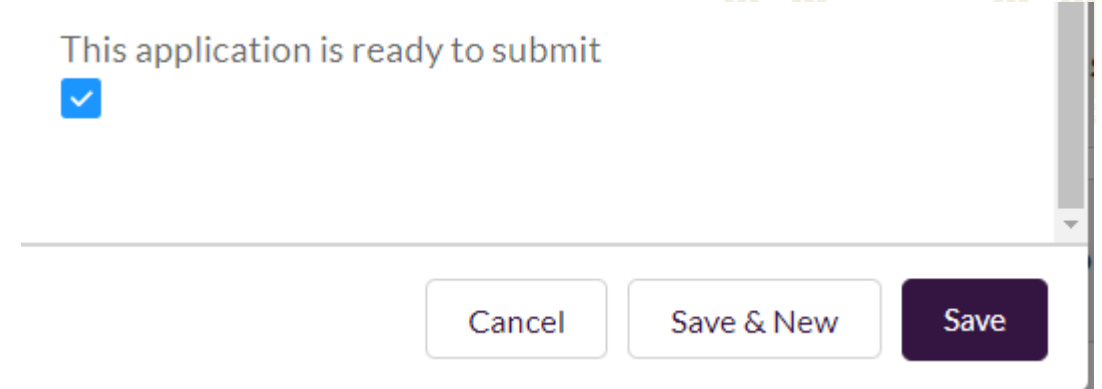
2 items • Sorted by Last Modified • Updated a few seconds ago

[Add Files](#)

	Title	Owner	Last Modified	Size	
1	Test	Talia Davies	18/02/2022, 4:02 pm	51KB	
2	Test	Talia Davies	18/02/2022, 3:57 pm	51KB	

# Requesting a Language Exemption

- Once you are ready to submit the case to the Teaching Council:
- Select the **Edit** button in the top right, then scroll down to select 'This application is ready to Submit'.
- Then Click **Save**.
- Your application has been submitted to the Teaching Council.
- Log out in the top right corner



# Brief outline of expected process

1. Provider submits language exemption through the ITE Portal

2. Language Exemption case is received in the Portal and assigned to panel

3. Evidence is analysed prior to panel

4. Language exemption case is presented for approval and discussed at language competency panel

5a. YES: Letter sent and notification

5. Case approved?

5b. Panel may request further information. Repeat from Step 3.

5c. NO: Decline letter and notification sent to ITE Provider. Provider is able to apply again or appeal

# Closing karakia

Kua ea | ki runga  
Kua ea | ki raro  
E rongō | whakairihia | ki runga  
Kia tīna  
Tīna  
Haumī e  
hui e  
Taiki e!

We are done above  
We are done below  
Let peace be upon us  
As a guiding beacon.  
Let us bind and  
Bring this together  
And hold firmly.



Matatū. Tū Mataora.  
**Stand tall. Shape the future.**

**Visit:** Level 11, 7 Waterloo Quay, Pipitea, Wellington 6011, NZ

**Post:** PO Box 5326, Wellington 6140, NZ

**Phone:** +64 (0) 4 471 0852

**Email:** [enquiries@teachingcouncil.nz](mailto:enquiries@teachingcouncil.nz)

