

SECONDARY TERTIARY ALIGNMENT RESOURCE (STAR) FUNDING REPORT FORM: PARTS A, B and C (Vs 2)

Advice Regarding the Secondary Tertiary Alignment Resource (STAR) Funding Report Form

This form is for the use of secondary, composite and special school boards that receive Secondary Tertiary Alignment Resource (STAR) funding. Each year schools are required to complete this form to confirm that Crown funds allocated for STAR have been used for the purpose intended.

Further Information and Help

Further information on STAR funding can be found at:

- *The Funding, Staffing and Allowances Handbook*
- The Resourcing Division Contact Centre: email:
- Ministry of Education website

Fill in the appropriate information especially the current school year.

School number: _____ **School Name:** _____

This report on the use of the STAR in _____ (year) is a true and accurate record of the use of the resource.

Name of Principal: _____ **Name of Co-ordinator:** _____

Contact email and phone number for Co-ordinator: _____

Signature of Principal: _____ **Signature of Co-ordinator:** _____

Fill in the appropriate information for each course/learning experience.

STAR PROGRAMME PART A: STUDENT ACHIEVEMENT WHERE THERE ARE UNIT STANDARDS

(Please complete one line for each course/experience offered. Add more lines if needed.)

Course/ experience number & name	Domain	Number of Students	Ethnicity ** (list main ethnicity groupings for students on course)	Gender ** (eg 5 F, 3 M)	Unit Standard Number(s) and level (list all)	Total no. of Unit Standards Achieved (total across all students)	Total Number of Credits Achieved (total across all students and all unit standards)	Length of the Course (in hrs)	Name of the Course/ experience Provider(s) (if provided by staff at your school, write	Provider number
1										
2										
3										
6										
7										
8										
9										
10										
		Total number of students				Total Number of Unit Standards Achieved	Total Number of Credits Achieved			Number of different providers used incl own school

List each domain on a separate line (insert rows as required). Refer to NZQA website for list of fields, subfields, and domains.

Use MoE Ethnicity codes as for the July 1 return or as available in your Student Management System (SMS).

List all unit standards applying to each course against each domain. Also state the level of each listed unit standard. (Insert rows/columns as required.)

Identify the total number of credits achieved across all the unit standards by all the students who participated. (e.g. Three unit standards worth two credits achieved by 10 students would be 60 credits.)

Name the external provider or state that staff at your own school provided the course and whether the course was conducted on-site or off-site.

Number each course offered by your school. This column shows the total number of courses offered.

Identify the number of students who took part in this course. Include all participants, not just those who were assessed.

Identify the number of unit standards achieved by all the students who participated.

Add more lines if needed.

** Ethnicity and gender data is a helpful analysis tool enabling schools to better meet the individual learning needs of their students.

STAR PROGRAMME PART B: STUDENT ACHIEVEMENT OTHER THAN UNIT STANDARDS (Please complete one line for each course/experience offered. Add more lines if needed.)								
Course/experience number & name	No. of Students in course/experience	Ethnicity ** (list main ethnicity groupings for students on course)	Gender** (eg 5 F, 3 M)	Certificate or other outcome including working towards unit standards (1)	Number of students achieving outcome	Length of the Course (in hrs)	Name of Course Provider (s) (if provided by staff at your school, write "Own school")	Provider number

Explanatory notes:

(1) Examples: NZIM Cert; Short Introductory course; Maths 101 at UC;

STAR PROGRAMME PART C: FINANCIAL RECORD		
Details of your STAR funding and expenditure (net of GST).		
STAR Funding received for current year (A)	\$	Administration Costs (1)
		Staffing provided by the school (2) <i>Please provide details</i>
STAR Funding rolled over from previous year (B)	\$	Staffing- support (3) <i>Please provide details</i>
		Course costs (fees to external providers)
		Cost of materials (4) <i>Please provide details</i>
		Travel (transport costs to and from venues)
		Capital equipment (5) <i>Please provide details</i>
		Other costs (6)
TOTAL STAR Funding available in year (A+B)	\$	TOTAL STAR Funding Expenditure (C)
		\$
		Leftover to be rolled over to next year (difference) (A+B)-C
		\$
		% left over
		%

Explanatory notes:

Total A Initially this will be the amount recorded on the 'Entitlement notice' sent to schools in October the previous year.
In October of the current year the figure will have to be the sum of the four actual payments made by the Ministry during the year.

Total B This figure is the amount brought forward from the previous year, less any sent back to the Ministry. Please write '0' if none was rolled over.
It is a Ministry requirement that the leftover money be rolled over and used in the next financial year (see Appendix A in the STAR Handbook).

Total (A+B) is the total STAR funding available in the current year regardless of whether or not it was all used.

Note (1) This includes photocopying, compact discs, related office expenses.

Note (2) This may include the portion of the salary of a teacher. This will be documented as a journal transfer to salaries approved by the STAR co-ordinator. Details should be shown on the next page.

Note (3) This includes the co-ordinator, office assistant, staffing administration time allowances. Details should be shown on the next page.

Note (4) This may include course booklets, write-on notes, and course textbooks. Details should be shown on the next page.

Note (5) This includes capital items purchased for STAR courses, e.g. automotive hoist etc. Details should be shown on the next page.

Note (6) Details should be shown on the next page.

Details:

Staffing:

Cost:	Course it supports:	Details:
Total:		

Staffing Support:

Cost:	Course it supports:	Details:
Total:		

Cost of materials:

Cost:	Course it supports:	Details:
Total:		

Capital Equipment:

Cost:	Course it supports:	Details:
Total:		

Add more lines as necessary.

This form must be completed annually, signed by the principal and STAR co-ordinator and submitted, on request, to the Ministry of Education/School Support Services STAR Facilitator. It can be completed electronically (preferred method) or as a hard copy. A signed hard copy should be kept on file in the school.