



## Surplus Staffing Canterbury Support Retraining Course Funding Application Form

Postal address: **TeachNZ**  
Ministry of Education  
PO Box 1666  
Wellington

single use form

Phone: (04) 463 8465

Teachers identified as surplus who select the option of retraining use this form to apply for funding of retraining costs<sup>1</sup> for a Ministry approved course.

The retraining course must be approved by the Secretary for Education and be:

- an approved Ministry course
- full time or the equivalent of your teaching role
- for at least six months of the 2012 academic year
- tertiary level equivalent, that is NZQA level 7 or above
- provided by an NZQA accredited provider.

In order for your application to be processed, your school board must send a completed

[Surplus Staffing Report Form - Christchurch, Selwyn and Waimakariri Schools only](#)

to the Ministry of Education.

<sup>1</sup> Retraining costs include core compulsory tuition fees only. This does not include other costs for being enrolled eg. health fees.

### Personal details

Fields 1-6 and 8 must be completed. Complete field 7 if applicable.

1. MoE number (if not known, complete 2)

2. IRD number

3. New Zealand Teachers Council registration number

Expiry date

4. Date of birth

5. Surname

6. First name/s

7. Previous name

8. Contact

Home

Mobile

Email

### Employment details

Fields 9-11 must be completed.

9. School name

10. School number (or address if not known)

11. Hours worked (per week)

 per week

### Retraining eligibility details

Fields 12-16 must be completed.

Funding of retraining costs will only be approved where the teacher is studying a course that will lead to qualification in a higher vacancy subject or special education focus. If approved the Ministry will confirm your enrolment for the course with the Training provider. If you fail to complete your course or finish with a grade of less than 50% you will be required to repay the Ministry for any retraining costs paid on your behalf.

Ministry approved higher vacancy subjects and specialties include the following courses:

Level	Approved higher vacancy subjects and specialties
ECE	Maori immersion or Pasifika focus
Primary	Maori medium
	Reading recovery tutor
	Te Reo Maori
Secondary	Maths
	Chemistry
	Physics
	English
All	Special education

12. Reason eligibility is claimed (ie. type of higher vacancy subject or speciality course relates to)

- Maori immersion or Pasifika focus (ECE only)
- Maori medium (Primary only)
- Reading recover tutor (Primary only)
- Te Reo Maori (Secondary only)
- Maths (Secondary only)
- Chemistry (Secondary only)
- Physics (Secondary only)
- English (Secondary only)
- Special Education



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**Retraining eligibility details** continued Fields 12-16 must be completed.

<b>13. Course name</b>	<input type="text"/>		
<b>14. Training provider name</b>	<input type="text"/>		
<b>15. Duration of course</b>	<input type="text"/> Years	<input type="text"/> Months	<input type="text"/> Weeks
<b>16. Length of course</b>	<input type="text"/> Hours per week <sup>2</sup>		

<sup>2</sup> Course must be full time or the equivalent of your teaching role

**Teacher declaration** Read the information below and sign the declaration. Post the completed form to TeachNZ, Ministry of Education.

I declare the information I have given above is true and correct.

I understand that:

- my application will not be processed until the Ministry has received a completed *Canterbury Surplus Staffing Form* from my school board
- my course must be full time or the equivalent of my teaching role and if it is not I am required to complete the additional time teaching in my school
- if funding of my retraining course is approved and I fail to complete my course I will be required to repay the Ministry for any retraining costs paid on my behalf
- if funding of my retraining course is approved and I finish with a grade of less than 50% I will be required to repay the Ministry of any retraining costs paid on my behalf.

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		