



**PROCEDURE for applying for
Temporary Dispensation from Minimum Compulsory Training Requirements**

Minimum Compulsory training requirements are specified in the North Shore Playcentre Association Constitution Section 45 b (i). (*Responsibilities of a Playcentre Family* section)

After enrolment on Course Two trainees can apply for a temporary dispensation from this section of the constitution and Enrolment Policy by following the set procedure below.

Centre Responsibility

It is the Centre's responsibility to ensure compliance with this process, with referral to Association personnel (as identified in Procedure No.10 below).

Procedure

1. Trainee must complete the written "Application for Temporary Dispensation to the Minimum Compulsory Training Requirement form". Information on the process and application forms can be found in Centre Operations Manuals and Centre Education Officer kits.
2. Notice of the application is to be included on the monthly Centre Meeting agenda. The completed application forms are to be filed with the relevant Child Enrolment Form and discarded on completion of Course Two or if the dispensation becomes irrelevant. The Centre will offer the support of an experienced Centre member to help parents/ caregivers through the policy and associated process.
3. The decision only must be recorded in the Minutes of the monthly Centre meeting. Note: This does not include discussion content or the reason for the dispensation [ref. Privacy Act 1993].
4. Completed form should be passed to the Centre Secretary, or Centre President to be forwarded to North Shore Playcentre Association.
5. Trainees requesting dispensation may include the following reasons:
 - Illness
 - Pregnancy
 - Settling of older children
 - Family commitments
 - Isolation
6. The period of dispensation will be for one term. Trainees may reapply at the end of this period if the need for dispensation remains.
7. It will be expected that a trainee will continue to attend Playcentre for one day a week (duty session) during their period of dispensation.

8. It is expected that the trainee will continue to work on their Course Two Certificate.
9. When considering an application for dispensation, the Centre must follow the normal Centre process for leaving children over 2 ½ year of age:
 - Parent and group are confident the child is settled
 - Agreement is reached with the group for the child to be left in the care of the session duty team.
10. If a centre is unable to agree to an application for dispensation, or to an extension to the dispensation period, they should discuss this with a representative of the Association. This could include -
 - Field Officer
 - Centre Support Co-ordinator
 - Education Convenor
 - Association President.
11. In any case where a dispute arises, the Complaints Procedure will be followed.
12. Education Team members – Education Convenor or Education Centre Support as applicable will review status of the applicant at the end of the term to ensure Course two has been completed.

References
Privacy Act 1993
North Shore Playcentre Association Complaints Procedure

Reviewed by Education Convenor – Team August 2010
Next review 2014 or when required.

Reminder: Centres to complete section over the page and send copy of completed form to Association Education Team.

Te Raki Pae Whenua
NORTH SHORE PLAYCENTRE ASSOCIATION INC.

March 2009

**Application for Temporary Dispensation –
Minimum Compulsory Training Requirement**

Name:

Address:

Phone :

Email:

Centre:

Date enrolled at North Shore Playcentre Association:

Date completed Course One Certificate:

Date enrolled on Course Two:

Name & age of Child/ ren:

I wish to apply for a dispensation for the following reasons:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

I understand and agree to the following:

- The application for dispensation from the Association’s Minimum Compulsory Training Requirements Policy is for one term:
- That I will follow the Centre’s normal process for leaving children over 2 ½ years of age, i.e. that my child/ren are settled and I have the agreement of the group to do so.
- That I will continue to do my duty day and work on Course Two.
- In the event of the Centre being unable to agree to this application for dispensation, or to an application to have the period extended, the application would be discussed with an Association representative.
- The Association’s Grievance Procedure will be followed should a dispute arise in the consideration of this application.

Signed by the Trainee: Date:

Centre to complete and forward to NSPA Education Team:

Date of centre meeting at which approval was given:

→ Please attach a copy of the Minutes from the Centre Meeting.

Were any special conditions agreed to regarding this dispensation? : YES / NO

If yes, please outline below:

.....
.....
.....
.....

Period of time for this dispensation is to be one term.

Date when dispensation will be reviewed by Centre:

Signed by the Centre President:..... Date:

Signed by the Centre Education Officer:..... Date:

To be completed by the Education Team:

Dispensation noted..... [signed]

Any follow up required by the Education Team?

.....
.....
.....
.....

For office use:

Course 2 Enrolment Date:

Course 2 Completion Date: