



PROCEDURE FOR NON-MEMBER ENROLMENT IN THE ADULT EDUCATION PROGRAMME

November 2014

Rationale:

To allow non-members of North Shore Playcentre Association to access the North Shore Playcentre Association Adult Education Programme in the following circumstances;

- Past members to continue training after children have graduated from Playcentre
- Members of other Playcentre Associations the ability to enrol in the North Shore Playcentre Association Adult Education Programme

Non-members may enrol or remain enrolled in the Adult Education programme where there is reasonable expectation that the cost of provision of discussion and workshops will be covered by the Tertiary Education Commission funding of activation and completion of the course.

Procedure:

Ordinary Members of the Association are deemed to have left the Adult Education Programme **when their children have left centre.**

Trainees wishing to continue or enrol in the programme at Course 2 or above shall submit an 'Application for Non-Member Enrolment' and a written plan of what the trainee needs to do to complete the course, to the Education Support Administrator, who will submit it to the following Education team meeting.

When training requires experience in centre including office holder duties, session attendance and/or observations of children the trainee will attach record of the centres permission to work within their centre. Experience on session as a license support worker may be applied.

The Education team will decide on the application based on Education Team's ability to provide required discussions and the ability of the Trainee to complete the course within the funding timeframe.

Trainees will be notified in writing the result of their application within one week of the meeting.

Trainees will be subject to the North Shore Playcentre Association Constitution, Code of Conduct, and all policies and procedures, and will be required to sign the Code of Conduct. **Trainees who do not have children enrolled at the centre will be required to complete a police vet.**

Non-Member Trainees wishing to later withdraw from the Education Programme shall notify the Education Support Administrator in writing.

Policy reviewed: Approved Association Meeting, November 2014.
Next Review Date: 2016

APPLICATION FOR NON-MEMBER ENROLMENT

Name.....

Address.....

Phone Email:.....

Centre.....

I wish to continue / join the following modules:

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Proposed Study Dates:

From: To:

I understand and agree to the terms and conditions outlined in the Procedure for Non-Member Enrolment.

Signed by the Trainee..... Date.....

Individual Education Plan Attached Y / N

Centre Agreement Attached Y / N

Code of Conduct Attached Y / N

Police Vet Required Y / N

Education Team Approval

The Education Team Approved / Declined this application

Comments:

Signed by the Education Convenor..... Date.....

TRAINEE INDIVIDUAL EDUCATION PLAN PLANNING FORM

Please use this form to guide you in writing your **own** Individual Education Plan.

Course discussions and Workshop Requirements:

Which Discussions and Workshops do you need to attend?

What Support do you have in place to attend these within timeframe?

What support will you need from the Education Team?

Practical Requirements:

Do you require any further office holder experience?

How will you achieve this experience?

Do you require any further session experience?

Have you got centre approval?

Assignment Requirements:

Which assignments do you need to complete?
(please indicate modules, numbers)

What support do you have in place to complete these within timeframes?

What support will you need from the Education Team?

Additional Information:

What other commitments or needs do you currently have that may impact your ability to complete the course?
(eg: other study, work)

Additional Comments: