



NEW ZEALAND  
CURRICULUM DESIGN INSTITUTE

Te Wānanga Hoahoa Mātauranga Aotearoa

# 2023-24 PLD Supported Teacher Aide Certificate Programmes Information



The New Zealand Curriculum Design Institute – Te Wānanga Hoahoa Mātauranga Aotearoa (NZCDI) are approved to provide modules in all 12 Teacher Aide Competency Areas identified by the Ministry of Education; 4 Teacher Aide Certificates (made up of MoE approved Teacher Aide Competency areas plus 3 other certificates that enhance Teacher Aide, SENCo, Pastoral Care and Wellbeing capabilities).

Our interactive programmes are customised to your needs, evidence-based, practical, and designed to support you to achieve all Ministry of Education Teacher's Aide Competency categories overtime.

NZCDI Teacher Aide Certificates are awarded at Grade levels A, B, C and D and will help you to perform your work role more effectively.

### Note

NZCDI Teacher Aide Certificate levels may not be related to Teacher Aide Pay Grades as Teacher Aide pay grades are awarded for a combination of factors.

### You can study our modules in the following ways:

- Set Category – PLD that has been pre-identified by the NZEI Te Riu Roa and the Ministry as being aligned with the teacher aide skills and competencies.
- Open Category – PLD which has not been pre-identified in the Set Category, but which is relevant to specialist teacher aide needs. The Ministry will consider these funding applications on a case-by-case basis.
- Self-Directed Inquiry - PLD based on self-directed inquiry into a topic of relevance to a teacher aide's work, which fits with the Kaupapa of the Fund, as discussed, and agreed with their supervisor. Teacher aides can apply for funded time to undertake the inquiry.

**NZCDI programmes are provided nationally face to face, and through interactive online classes.**

**Empower your Teacher Aides with our education programmes TODAY.**

See <https://www.nzcdi.ac.nz/teacher-aide-education-programmes> for programme detail  
and <https://www.nzcdi.ac.nz/enrol-invest> for our Professional Development Enrolment Form.

## **General Information**

**NZCDI includes the following Ministry of Education Teacher Aide Competency Areas in our Certificate programmes:**

### **Teacher Aide Certificate (Grade A)**

**Your selection of any 3 of the following Competency Area Modules 1, 2, 4 or 7**

Teacher Aide Induction, Supporting Wellbeing, Physical Support Practices or Learning Support

### **Teacher Aide Certificate (Grade B)**

**Your selection of any 3 of the following Competency Area Modules 6, 8, 3 or 9**

Supporting Positive Behaviours, Understanding Inclusive Practices, Culturally Competent Practices or Supporting Neurodiversity

### **Teacher Aide Certificate (Grade C)**

**Your selection of any 3 of the following Competency Area Modules 12, 5, 10 or 11**

Advancing Professional Skills, Teacher Aide Communication Support, Kaupapa Māori and Māori-Medium & Languages Supports

### **Teacher Aide Certificate (Grade D)**

**Your selection of any 3 of the 12 Competency Area Modules listed in the above Teacher Aide Certificates**

**Note:**

**Teacher Aide Certificate Grades (A, B, C & D) are not based on pay Grades, these are based on many diverse factors.**

## **Information Sessions**

Information sessions are available on request. Email [admin@nzcdi.ac.nz](mailto:admin@nzcdi.ac.nz) or call 07 834 0451 to talk to us or to join an online information session and have your questions answered.

## **Entry Criteria:**

Entry is open to all over 18 years of age for these programmes. All programmes are suited to those working in child/youth/people supporting roles. (You must however be approved if working at a school or kura currently to have your studies and training paid for by the MoE if you are a teacher aide).

## **Application Information:**

To successfully apply, be enrolled, and funded by the MoE to undertake your selected Ministry Funded Teacher Aide PLD complete both the following two steps (they may be completed in any order but both must be completed to gain MoE PLD Teacher Aide funding for your programme.

### **Step 1. Apply to enroll with NZCDI by**

Reviewing Teacher Aide PLD Certificates and Modules at:

<https://www.nzcdi.ac.nz/teacher-aide-education-programmes>

Complete and sending our Professional Development Enrolment Form at

<https://www.nzcdi.ac.nz/enrol-invest> to [admin@nzcdi.ac.nz](mailto:admin@nzcdi.ac.nz)

**Step 2.** Seek support from senior staff to **create your own personal Ministry of Education ESL Login and apply through this for your MoE Teacher Aide PLD funding and an ARN, Application Reference Number.** Once you receive an email with your **Application Reference Number**, supply it to NZCDI as this will confirm that MoE will be paying for your module/programme.

**NOTE:** You may pay & study with us if your application for MoE funding is not successful.

**See the Moe application process at link below:**

**The MoE application process**

**See: <https://pld.education.govt.nz/find-pld/teacher-aide-professional-learning-and-development-fund-2023-2024/#004>**

For any enquiries regarding MoE teacher aide PLD funding or your application, please get in touch with [TeacherAide.PLD@education.govt.nz](mailto:TeacherAide.PLD@education.govt.nz)

## **Teacher aide PLD funding can be used for:**

- Cover the fees/ costs for the PLD
- Reimbursement your school for the time required for you to participate in the PLD during work hours so that you can be paid at your normal rate
- Contribute to travel and accommodation required for you to participate in the PLD.
- If you attend the online course/module outside of classroom hours, you can be paid at your normal rate for the required time.

## **Start Dates:**

NZCDI will offer you a module/programme start date within 2 weeks of receiving your MoE ARN and a completed NZCDI Enrolment Form.

## **Mode of Delivery:**

NZCDI Teacher Aide Certificates are available nationally and can be delivered face to face or via Interactive online.

## **Certificate and Module Durations**

### **Each Module in the Teacher Aide Certificates can be delivered**

Face to Face over 4 days or

Online over 3 hours x ten weeks

### **Each Teacher Aide Certificate can be delivered**

Face to Face over 12 days or

Online over 3 hours x three, ten week terms

## **Certificate Prices:**

Teacher Aide Certificate (Grade A)	\$1,000
Teacher Aide Certificate (Grade B)	\$1,000
Teacher Aide Certificate (Grade C)	\$1,000
Teacher Aide Certificate (Grade D)	\$1,000



<b>Teacher Aide Certificate (Grade A 1, 2, 4 or 7)</b>	
<b>Modules and Learning Outcomes</b>	
1.	<b>Teacher Aide Introduction</b> - Examine Teacher Aide Values - Examine good Teacher Aide Practice - Demonstrate responsible record keeping - Demonstrate te Tiriti implementation - Demonstrate inclusive and equitable practices
2.	<b>Supporting Wellbeing</b> - Identify holistic wellbeing needs - Observe and monitor wellbeing to maintain health and safety - Identify and respond to risk and child protection needs - Support whanau - family wellbeing literacy and need meeting - Demonstrate basic trauma-informed practice
3.	<b>Physical Support Practices</b> - Demonstrate consent and other dignity maintaining practices - Demonstrate feeding and physical hygiene practices - Administer physiotherapy and occupational supports - Demonstrate health needs and medical support need meeting e.g., mic-key - Demonstrate safe physical mobility practices (Lifting and Handling)
4.	<b>Supporting Learning</b> - Demonstrate learner engagement and participation practices - Demonstrate literacy, numeracy, or other knowledge support practices - Demonstrate online and e-learning programme support strategies - Demonstrate support of individuals and small groups - Apply basic learning and human development theories

**Note:**

Teacher Aide Certificate Grades (A, B, C & D) are not based on pay Grades, these are based on many diverse factors.





<b>Teacher Aide Certificate (Grade B 6, 8, 3 or 9)</b>	
<b>Modules and Learning Outcomes</b>	
5.	<b>Supporting Positive Behaviours</b> <ul style="list-style-type: none"> <li>- Demonstrate understandings of behaviour, including drivers</li> <li>- Respond to expressions of distress and challenging behaviours</li> <li>- Apply behaviour theories</li> <li>- Demonstrate emotional health behaviours support practices</li> <li>- Apply and support behaviour programmes</li> <li>- Demonstrate de-escalation and defusing strategies with learners and adults</li> </ul>
6.	<b>Understanding Inclusive Practices</b> <ul style="list-style-type: none"> <li>- Demonstrate Universal Design for Learning principles</li> <li>- Demonstrate building positive learning environments</li> <li>- Apply inclusion practices to diverse learners with complex needs</li> <li>- Demonstrate support for cross school-kura, staff and peer inclusion</li> </ul>
7.	<b>Culturally Competent Practices</b> <ul style="list-style-type: none"> <li>- Examine the importance of ethnicity - culture to identity and learning</li> <li>- Demonstrate including the ethnically and culturally diverse</li> <li>- Understand and apply te reo, tikanga and te Ao Māori</li> <li>- Understand and apply appropriate ethnic-cultural understandings for migrants and refugees</li> </ul>
8.	<b>Supporting Neurodiversity</b> <ul style="list-style-type: none"> <li>- Demonstrate understandings of neurodiversity</li> <li>- Demonstrate respect, and support strategies</li> <li>- Reduce barriers for neurodiverse learners</li> <li>- Apply support for autism, dyslexia, dyscalculia, ADHD (as selected for attendees).</li> </ul>

**Note:**

Teacher Aide Certificate Grades (A, B, C & D) are not based on pay Grades, these are based on many diverse factors.



<b>Teacher Aide Certificate (Grade C 12, 5, 10 or 11)</b>	
<b>Modules and Learning Outcomes</b>	
9.	<b>Advancing Professional Skills</b> - Support the development of digital skills and fluency - Build trusting relationships with learners and teaching staff - Collaborate as the member of a learner, whānau – families and staff team - Demonstrate ability to develop and maintain networks - Demonstrate ability to develop and maintain collaborative partnerships
10.	<b>Communication Support</b> - Apply Te Reo in workplace - Apply Braille in workplace - Apply Sign Language in workplace - Apply Makaton in workplace - Demonstrate support for language development
11.	<b>Kaupapa Māori and Māori Medium Support Practices</b> - Demonstrate competencies and confidence to work with whānau and Kaiako - Demonstrate teaching of te reo Māori - Demonstrate teaching of tikanga - Demonstrate teaching of te ao Māori - Support a Māori and or Kaupapa Māori space
12.	<b>Language Supports</b> - Communicate appropriately with learners, parents/whanau, and colleagues - Communicate in te Reo Māori - Communicate in NZSL - Demonstrate English support for second language learners - Create language resources - Adapt curricula for language learners

**Note:**

Teacher Aide Certificate Grades (A, B, C & D) are not based on pay Grades, these are based on many diverse factors.

<b>Teacher Aide Certificate (Grade D)</b>	
<b>Modules and Learning Outcomes</b>	
Your selection of three of the 12 modules listed in the 3 previous Teacher Aide Certificates	

See <https://www.nzcdi.ac.nz/teacher-aide-education-programmes>

**Certificate Prices:**

Certificate in Universal Wellbeing	\$1,000
Certificate in Whakatō te Reo	\$1,000
Certificate in Learning Facilitation	\$2,000

**Outside MoE Funding Contract**

Certificate in Pastoral Care & Wellbeing Coordination	\$3,000
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## Extra for the Experts

For Teacher Aides, Learning Support, Pastoral Care, Wellbeing and SENCo who have already achieved the competencies in the above programmes we recommend advancing to the following:

- **Certificate in Whakatō te Reo**  
Acquire understandings of over sixty new Māori words and learn 20 new common sentence patterns through enjoyable activities. Also learn about Mātauranga Māori culture, history and tikanga and develop your cultural confidence. Includes fieldtrips.
- **Certificate in Learning Facilitation**  
**(Ideal for those wishing to move toward becoming registered teachers)**  
This certificate introduces and practices advanced facilitation skills and activities that undertaken in education settings with children, youth and or adults. Learn to plan, implement, monitor, assess and continuously improve your capacity to support enjoyable and powerful learning.
- **Certificate in Universal Wellbeing**  
This certificate introduces and develops understanding of the Universal Wellbeing Model (UWM) and its dimensions and variables and other culturally based models. Learn to systematically enhance and support personal wellbeing developments, changes, and growth.
- **The above programme would support entry to the following advanced programme overleaf which sits outside the MoE Teacher Aide funded programmes.**



# Certificate in Pastoral Care & Wellbeing Coordination



Enrolments are now open for the above professional programme.

## **Programme Aim**

This programme aims to empower you to conduct cross organisational student and/or staff wellbeing needs analyses, create a wellbeing monitoring platform, make whole of school/institutional/organisational strategic wellbeing plans, implement your wellbeing solutions, and evaluate outcomes whilst maintaining professional boundaries and wellbeing.

Invest in evidence-informed and whole of school/institution/organisational wellbeing enhancements and outcomes. Achieve improved engagement, achievement, inclusion, retention and equity levels and reduce absences, withdrawals and resignations. Learn to implement the latest models, research and wellbeing practices.

This programme is ideal for those with organisational responsibilities for wellbeing and/or pastoral care outcomes.

## **Programme Content**

Programme content supported by national pastoral care/wellbeing and culturally responsive research findings. It develops understandings of the Universal Wellbeing Model, and professional conduct standards and boundaries, Professional Wellbeing Facilitator Guidelines, needs analysis, client evaluation, planning, implementation, monitoring, and evaluation of universal wellbeing in diverse settings.

## **Entry Criteria**

Entry to this programme is open to those who can demonstrate a strong interest and experience enhancing and evaluating wellbeing. All applicants will complete an application form and will be interviewed before their programme place is confirmed. Some applicants maybe eligible for recognition of past learning.

## **Annual Programme Start Dates**

Programme start dates: February, April, July, and October of each year or as organised.



## Programme Delivery

This programme is usually delivered two hours a week via face to face or interactive online mode or through weekend/holiday intensives. Options are discussed with enrolees.

**Facilitators:** Susan F. Stevenson Director, Dr Kristyl Zagala and/or Maya Gurung of the New Zealand Curriculum Design Institute - Te Wānanga Hoahoa Mātauranga Aotearoa & FREEDOM Wellbeing Institute

## Programme Summary

Code	Course	Facilitated Hours	Homework Time Estimate
CWC 1	Holistic Wellbeing	30	30 to 60 hours
CWC 2	Organisational Wellbeing	30	30 to 60 hours

Note 1: Homework and activities will be assigned after each session to support learning

Note 2: Programme requires application of material facilitated to self overtime.

Note 3: Those enrolling need access to a group of students, people, or clients they can work with during this programme.

## Learning Approach

Highly interactive educational facilitation, multiple intelligences, experiential and reflection processes will be employed in this programme.

## Assessment Approach

Achievement-based assessment methodology will be applied in this programme to support high levels of success and quality.

## Employment Pathways

Work in a diverse range of wellbeing settings such as Pastoral Care, Health Promotion or Holistic Organisational Wellbeing Coordinators, Managers or Champions.

## Investment

1 Course \$1,600 Inc. GST

Or enrol in both courses and achieve the...Certificate in Wellbeing Coordination

2 Courses for just \$3,000 Inc. GST

**For Information and to enrol, email:** admin@nzcdi.ac.nz **or call** 07 834 0451

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**NZCDI PLD SERVICES** See <https://www.nzcdi.ac.nz/professional-learning-development-pld> for our services