

Policy for Accreditation of Teacher Training by Overseas Teacher Trainer - Last Revised October 2005

Approval for the employment of overseas teacher trainers for NZSI teacher training courses and the accreditation of such training will be given in the following circumstances:

- 1) The overseas teacher trainer is on the NZSI Overseas Teacher Trainer Registry.
- 2) The overseas teacher trainer does not teach more than two consecutive teacher training units to the same trainees.
- 3) In the event a training course is being organized other than by the NZSI Director of Teacher Training, the course organisers will provide the NZSI Director of Teacher Training with prior advice of the training to be conducted by the overseas teacher trainer, including the name of the trainer, the date and venue of the training and the unit which is to be taught. This information is to be supplied in every instance that an overseas trainer is employed and notwithstanding that the trainer may be already listed on the NZSI Overseas Teacher Trainer Registry.
- 4) Course organisers and the overseas teacher trainer will liaise with a designated NZSI teacher trainer to ensure that the requirements of the NZSI Teacher Training Programme are understood and fully met.
- 5) Overseas teacher trainers listed on the NZSI Overseas Teacher Trainer Registry who have been engaged to conduct a Teacher Training Course, may conduct assessments for NZSI in conjunction with one other NZ Teacher Trainer. This only applies in circumstances where there is not a second NZ Teacher Trainer readily available at the event to undertake the assessment and where the overseas Teacher Trainer happens to be conducting teacher training in the area at the time of the assessment.

Procedure for listing on NZSI Overseas Teacher Trainer Registry

The following procedure applies in the first instance that an overseas teacher trainer is engaged and does not need to be repeated on subsequent occasions when the same trainer is employed.

Anyone intending to employ an overseas teacher trainer for an NZSI accredited teacher training course is required to:

- 1) Inform the overseas teacher trainer of the documentation to be submitted, as listed in the section below.
- 2) Supply the overseas teacher trainer with a copy of the NZSI Teacher Training Programme.
- 3) Gather the CV and teacher trainer status confirmation and forward this documentation to the NZSI Director of Teacher Training at least 8 weeks prior to the training course.

Overseas teacher trainers are to submit the following:

- 1) A brief CV which should include information about training undertaken to be a Suzuki teacher trainer, and work experience in the last 3 years as a teacher trainer.
- 2) Written confirmation of teacher trainer status from an appropriate authority.
- 3) A written statement agreeing to adhere to all requirements of the NZSI Teacher Training Programme.

Administration of overseas teacher trainer policy.

- 1) The NZSI Director of Teacher Training will be responsible for establishing and maintaining the NZSI Overseas Teacher Trainer Registry.
- 2) Upon receipt of the above listed material required of the overseas teacher trainer, the Director of Teacher Training will consult with 2 members of the Professional Advisory Group to determine whether the trainer will be listed on the Registry and inform the course organiser accordingly.
- 3) Upon receipt of the details of the training for which the overseas teacher trainer is to be engaged, the Director of Teacher Training will designate an NZSI teacher trainer to liaise with the course organiser and overseas teacher trainer in respect of the training to be conducted and to ensure that it complies with the requirements of the NZSI Teacher Training Programme.
- 4) A record will be kept by the Director of Teacher Training of all teacher training which is conducted in NZ by an overseas teacher trainer. This record will include the date and place of the course, and the unit taught.