

Responsibilities of NZSI Teacher Trainers in delivering Training according to the Training Document (1998)

A. At the commencement of the training the Teacher Trainer will be issued the following statement of responsibilities:

1. Be responsible for the following “housekeeping” at the start of the training

- A. Hand out the training record forms for trainees to fill in. Collect the completed forms and return them in accordance with #3C below.
- B. Advise trainees of the requirements for the Unit of training in accordance with the 1998 Training Document. (ie minimum 16 hours course work and 8 hours observation)
- C. Advise the trainees of the following recommendations from NZSI Teacher Trainers:
 - 1. That new trainee teachers complete Units 1A and 1B before they begin teaching Suzuki students.
 - 2. That trainees attend a minimum of one workshop or conference for each Level of training.
 - 3. That each Unit be taken in order.
- D. Memorization is a prerequisite in most instruments. Give goals and deadlines for memory work if the prerequisite has not been met and specify how this will be checked.
- E. Give your requirements and deadlines for written work.
 - 1. how teaching points are documented
 - 2. how to use observation forms, plus who and what to observe
 - 3. explain essay (if applicable)
 - 4. explain assessment (if applicable)
- F. Ensure that trainees know that they can refer to you (the teacher trainer) with any enquiries about the training and associated requirements. To this end please provide them with your contact details.

2. During the course training hours the Teacher Trainer should:

- A. Provide opportunities for performance/playing
- B. Provide opportunities for teaching/leading group lessons
- C. Provide opportunities for teaching practice either with students or other trainees
- D. Provide opportunities for discussion of observations

3. Outside the course training hours the Teacher Trainer should read each trainee’s documented observations, teaching points, essay and other written work assignments. (give written feedback)

4. At the conclusion of the training:

- A. Spend 10-15 minutes with each trainee and fill in the training record. At this point if any requirements have not been met, give deadlines in writing on the form for completion.
- B. Encourage each trainee to continue their training, progressing to assessment as appropriate. Sign their attendance hours in their training document booklet.
- C. Return all of the record forms (including the forms with incomplete requirements) to NZSI Director of Teacher Training within 2 weeks of the finish of the training. At that point Teacher Trainers working for an NZSI administered course will be paid for delivery of the training. The Director of Teacher Training will issue completion certificates. Forms that indicate incomplete requirements will be copied and sent to the Trainee and Teacher Trainer.
- D. In those cases where completion certificates are not issued, the Teacher Trainer is expected to maintain contact with the trainees concerned to encourage them to complete the requirements and to prepare for assessments. This can be done by telephone or email. Please keep a written record of communications with these trainees.
- E. When the requirements have been met the Teacher Trainer will notify the Director of Teacher Training so the completion certificate can be issued.

B. If teacher training is being conducted on a private basis it will need to be registered with NZSI Director of Teacher Training before the training begins. Complete form - “Registration form for private teacher training”