

# New Zealand Certificate in Nanny Education 2010

Faculty of Arts & Social Sciences  
Te Manga Pūtaiao-Toi

The New Zealand Certificate in Nanny Education is a full-time, one year programme that offers stimulating theoretical and practical Level 5 studies and the opportunity to qualify as a professional nanny educator.

The New Zealand Certificate in Nanny Education programme works to the nationally and internationally recognised NEONZ (Nanny Education Organisation of New Zealand) curriculum.

The New Zealand Certificate in Nanny Education programme enables graduates to function competently as professional nanny educators in child education and care, as well as in family support. In particular, the programme is designed to:

- promote child well-being within the family context
- enhance child and family health
- promote affection for and acceptance of children and their families
- enhance and promote learning experiences for children
- recognise and support students as life-long learners.

There is one entry point per year at the Taradale Campus:

- February

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

If you have any questions please feel free to contact us.

Fiona Cameron, School of Education and Social Sciences  
Faculty of Arts & Social Sciences  
Phone: (06) 974 8000, ext 5021  
Email: [fcameron@eit.ac.nz](mailto:fcameron@eit.ac.nz)



*Te Whare Takiura o Kahungunu*

## FUTURE PATHWAYS/EMPLOYMENT OPPORTUNITIES

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As a professional nanny educator, you will enter an exciting and challenging career. You will work with children and their families during periods of rapid change in their lives, developing sound child-centred and child-directed practice.

Possible jobs and career opportunities can include:

- private nanny
- employment through a nanny agency
- home-based childcare
- overseas employment

## PROGRAMME SUMMARY

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<b>Qualification</b>	New Zealand Certificate in Nanny Education
<b>Programme Level</b>	5
<b>Length</b>	33 weeks
<b>Study Options</b>	Full-time
<b>Hours of Study / Class Times</b>	Classes are scheduled between 9am and 3pm
<b>Total Number of Credits</b>	120 Credits

## PROGRAMME LENGTH

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The New Zealand Certificate in Nanny Education commences on 16 February 2010 and concludes on Friday 20 November 2010.

Orientation for students will be held 16 February, 9am - 3pm, in room L303.

Classes are scheduled between 9am and 3pm, Monday through Thursday, with a 12pm finish on Wednesday afternoon. Wednesday afternoon and Friday are ideal for self-directed activities without tutor contact. Practicum placements are scheduled throughout the year and are typically 7 hours per day, up to 5 days per week.

Timetables will be available on the EIT website [www.eit.ac.nz](http://www.eit.ac.nz) from October, 2009. If you require a paper copy to be sent out to you please contact the secretary.

SEMESTER 1		SEMESTER 2	
<b>PROGRAMME STARTS</b>	Tuesday, 16 February 2010	<b>Classes Start</b>	Monday, 19 July
<b>Easter Holiday</b>	Good Friday, 2 April Easter Monday, 5 April	<b>Mid-Semester Holidays (Term 3)</b>	Monday, 27 September - Friday, 8 October
<b>Mid-Semester Holidays (Term 1)</b>	Monday, 5 April - Friday, 16 April	<b>Term 4 starts</b>	Monday, 11 October
<b>Term 2 starts</b>	Monday, 19 April	<b>Hawke's Bay Anniversary Day</b>	Friday, 22 October
<b>Queen's Birthday</b>	Monday, 7 June	<b>Labour Day</b>	Monday, 25 October
<b>Semester 1 Ends (Term 2)</b>	Friday, 2 July	<b>PROGRAMME ENDS</b>	Friday, 20 November 2010
<b>Mid-Year Holidays</b>	Monday, 5 July - Friday, 16 July		

## STUDENT WORK COMMITMENTS

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Duration	33 weeks
Hours per week	18 hours on campus (tutorial, practical) and up to 40 hours - off campus (while on practicum)
Individual Study hours	One to one and a half hours for each classroom hour.
Credits	120 credits
One credit generally equals	10 student learning hours. Learning hours include both classroom and out-of-class hours.

A student will take 14 courses during the programme.

This programme of study is 33 weeks, with an additional 7 weeks of holiday or study breaks during which there are no scheduled classes. These breaks usually align with school holidays, but this may not always be the case. Students may find it necessary to spend time during non-teaching weeks working on assignments and other study-related tasks set during the teaching weeks.

## ENTRY REQUIREMENTS

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### Under 20 Years of Age:

You must:

- have completed four years secondary schooling or equivalent (EIT recommends students have NCEA Level 2)
- show potential to study at tertiary level (Level 5).

### Over 20 Years of Age

You must:

- show potential to study at tertiary level (Level 5).

### The following qualities are essential:

- commitment to working with children
- sound communication skills and empathy
- pleasant and positive personality
- self confidence and sense of humour
- warmth and caring nature
- sense of maturity
- integrity, trustworthiness, and reliability
- awareness of and sensitivity to diversity.

### All applicants must:

- attend an interview
- submit a current curriculum vitae
- provide a verified copy of their birth certificate or passport
- submit a one-page handwritten letter outlining what they hope to gain from the programme, information about their interest in working with children, study skills and any employment roles and/or involvement that they have held in community organisations
- provide two references on the prescribed referee forms (enclosed). One of the references must be from the applicant's secondary school. (If the applicant has been out of school for more than one year, a reference from an employer will be appropriate.)
- complete and sign a personal declaration form (enclosed)
- complete and sign a Consent to Disclosure of Information form (enclosed) - section 19(3) (e) Criminal Records (Clean Slate) Act 2004.

A numeracy and literacy evaluation will be administered by Learning Services and is compulsory for those who do not have NCEA Level 2.

IELTS score of 5.5 Academic or higher is required for all applicants who do not have English as their first language.

### Entry With Credit

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit or Recognition of Prior Learning.

- Cross Credit is based on the equivalency of courses or qualifications. You would apply for Cross Credit if you have passed a very similar course at the same level.
- Recognition of Prior Learning (RPL) is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like to be considered as credit toward your intended programme of study, as part of your application.

**You must apply prior to enrolment.** RPL and Cross Credit cannot be awarded for a course if you are already enrolled in that course. An original transcript or notice of results from the Institution at which you previously studied (or verified copies) will be required for all applications.

For further information and enquiries about RPL and Cross Credit please contact Trent Mabbett, telephone (06) 974 8000, ext 5004.

### ACADEMIC STAFF

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Our lecturers are highly trained professionals with particular areas of expertise in creativity, communication, human development, early childhood and home management, Te Reo me ngā Tikanga Māori, developing networks and employment preparation. Staff also maintain contacts with other professionals such as Nanny Agencies, Parenting and Family Organisations, Home Based Care Service, Health & Disability Services, the Ministry of Education and local Early Childhood Centres.

We value our partnership with students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

Staff Member	Qualifications
Jae Sutherland	Programme Co-ordinator, B Soc Sci, Cert Adult Teaching
Helen Stewart MacKenzie	Post Grad Dip Ed (Endorsed early years), BEd, Dip Tchg (ECE), Cert in Adult Education, Cert TESL
Cheryl McConnell	BEd, Dip Tchg (ECE), Dip Tchg (Primary), Cert in Adult Tchg, N.Z. Playcentre Federation Cert, Master of Education candidate and training professional
Tryphena Cracknell	Post Grad Dip (ECE), BA (History)
Shannon Thompson	Playcentre Course 1, 2 & 3
Anne Hiha	BA, Dip Tchg (Primary), Dip Facilitation, PhD candidate, M Prof Education and Training
Jo-Anne Young	BA (Hons)
Kay Ward	B.Sc
Kim Anstey	Professional chef 751/2/3

## PRACTICUM

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Students are required to spend a total of 400 hours on practicum. EIT organises for you to be placed with five different families over the course of the year. This is an integral part of the programme.

Students must comply with the following requirements:

- live in
- new born charge/s
- rural situation
- special support needs

## FACILITIES

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Nanny students will have access to specialist facilities to support practical classes such as Food Studies and Infant and Child Care. They have access to a modern and spacious training kitchen located in the Bruce Martin Building (L Block). It has up-to-date equipment (stoves, cook tops and refrigerators), is light and hygienic, and has great views.

## COURSE DESCRIPTORS

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The New Zealand Certificate in Nanny Education is NZQA Level 5. All courses are linked to Te Whāriki (the Early Childhood Curriculum document). Most courses run over both semesters.

Course ID	Brief Description
CNE5.02	<b>Human Development</b> Development through the lifespan with particular emphasis from birth to adolescence.
CNE5.01	<b>Family Studies in Aotearoa / New Zealand</b> Treaty of Waitangi. Cultural influences on growing up in Aotearoa New Zealand, family types and patterns, family stressors, societal influences.
CNE5.05	<b>Health Studies</b> Knowledge and strategies to enhance child and family health and well being. Infection control. Care of sick children.
CNE5.03	<b>Learning Through Play</b> Gain experience and awareness of the importance of play experiences in development of children.
CNE5.06	<b>Infant / Child Care</b> Daily routine care of infants and young children. Nutrition and feeding infants. Nappies and toilet training. Sleep patterns.
CNE4.02	<b>Special Support Needs</b> Knowledge of the developmental impact on children of different abilities. Social and relational impact on families explored.
CNE4.01	<b>Management Studies</b> Effective management of household resources and practical aspects of running a household.
CNE5.07	<b>Injury Prevention</b> Identification of potential hazards in the child's environment. First Aid Certificate. Emergency management. Child abuse.
CNE4.03	<b>Food Studies</b> Nutrition for children and their families. Family meals. Food safety. Food handling and storage. Practical aspects of food preparation.
CNE4.04	<b>Professional Communication</b> Foundations of effective communication. Non-verbal language. Expressing feelings. Whole messages. Open questioning. Listening skills. Interpersonal skills.

Course ID	Brief Description
CNE4.05	<b>Preparation for Employment</b> Identifying professional behaviour. Role of nanny (historical and contemporary). Professional management. Stress management. Legislation. Self-defence. Applying for a job. Job interviews.
CNE5.04	<b>Communication with Children</b> Strategies for talking with children. Positive guidance.
CNE3.01	<b>Preparation for Practicum</b> Prepares students for the total of 400 hours Practicum. Practicum includes working with families, providing a variety of experiences (rural, day, live-in, special needs, infant, larger family).
CNE4.06	<b>Kaupapa Māori</b> Te reo Māori (pronunciation, greetings etc), Kaupapa Māori (e.g. whanaungatanga), Marae Wananga, Marae protocol.

For more information about programme content please contact the Programme Secretary, Fiona Cameron, on (06) 974 8000, ext 5021 and make an appointment to talk to the Programme Co-ordinator.

## ASSESSMENTS

Assessments include written assessment, practical assessment, practicum work with families, informal (formative) assessment in class, class presentations.

## TRANSFERS /CROSS CREDITS

This programme leads to the award of a qualification that has been approved by the New Zealand Qualifications Authority. This qualification may be delivered at a number of other tertiary institutes around New Zealand. If you were to transfer to one of those other institutes you may be granted academic credit for some of the papers completed but this is at the discretion of the other institute.

*Please note: Fees are not transferable between institutes.*

## ACCREDITATION

The Eastern Institute of Technology (EIT Hawke's Bay) is an accredited tertiary education provider under the provisions of the Education Act 1989.

## FEES/COSTS - 2010

### Please note:

- All costs quoted include GST.
- These fees apply to NZ Citizens and NZ Permanent Residents only.

Programme/Course Fee:	\$4,247.10
NZQA Credits	\$18.60
Photocopying/Workbooks	\$55
Student Association Fee	\$110
<b>Total:</b>	<b>\$4,446.20</b>
All travel to practicum placements is at the student's own cost	

### ADDITIONAL COSTS

\$200 approximately	for textbooks and other resources - booklists will be distributed after your acceptance on to the programme.
See separate section below for International fees.	

EIT Hawke's Bay expects student fees to be paid at least one week prior to the start of the programme.

## STUDENT FINANCE

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### Student Loans and Allowances

Financial assistance for full-time and some part-time students is available through the Student Loan scheme. Some students may also be eligible for Student Allowances. Student Loans and Allowances are administered by StudyLink, a service provided by the Ministry of Social Development. For more information and for application forms, please contact:

**STUDYLINK on 0800 88 99 00 or online at [www.studylink.govt.nz](http://www.studylink.govt.nz)**

**Note:** International students are not eligible to apply for StudyLink Student Loans and Allowances (see over the page).

### Training Incentive Allowances

Students who have applied to the Department of Work and Income New Zealand for a Training Incentive Allowance must ensure fees are paid prior to the programme start date or we ask that a confirmation of fees letter be handed to the Enrolment Officers.

### Scholarships and Grants

You may be eligible to apply for a wide variety of different funding options. Many scholarships or grants are available to new and returning EIT Hawke's Bay students. Each scholarship or grant lists different criteria, such as gender, age or previous experience. To find out more about what is available for you, please call the EIT Infoline on 0800 22 55 348, or visit our website [www.eit.ac.nz](http://www.eit.ac.nz)

## APPLICATION PROCESS

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Successful applicants will receive a letter of acceptance from the Faculty of Arts and Social Sciences and will be asked to confirm their place on the programme. Please contact the Registry Manager on (06) 974 8000, ext 6026 if you wish to discuss enrolment fee payment arrangements.

Please refer to the chart over the page.

## INTERNATIONAL STUDENTS

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If you do not have permanent residency in New Zealand, there is a different application form and application process and a different fee structure applies. Please contact the International Centre on telephone +64 6 974 8902 for the correct application form and for further information regarding fees.

## DISCLAIMER

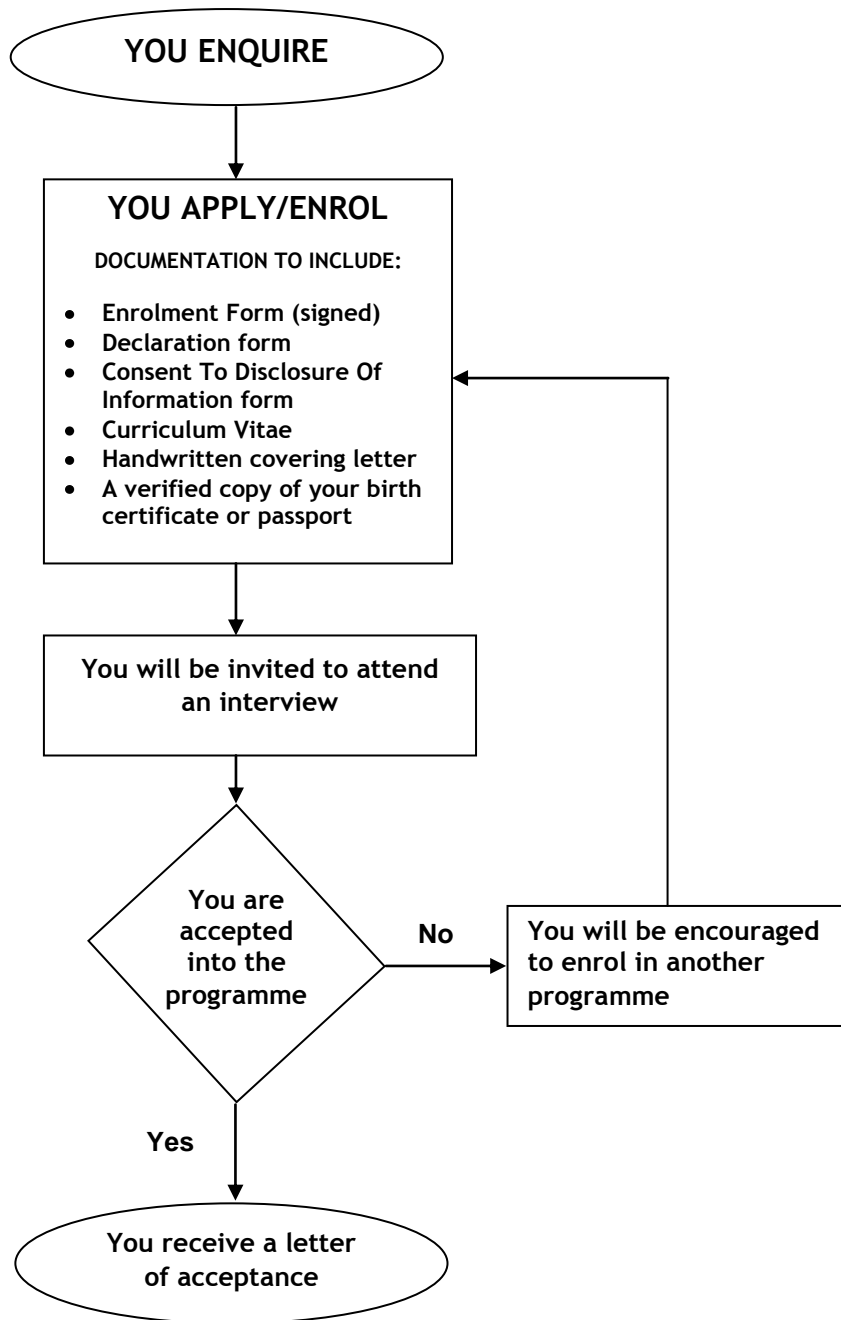
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Information contained in this publication is correct at the time of printing, but may be subject to change. While all reasonable efforts will be made to ensure listed programmes/courses are offered and regulations are current, the Institute reserves the right to change content or method of delivery, to withdraw any programme or course of study, or to impose limitations on enrolment, should circumstances require this.

Some programmes/courses mentioned in EIT publications are offered subject to final approval and accreditation or to sufficient enrolments being received.

For the latest information visit our website at [www.eit.ac.nz](http://www.eit.ac.nz)

## ENROLMENT PROCESS FLOWCHART



Timetables will be available on the EIT website [www.eit.ac.nz](http://www.eit.ac.nz) in October, 2009

# FORMS

## New Zealand Certificate in NANNY EDUCATION 2010

**THE FOLLOWING FORMS ARE TO BE RETURNED WITH YOUR  
COMPLETED APPLICATION OR SENT TO YOUR REFEREES**

Please:

- Complete the Declaration form
- Sign the Consent To Disclosure Of Information form - section 19(3)(e) Criminal Records (Clean Slate) Act 2004 form
- Provide a Curriculum Vitae
- Include a handwritten covering letter
- Provide a verified copy of your birth certificate or passport

Please return with your completed Application/Enrolment form.

You need to send/give the Referee Reports to your referees to complete and return to us. We need to receive the Referee Reports before your application can be processed.





Te Whare Takiura o Kahungunu

FACULTY OF ARTS & SOCIAL SCIENCES  
Te Manga Pūtaiao-Toi

## New Zealand Certificate in Nanny Education PERSONAL DECLARATION

Please complete this form.

Applicants are required to give consent for a request of personal information stored on the Wanganui Computer for any criminal convictions, all criminal history and details of fines and enforcements.

Immediate notification to the Programme Co-ordinator is necessary should such personal information change or the answer to any of the following questions becomes “Yes” during the course of the Programme. I agree to provide such information in confidence to the Programme Co-ordinator should the circumstances arise.

If the answer to any of the following questions is ‘Yes’ you must provide the particulars in a **separate sealed envelope** addressed to the Programme Co-ordinator, New Zealand Certificate in Nanny Education , Faculty of Arts and Social Sciences, EIT Hawke’s Bay, Private Bag 1201, TARADALE.

1. Have you ever been investigated for, or convicted of a criminal offence? Yes  No
2. Are there any charges against you which have yet to be heard? Yes  No
3. Have you been investigated for harassment, or neglect or abuse of children? Yes  No
4. Do you have:
  - Any current problems involving addiction (alcohol, gambling, illegal substances). As a general guideline “current” is defined as within the last two years. Yes  No
  - Any medical difficulties that may affect your ability to study at EIT and/or to work with families. Yes  No
  - Any physical difficulties that may affect your ability to study at EIT and/or to work with families. Yes  No
  - Any psychiatric or psychological difficulties that may affect your ability to study at EIT or work with families. . Yes  No

Answering YES to any of these questions does not necessarily result in being disallowed into the programme.

5. I confirm that all the information contained in this document is true and correct.  
I understand that giving a false declaration or failing to disclose information may:

- prevent me from being accepted onto the programme
- if accepted, prevent me from continuing on the programme

Name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form with your red application/enrolment form.*





Te Whare Takiura o Kahungunu

## CONSENT TO DISCLOSURE OF INFORMATION

Licensing & Vetting Service Centre  
Office of the Commissioner of Police  
PO Box 3017  
**WELLINGTON**

I, .....  
(Surname) (First Names)

.....  
(Maiden or any other names used)

Sex ----- (M/F) Nationality -----

Date of Birth ----- Place of Birth -----

Residential Address -----  
-----

Suburb ----- City -----

NZ Driver Licence number -----

hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to **the Eastern Institute of Technology - EIT Hawke's Bay**. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed ----- Date -----

**COMMENTS OF THE NEW ZEALAND POLICE**





Te Whare Takiura o Kahungunu

FACULTY OF ARTS & SOCIAL SCIENCES  
Te Manga Pūtaiao-Toi

## NZ CERTIFICATE IN NANNY EDUCATION REFEREE REPORT

### CONFIDENTIAL TO THE FACULTY OF ARTS AND SOCIAL SCIENCES

Thank you for taking time to complete this report. Your comments on the suitability of the applicant for a career working with young children will be carefully considered. This report is confidential to the recruitment staff for the NZ Certificate in Nanny Education and will not be seen by the applicant. Your frank replies will be appreciated.

**Please return this report to EIT promptly. Applications cannot be processed until all Referee Reports are received. Thank you.**

Applicant's name: \_\_\_\_\_

Referee's name: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_

Referee's address: \_\_\_\_\_  
\_\_\_\_\_

**(Please go directly to question 2 if being completed by Secondary School)**

1. I am confident I know the applicant well enough to complete this form.

Yes  No

(If the answer is **No** please return this form to the Programme Co-ordinator, NZ Certificate in Nanny Education, Faculty of Arts & Social Sciences, Eastern Institute of Technology, Private Bag 1201, Hawke's Bay Mail Centre, Napier 4142).

1.1 Please indicate the length of time you have known the applicant.

\_\_\_\_\_

1.2 Describe the capacity in which you have known the applicant.  
(e.g. personal, colleague, community leader, employer, volunteer etc.)

\_\_\_\_\_

2. Describe the applicant's interests, skills, abilities and activities.

\_\_\_\_\_  
\_\_\_\_\_

3. Please tick the area which best explains the personal and professional qualities of the applicant. Please leave blank if you are not sure.

Qualities	Strongly Evident	Evident	Minimal Evidence
Open minded			
Respect for others			
Enthusiasm			
Punctuality			
Confidence			
Patience			
Common sense			
Warmth			
Initiative			
Honesty			
Interest in learning			
Communication			
Works well with others			
Cultural sensitivity			

4. Please tick the boxes which best describe the following skills of the applicant. If you are not sure please leave it blank.

Qualities	Strongly Evident	Evident	Minimal Evidence
Listening skills			
Clarity of speech			
Ability to express ideas			
Perseverance			
Ability to build and maintain relationships			

5. Are there any special circumstances the selection panel needs to be aware of before selecting this person for a career working with young children?

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6. **RECOMMENDATION**

- This candidate has the potential to pursue a career working with young children.
- I have concerns about this candidate pursuing a career with young children (please list below).
- I have concerns about this candidate pursuing a career with young children but I prefer to be contacted by telephone.

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7. Further comments:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you** Please return this form in the envelope provided directly to:

**The Programme Co-ordinator**  
NZ Certificate in Nanny Education  
Faculty of Arts & Social Sciences  
Eastern Institute of Technology  
Private Bag 1201  
Hawke's Bay Mail Centre  
Napier 4142



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**Please return this report to EIT promptly. Applications cannot be processed until all Referee Reports are received. Thank you.**

Applicant's name: \_\_\_\_\_

Referee's name: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_

Referee's address: \_\_\_\_\_  
\_\_\_\_\_

**(Please go directly to question 2 if being completed by Secondary School)**

1. I am confident I know the applicant well enough to complete this form.

Yes  No

(If the answer is **No** please return this form to the Programme Co-ordinator, NZ Certificate in Nanny Education, Faculty of Arts & Social Sciences, Eastern Institute of Technology, Private Bag 1201, Hawke's Bay Mail Centre, Napier 4142.)

1.1 Please indicate the length of time you have known the applicant.

1.2 Describe the capacity in which you have known the applicant.  
(e.g. personal, colleague, community leader, employer, volunteer etc.)  
\_\_\_\_\_

2. Describe the applicant's interests, skills, abilities and activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please tick the area which best explains the personal and professional qualities of the applicant. Please leave blank if you are not sure.

Qualities	Strongly Evident	Evident	Minimal Evidence
Open minded			
Respect for others			
Enthusiasm			
Punctuality			
Confidence			
Patience			
Common sense			
Warmth			
Initiative			
Honesty			
Interest in learning			
Communication			
Works well with others			
Cultural sensitivity			

4. Please tick the boxes which best describe the following skills of the applicant. If you are not sure please leave it blank.

Qualities	Strongly Evident	Evident	Minimal Evidence
Listening skills			
Clarity of speech			
Ability to express ideas			
Perseverance			
Ability to build and maintain relationships			

5. Are there any special circumstances the selection panel needs to be aware of before selecting this person for a career working with young children?

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6. **RECOMMENDATION**

- This candidate has the potential to pursue a career working with young children.
- I have concerns about this candidate pursuing a career with young children (please list below).
- I have concerns about this candidate pursuing a career with young children but I prefer to be contacted by telephone.

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7. Further comments:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you** Please return this form in the envelope provided directly to:

**The Programme Co-ordinator**  
 NZ Certificate in Nanny Education  
 Faculty of Arts & Social Sciences  
 Eastern Institute of Technology  
 Private Bag 1201  
 Hawke's Bay Mail Centre  
 Napier 4142