



## Frequently Asked Questions

### Who is suitable to study teacher aiding?

**Q: I see the certificates are suitable for primary school settings. Are the certificates suitable also for someone in an early childhood or secondary school setting?**

A: Yes. While the certificates were originally written for the primary school sector, we have had many people from early childhood centres and secondary schools successfully complete our certificates. The wording and examples used in our material do have more of a sway to a primary setting, yet we have found that the content is very relevant and applicable for people working with children and students across all age groups.

The only certificate that would not be particularly relevant to an ECE setting is the *Certificate in Supporting Literacy and Numeracy*, as this content is based on the New Zealand Curriculum Framework and doesn't cover *Te Whariki*.

**Q: Do I have to be working as a teacher aide already?**

A: No. We have a number of students who want a new career path, or to change careers. If you are new to being in a school, or are keen to volunteer some time, our certificates will provide you with valuable training to help you to be as effective as possible, as soon as possible.

**Q: Are the certificates suitable for someone who has been working in schools or centres for a long time?**

A: Absolutely! Everyone comes with a kete of skills and you will find that your current skills and knowledge will be valuable in helping you with your online study. Our certificates are designed to give you some new perspectives, uncover old truths, continue your skills development and perhaps even lead you to some fresh new discoveries. Many of our very experienced teacher aides have loved the fact that a lot of what they are learning online really validates what they have been doing, so well, for years. Gaining a recognised qualification is also considered a huge bonus by our graduates.

**Q: What if I have never done any study before?**

A: We have a wide range of people doing our certificates from all sorts of backgrounds, from those who didn't complete high school, to those with tertiary degrees. The certificates are at NZQA tertiary levels 3 and 4. If you are concerned about whether the level of study is right for you, please discuss this with the tutor at your interview.

### Who tends to do your certificates?

Everyone who studies with us are motivated to up-skill and do the best they can for the children they work with.

Some are employed in schools or ECE Centres as teacher aides or support workers and some are volunteers. We have people who want to become teacher aides and we have some who have been teacher aiding for a very long time. We have those who have not completed any secondary school qualifications, through to qualified primary and ECE teachers who want some professional development in working with children with special needs, or who want to up-skill in behaviour management. The certificates are designed to provide for a wide range of needs.

Gaining a recognised qualification is also really important to the majority of our students. Growing in confidence and having a sense of accomplishment, in knowing they can study and be successful, is something a lot of our students talk about.



## How does online study work?

### Q: How long is each certificate?

A: Each certificate is set to be completed in 32 weeks or less. If your enrolment period falls over the Christmas holidays, you get an extra 8 weeks, making it a 40 week enrolment period. You will need to ensure that you complete within your enrolment period.

### Q: How much study will I need to do each week?

A: It does vary a little from week to week, and from person to person, but on average about 12 hours per week, for study and assignment work, is what you can expect to realistically do.

### Q: Do I have to start at the beginning of the year?

A: We have a rolling intake, which means that you can start at any time of the year. Enrol at a time that suits you best.

### Q: Do I get sent work each week?

A: No. Once you are enrolled, you will be able to access all online learning material from your homepage. A week counter lets you know which week of study you are up to and each week's study and assignments are able to be accessed from your home page at any time. The certificates are designed to allow you to study at a pace that fits your other commitments.

### Q: Do I have exams?

A: No. Assignments are completed throughout your time of study.

### Q: Are the assignments done online?

A: Yes, all assignments are completed online. Submitting assignments is very simple and straightforward.

### Q: Who marks my assignments?

A: Your online tutor, Kerran, is the one person with whom you will have all your contact. She will support you with your learning and mark your assignments.

### Q: What happens if I get stuck?

A: Contact Kerran and she will be more than happy to work it through with you. Her job is to support you to fully understand the work you are doing and to support you to succeed.

### Q: Can I get workbooks instead of having to use the computer?

A: No, as our certificates are specially designed for on-line study, we do not have workbooks available.

### Q: Do I need to buy text books?

A: No, all the information you need is within the online material. There are no extra readings that you need to do.

## The certificates

### Q: Can I do more than one certificate at a time?

A: No. For the best learning, concentrating on one set of skills and learning is the most effective. Although we allow



you to only enrol in one 32 week certificate at a time, you may find that you can complete each certificate in a shorter time frame, allowing you to move more quickly onto the next certificate. This approach ensures that you build on the success of each certificate, before you move on to the next one.

**Q: Do I have to do all three certificates, or can I just do the one that meets my immediate need?**

A: Most of our students do complete all three certificates over time and also gain the Level 4, *Certificate in Teacher Aiding*. You can though choose to complete just one or two of the certificates as they are very suitable if you have a particular area in which you want to gain some extra professional development.

**Q: Is there any order that I have to complete the certificates in?**

A: We strongly recommend that the *Certificate in Guiding Children's Behaviour* is the best starting point. This certificate has a lot of information and skills that help underpin the understanding and application of the other two certificates. It also starts out at a slower pace. To ensure your success with the material, we also recommend that you do the two Level 3 certificates, before you do the Level 4 *Certificate in Assisting Children with Special Needs*.

**Q: Am I able to complete a certificate in less than 32 weeks?**

A: As all the work is available to you as soon as you enrol, if you want to move through a certificate and complete it in less time, you certainly can. We have had a number of students complete their certificate in a shorter time and then move on to the next certificate. We advise that you start slowly and then you'll be able to judge what you can achieve within the timeframes and what is manageable with your other work, family and community commitments.

## Practicum

**Q: I am already working in the sector. Do the hours I already work count?**

A: Yes, of course! The certificates are designed to work hand in hand within the work that you already do as a teacher aide or support worker within the educational setting you are in.

**Q: Do I need to set up a whole lot of things with the school, which I normally don't do in my role, to be able to complete my online study?**

A: No. The certificates are designed to work in with whatever your role is. We understand the diversity in the education sector. There may be the very occasional time where you need to move outside of our current role e.g. writing observations or case studies, yet this is always valuable learning.

**Q: Do I need to find my own school if I am not already working or volunteering in one?**

A: Yes. Most schools and centres are very approachable in terms of having someone come in and give extra support to the teachers and children. Kerran can advise you how to go about this if you are not currently in a school or centre.

**Q: Can I do my Practicum at the end rather than over the 32 weeks?**

A: No, to be most effective your practicum is to be completed regularly throughout the time of your online study. What you are learning goes hand in hand with the skills you will be putting into practice in your role. A minimum of 72 or 80 hours of practicum is required, depending on the certificate you do. You will need a supervising teacher who is able to sign off your hours and a practical skills evaluation at the end of the certificate.

**Please call us on 0800 438 848, 06 349 0047 or email tutor  
Kerran Bartley [kerran@trainingforyou.co.nz](mailto:kerran@trainingforyou.co.nz) if you have any further questions.**

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