

Dear Principal

This letter is to inform you that the applicant is applying to enrol in the Training For You

Certificate in \_\_\_\_\_ and would like to work in your school to complete practicum requirements of the programme.

This Certificate is a 32 week, part-time programme that is designed to help the applicants work effectively as a teacher aides in New Zealand schools. Students work on teacher aide duties in a school for 80 hours over the duration of the course (approximately one morning per week).

Applicants study online while completing the practicum requirements of the programme and are supported by their Training For You tutor and a school supervisor who must be a qualified teacher. During their time in school applicants need to work, under supervision, with individual children or groups of children within a classroom setting.

The school supervisor will need to spend up to half an hour a week with the student on such things as verifying tasks, classroom protocol and setting up activities. The student's primary support is through a Training For You tutor who is available to them by phone or email. The student should be encouraged to contact the tutor for any study-related and administrative matters.

It is important to us that students demonstrate a level of professionalism in their role within your school. We suggest that a contract is set up between your school and the student. If you have any concerns about the teacher aide student, at any time, please contact us and Training For You will act on those concerns immediately. A teacher aide student should add positively to the culture of your school.

As a part of the students enrolment process Training For You will police check all teacher aide students. We can inform you of the results of the police checks, but only if our students ask us to. These results can take up to two weeks to receive from the Police Vetting Service. It is your schools responsibility to decide whether or not to start a student on placement in your school before their police check results are available. Please also note that your school will be responsible for the student's workplace safety while they are working in your school.

If you are prepared to have this applicant work/volunteer in your school under the conditions stated above, please complete the School Access Form attached to this letter. The applicant will return it to Training For You with their enrolment form.

Thank you for your time in considering this request. Please contact me if you have any queries.

Yours sincerely

Kerran Bartley  
Teacher Aide On-line Tutor

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## School Access Form

I am happy for (*name of applicant*) \_\_\_\_\_ to work in my school as a teacher aide (paid or as a volunteer) to meet the on-job requirements of the

Certificate in \_\_\_\_\_

I have read and understood the responsibilities of this undertaking as outlined in the letter.

Principal's signature:

Date:

Principal's name:

School:

Phone number:

E mail: