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**KAIAKO** **CERTIFICATION** **POLICY**

**RATIONALE**

Flying Kiwi Preschool recognises kaiako certification as a means of ensuring that all qualified kaiako meet a national quality standard.

**TE** **WHĀRIKI**

***Contribution/******Mana******tangata******-******Goal******3:*** Kaiako experience an environment where they are encouraged to learn with and alongside others.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Governance,** **Management** **and** **Administration:** **Professional** **Practice**s

· **GMA7:** Suitable human resource management practices are implemented.

**DOCUMENTATION** **REQUIRED:**

Processes for human resource management; including: selection and appointment procedures; job/role descriptions; induction procedures into the service; a system of regular appraisal; provision for professional development; a definition of serious misconduct; and discipline/dismissal procedures.

**PROCEDURES**

* Flying Kiwi Preschool will meet all costs involved in gaining and renewing kaiako certification.
* Provisionally certificated kaiako at Flying Kiwi Preschool will take part in our own induction and mentoring programme towards full certification. This is aligned with our Professional Growth Cycle but commits to additional mentorship, observation and feedback opportunities for the provisionally certificated kaiako.
* Fully certificated kaiako will be responsible for keeping their certification practicing certificate current.
* Fully certificated kaiako will provide mentorship and induction to provisionally certificated kaiako at Flying Kiwi Preschool.
* All expectations for certification mentors as well as certificated kaiako are outlined in the Flying Kiwi Preschool Professional Growth and Teacher Certification pack.
* Newly qualified kaiako will receive an increase in pay only once their provisional cerification is confirmed.
* All kaiako are to be familiar with the 'quality practices document' at their centre which outlines practices expected at Flying Kiwi Preschool to meet Our Standards for the Teaching Profession. Fully certificated kaiako must be meeting these practices as part of their job description. Provisionally certificated kaiako will be working towards meeting these practices with mentoring support.
* Flying Kiwi Preschool mentoring kaiako will only endorse provisionally certificated kaiako in the completion of the certification process if they successfully meet the New Zealand Education Council's Code of Professional Responsibility and Standards for the Teaching Profession.
* Annual summary is required for all kaiako on provisional, subject to confirmation or full certification status by centre manager. This summary will state if kaiako have or have not met the standards for the teaching profession as set out by the Education Council.

**LINKS** **TO:**

* Appraisal and Professional Growth Policy
* Education Council-Our Code and Standards for the Teaching Profession.

**Date** **approved:**

**Review** **date:**