

# **Ministry of Education Waikato**

**2020**

**Courses and Workshops  
for  
Parents and Educators**



## INTRODUCTION

Kia ora Colleagues, Parents and Whānau,

I am pleased to introduce our programme of professional development workshops for 2020.

In offering this programme of workshops, we hope to support and enable you in your work to promote participation, engagement and achievement for children and young people. The workshops aim to complement other professional learning opportunities across a school and early childhood education setting. They are a part of a range of services for children and their families available from the Ministry of Education and the Resource Teacher for Learning and Behaviour.

We are repeating some of the courses we put together last year and we have some other exciting courses, which we hope will inspire you to enrol. Your feedback is important to us and so please do complete course feedback at the end of any of the courses you attend and if you have thoughts or queries about potential future courses please feel free to email those to me using the address below.

To enrol, please complete the enrolment form at the end of this booklet. Once receipted and attendance is confirmed, this will become a taxable invoice. Payment must be sent with the course enrolment form.

***Refunds will only be accepted and processed if a cancellation is advised two days prior to course date.***

***No payment before the course is run equates to no enrolment.***

Any enquiries regarding enrolments/cancellations, contact  
[businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

We would appreciate enrolments to be made up to **7 days before the course** date. However, as there is a limit on course attendance numbers, we do recommend early enrolment.

We very much look forward to seeing you and hope you enjoy learning and sharing alongside other parents and professionals.

Naku iti nei, na  
Paul Mitchell  
Manager Learning Support  
Ministry of Education, Waikato

## Index 2020 Ministry of Education Courses

TERM ONE		
<p>Hanen Teacher Talk Training 'A' – Encouraging Language Development Ministry of Education, 19 Home Straight, Te Rapa, Hamilton</p> <p><b>\$25.00pp</b>      <b>Wednesday 4 March - 9.00am – 3.30pm</b></p> <p><i>Payment to cover cost handbook</i></p> <p><b>Course Reference for payment HN40</b></p> <p>A workshop for Early Childhood Teachers</p> <p><b>Registrations close Wednesday 5 February 2020</b></p>	<p>MOE Speech Language Therapists</p>	
<p>Ors Writing Workshop Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>Free</b>      <b>Monday 9 March - 9.00am – 12.00pm</b></p> <p>A workshop for SENCOs, RTLB and Learning Support Practitioners interested in learning more about how to write an ORS application.</p> <p><b>Registrations close Monday 2 March 2020</b></p>	<p>Verifiers</p>	
<p>Centre for Assistive Technology Roadshow Scotts Presbyterian Church, 32 Vardon Road, Hamilton</p> <p><b>Free</b>      <b>Tuesday 10 March - 9.00am – 3.00pm</b></p> <p>Suitable for specialist educators, RTLB, RTLit, Sencos and Teachers of students with additional learning needs.</p> <p><b>Registrations close Wednesday 26 February 2020</b></p>		
<p>Talk to Learn Ministry of Education, 19 Home Straight, Te Rapa, Hamilton</p> <p><b>\$10.00</b>      <b>Tuesday 17 March - 9.00am – 2.45pm</b></p> <p><b>Course Reference for payment HN41</b></p> <p>A workshop for Teachers of Junior classes, teachers' aides &amp; SENCOs</p> <p><b>Registrations close Tuesday 10 March 2020</b></p>	<p>Ruth Baumberger &amp; Melissa Bird</p>	
<p>Much More Than Words Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>FREE</b>      <b>Wednesday 18 March</b>      <b>9am – 3:30pm</b></p> <p>A workshop for Early Childhood Teachers and Junior Teachers</p> <p><b>Registrations close Wednesday 11 March 2020</b></p>	<p>MOE Speech Language Therapists</p>	

<p>Teacher Aides: Supporting Learning Stage One– <b>2 Day Course</b> Thames High School, 300 Sealey Street, Thames</p> <p><b>\$40.00pp Wednesday 25 March 9am – 2:30pm</b> <b>Wednesday 8 April 9am – 2.30pm</b></p> <p><b>Course Reference for payment HN42</b></p> <p><b>Registrations close Wednesday 18 March 2020</b></p>	<p>Maree Woodall, Tracey Ellery &amp; Nicola Adams</p>
<p>Inclusion of Children with Hearing Loss in EC settings Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>FREE Thursday 26 March 9:30am – 3pm</b></p> <p>Those working with children, birth to school age, with an identified hearing loss, and fitted with hearing aid/s, or cochlear implants.</p> <p><b>Registrations close Thursday 19 March 2020</b></p>	<p>Advisors on Deaf Children</p>
<p>Introduction to Auditory Process Disorder Scots Presbyterian Church &amp; Community Centre, 32 Vardon Road Hamilton</p> <p><b>FREE Friday 3 April 10:00am – 2.00pm</b></p> <p>Those who are interested in or are currently working with students affected by APD.</p> <p><b>Registrations close Friday 27 March 2020</b></p>	<p>Advisors on Deaf Children &amp; Assistive Technology Coordinator</p>
<p>Hanen Teacher Talk Training 'A' – Encouraging Language Development Ministry of Education, 19 Home Straight, Te Rapa, Hamilton</p> <p><b>\$25.00pp Wednesday 8 April - 9.00am – 3.30pm</b></p> <p><i>Payment to cover cost handbook</i> <b>Course Reference for payment HN43</b></p> <p>A workshop for Early Childhood Teachers</p> <p><b>Registrations close Wednesday 11 March 2020</b></p>	<p>MOE Speech Language Therapists</p>

<b>TERM TWO</b>	
<p>AppExplore Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>\$74.75pp Monday 18 May – 3 hour session (time TBC)</b></p> <p><b><u><a href="#">AppExplore – Hamilton 2020 – Google Form</a></u></b></p> <p><b>Registrations close Monday 11 May 2020</b></p>	<p>Catherine Brill &amp; Tomas Roberts</p>
<p>Literacy Support Tools Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>\$63.25pp Tuesday 19 May – 2 hour session (time TBC)</b></p> <p><b><u><a href="#">Literacy Support Tools – Hamilton 2020 – Google Form</a></u></b></p> <p><b>Registrations close Tuesday 12 May 2020</b></p>	<p>Tomas Roberts</p>

<p>AppExplore/Literary Support Tools Taumarunui – venue TBC</p> <p><b>\$74.75pp Wednesday 20 May – 3 hour session (time TBC)</b></p> <p><a href="#"><u>AppExplore/Literacy Support Tools – Taumarunui 2020 – Google Form</u></a></p> <p><b>Registrations close Wednesday 13 May 2020</b></p>	<p>Tomas Roberts</p>
<p>Teacher Aides: Supporting Learning Stage Two – <b>2 Day Course</b> Te Aroha – venue TBC</p> <p><b>\$40.00pp Tuesday 2 June 9am – 2:30pm</b> <b>Tuesday 16 June 9am – 2.30pm</b></p> <p><b>Course Reference for payment HN44</b></p> <p><b>Registrations close Tuesday 26 May 2020</b></p>	<p>Tracey Ellery &amp; Nicola Adams</p>
<p>Hanen Teacher Talk Training ‘A’ – Encouraging Language Development Ministry of Education, 19 Home Straight, Te Rapa, Hamilton</p> <p><b>\$25.00pp Wednesday 3 June - 9.00am – 3.30pm</b></p> <p><i>Payment to cover cost handbook</i></p> <p><b>Course Reference for payment HN45</b></p> <p>A workshop for Early Childhood Teachers</p> <p><b>Registrations close Wednesday 6 May 2020</b></p>	<p>MOE Speech Language Therapists</p>
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<p>Teacher Aides: Supporting Learning – <b>2 Day Course</b> Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>\$40.00pp Tuesday 16 June 9am – 2:30pm</b> <b>Tuesday 30 June 9am – 2.30pm</b></p> <p><b>Course Reference for payment HN47</b></p> <p><b>Registrations close Tuesday 9 June 2020</b></p>	<p>Darryl Connelly &amp; Linda Terry</p>
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<p>Much More Than Words Ministry of Education, 404 Queen Street, Thames</p> <p><b>FREE Thursday 25 June 9.30am – 3:30pm</b></p> <p>A workshop for Early Childhood Teachers and Junior Teachers</p> <p><b>Registrations close Thursday 18 June 2020</b></p>	<p>Angela Li Calsi &amp; Julia Sharp</p>
<p>Hanen Teacher Talk Training 'B' – Let Language Lead the Way to Literacy Ministry of Education, 19 Home Straight, Te Rapa, Hamilton</p> <p><b>\$25.00pp Wednesday 8 July 9.00am – 3.30pm</b></p> <p><i>Payment to cover cost handbook</i></p> <p><b>Course Reference for payment HN48</b></p> <p>A workshop for Early Childhood Teachers</p> <p><b>Registrations close Wednesday 10 June 2020</b></p>	<p>MOE Speech Language Therapists</p>

<b>TERM THREE</b>	
<p>Special Assessment Conditions Seminar Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>FREE Thursday 6 August 9.30am – 12 noon</b></p> <p>A workshop for Secondary School SENCOs, Learning Support Co-ordinators, Principal's Nominees, RTLB and MOE Special Needs Advisors</p> <p><b>Registrations close Thursday 30 July 2020</b></p>	<p>Gabe Sorenson</p>
<p>Special Assessment Conditions Seminar Hamilton Boys High School</p> <p><b>FREE Wednesday 12 August 9.30am – 12 noon</b></p> <p>A workshop for Secondary School SENCOs, Learning Support Co-ordinators, Principal's Nominees, RTLB and MOE Special Needs Advisors</p> <p><b>Registrations close Wednesday 5 August 2020</b></p>	<p>Gabe Sorenson</p>
<p>Teacher Aides: Supporting Learning – <b>2 Day Course</b> Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>\$40.00pp Wednesday 19 August 9am – 2:30pm</b> <b>Wednesday 9 September 9am – 2.30pm</b></p> <p><b>Course Reference for payment HN49</b></p> <p><b>Registrations close Wednesday 12 August 2020</b></p>	<p>Darryl Connelly &amp; Linda Terry</p>

<p>Introduction to Auditory Process Disorder Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>FREE Thursday 20 August 10:00am – 2.00pm</b></p> <p>Those who are interested in or are currently working with students affected by APD.</p> <p><b>Registrations close Thursday 13 August 2020</b></p>	<p>Advisors on Deaf Children &amp; Assistive Technology Coordinator</p>
<p>Much More Than Words Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>FREE Wednesday 26 August 9:00am – 3:30pm</b></p> <p>A workshop for Early Childhood Teachers and Junior Teachers</p> <p><b>Registrations close Wednesday 19 August 2020</b></p>	<p>MOE Speech Language Therapists</p>
<p>Much More Than Words Whitianga – venue TBC</p> <p><b>FREE Thursday 17 September 9:30am – 3:30pm</b></p> <p>A workshop for Early Childhood Teachers and Junior Teachers</p> <p><b>Registrations close Thursday 10 September 2020</b></p>	<p>Angela Li Calsi &amp; Julia Sharp</p>
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<b>TERM FOUR</b>	
<p>Much More Than Words Ministry of Education, 19 Home Straight, Hamilton</p> <p><b>FREE Wednesday 11 November 9:00am – 3:30pm</b></p> <p>A workshop for Early Childhood Teachers and Junior Teachers</p> <p><b>Registrations close Wednesday 4 November 2020</b></p>	<p>MOE Speech Language Therapists</p>
<b>INCREDIBLE YEARS: Programme for Parents</b>	
<p>For parents of children aged three to eight years, where one or more children have significant behavioural concerns.</p> <p>Dates / times and venue will be confirmed following an expression of interest.</p>	<p>MOE or NGO</p>

# HANEN: Teacher Talk™ Training A: Encouraging Language Development in Early Childhood Settings

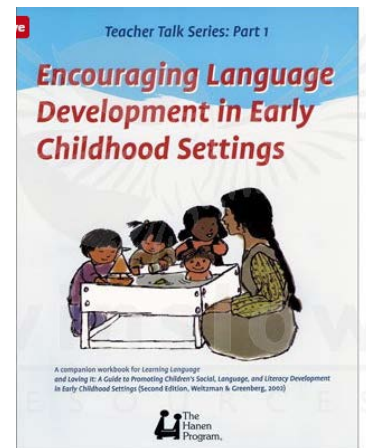
## For Early Childhood Educators

**NB: This course is a pre-requisite if you wish to attend Hanen: Teacher Talk Training B & C (dates set for later in 2020)**

This training addresses how educators can use everyday conversations, play and daily routines to promote communication and social development of all children, including those with language delays and those who are second language learners.

Participants learn how to:

- Identify children's conversational styles and the role teachers play in interactions
- Implement six steps to following the child's lead: Observe, Wait and Listen, Be Face to Face, Imitate, Interpret, Comment, and Join in and Play
- Help children become better conversation partners by using appropriate questions, comments and turn-taking cues
- Use five important steps to ensure that no child is left out of the interaction during group activities



**When:** Wednesday 4 March, 9.00am – 3.30pm

**Where:** Ministry of Education, Home Straight, Te Rapa

**Cost:** \$25 per person to cover Hanen: Teacher Talk™ workbook  
(Course Reference number HN40 for direct credit)

***Please bring your own lunch.***

**Presenters:** MOE Speech Language Therapists

**Please enrol by Wednesday 5 February 2020** to ensure that we can order workbooks for participants in time.

Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



## ORS Writing Workshop

**Suitable for anyone involved in writing ORS applications (Teachers, school SENCOs, RTLBs, Learning Support practitioners etc.)**

- Dates:** Monday 9 March
- Time:** 9am to 12pm
- Venue:** Ministry of Education Office, 19 Home Straight, Hamilton
- Cost:** Free
- Presenters:** Verifiers
- Registration:** [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



# Centre for Assistive Technology 2020 Road Show

Technology to support students' access  
to literacy and learning



**Hamilton: Tuesday 10 March**

**9:00 a.m. – 3:00 p.m.**

**Suitable for specialist educators, RTLB, RTLit, SENCOs and teachers of students with additional learning needs**

This road show is a face-to-face presentation and demonstration of some of the ways that Chrome-based products can be used to support students who have additional learning needs, particularly in the area of reading and writing. It is suitable for those teaching and working with primary, intermediate or secondary students.

## What you'll discover:

- **Assistive Technology:** What it is, how to make a Ministry of Education assistive technology application, assessment and moderation processes.
- **Frameworks:** Learn about the assistive technology frameworks that underpin practice: Universal Design for Learning (UDL) and SETT; how they apply to design and adaptation of lessons for learners with additional support needs.
- **Technology to support students:** Practical demonstration of Chromebook features; websites and extensions to support the learning of students with additional learning needs. Discussion about when other types of technology may be considered.
- **Hands on:** Participants need to bring a Chromebook or a laptop (PC or Mac) with the Chrome browser installed. You will also need a Google account (can be personal or school).

**Location:** Scotts Presbyterian Church, 32 Vardon Road, Hamilton

**Cost:** Free

**Number of participants:** 25 maximum

### Please bring:

- **Laptop** with Chrome browser installed or a **Chromebook**
- Your **Google account details** (these will not be shared, you just need to know your email address and password)
- Your own **morning tea** and **lunch**

**RSVP by:** 26 February 2020

### Contact for bookings:

[Jenny.mcintyre@education.govt.nz](mailto:Jenny.mcintyre@education.govt.nz)

For more information about assistive technologies please contact:

**Centre for Assistive Technology**

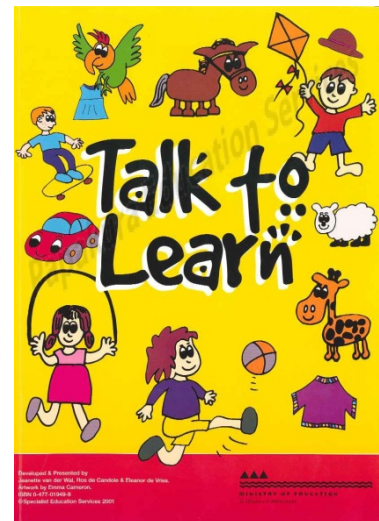
Email: [CAT.help@education.govt.nz](mailto:CAT.help@education.govt.nz)

Phone: 03 378 7312

## Talk to Learn

You will come away from this course empowered to:-

- identify children's language needs
- link language development to the NZ Curriculum
- run oral language groups using the Talk to Learn programme
- develop further vocabulary themes.



- Date:** Tuesday 17 March
- Venue:** Ministry of Education  
19 Home Straight, Te Rapa, Hamilton
- Time:** 9:00am – 2:45pm
- Target Group:** Teachers of Junior classes, teachers' aides and SENCOs
- Cost:** \$10 per person (Course reference HN41)  
Bring your own lunch
- Presenters:** Ruth Baumberger and Melissa Bird  
Speech Language Therapists

Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

## Much More Than Words

### Speech Language Development in young Children

This workshop is for Early Childhood and Junior Teachers.

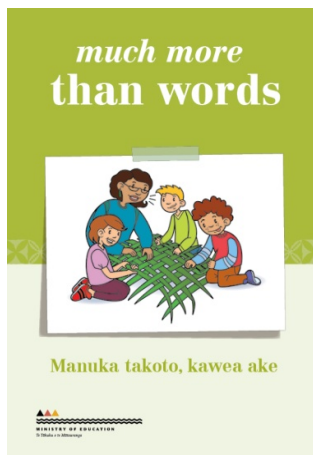


If you've ever wondered:

- How do children learn to talk? What's normal?
- I can't understand this child. What can I do?
- Should we do tongue exercises or blow bubbles or something?
- Are they just being lazy?
- How do language and literacy fit together?
- How can language build critical thinking skills?

*Then this is a great workshop for you!*

This workshop will:



- Raise your awareness of normal speech language development
- Help you to identify possible communication difficulties
- Share strategies to help you support speech language development in young children
- Provide opportunities for you to ask questions
- Be based around the Ministry of Education publication 'Much More Than Words'.

**Date:** Wednesday 18 March  
**Time:** 9:00am - 3:30pm  
**Venue:** Ministry of Education,  
19 Home Straight, Hamilton  
**Cost:** FREE  
*BYO lunch, tea and coffee provided*  
**Presenters:** MOE Speech Language Therapists



Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



## Teacher Aides – Supporting Learning Stage One

### A course for Teacher Aides (Learning Assistants), Beginning Teachers & SENCO

This intensive, split *two day* course is designed to enhance the foundations skills necessary for a Teacher Aide to work functionally with students. The course is also open to Beginning Teachers and SENCO / LSCs who would like to increase their understanding of how to work with and support Teacher Aides. The course broadly covers:

- Role of Learning Assistants / Teacher Aides
- Understanding Behaviour
- Building Positive Relationships
- Supporting Positive Peer Relationships
- Proactive and Reactive Behavioural Strategies
- Self-Care

**Dates:** Wednesday 25 March & Wednesday 8 April

**Time:** 9:00 am – 2:30pm

**Target Group:** Primary and Secondary School Teacher Aides who work with children who require learning support to meet their academic or behaviour goals. SENCO / LSCs and Beginning Teachers are also invited to attend.

**Venue:** Thames High School, 300 Sealey Street, Thames

**Cost:** \$40 per person. (Course reference HN42 for payment)

A light lunch will be provided. Unlimited water, tea and coffee.

(Maximum of 20 participants)

**Presenters:** Maree Woodall, Tracey Ellery (RTLB), & Nicola Adams

**Any enquiries:** [nicola.adams@education.govt.nz](mailto:nicola.adams@education.govt.nz)

**Registration:** [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

Please include the following information:

- Your role & school
- If you are a teacher aide, what support do you provide? (e.g., behaviour, learning, health/disability)
- Dietary requirements



## Inclusion of Children with Hearing Loss in Early Childhood settings

### *COURSE FOR EARLY CHILDHOOD EDUCATORS*

*Deafness and hearing loss are now able to be identified in babies from birth. Increasingly, staff who work in early childhood settings are involved with these very young babies and children and their families/whanau.*

This introductory course aims to provide participants with:

- understanding of the hearing system and how it works.
- understanding of deafness and hearing loss.
- basic knowledge of listening devices, (eg hearing aids, cochlear implants, sound systems).
- awareness of implications especially for very young children.
- knowledge of how these children develop speech, language and communication including communication options.
- practical strategies for developing language and communication skills.
- practical strategies and resources for inclusion in your setting, such as access to New Zealand Sign Language resources.



**Course Date:** Thursday 26 March

**Venue:** Ministry of Education  
19 Home Straight, Te Rapa, Hamilton

**Time:** 9.30 am – 3.00 pm

**Target Group:** Those working with children, birth to school age, with an identified hearing loss, and fitted with hearing aid/s, or cochlear implant/s.  
Please contact us for any further information, or to discuss eligibility.

**Cost:** FREE  
BYO lunch. *Tea and coffee available*

**Presenters:** Advisers on Deaf Children, Waikato

**RSVP:** Registrations close 26 March 2019

Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



## Introduction to Auditory Processing Disorder

*COURSE FOR SENCO, RTLB, RTLIT, Teachers*

This workshop will enable participants to:

- Understand what Auditory Processing Disorder is and how it may impact on a student's learning.
- Understand the differences between APD and peripheral hearing loss.
- Know how APD is identified in children and the significance of the range of assessments involved.
- Implement Practical strategies to support students in their learning environments.
- Be familiar with the NZ Guidelines on Auditory Processing Disorder 2019.
- Understand the MOE Assistive Technology process to support eligible students with APD.



<b>Course Dates:</b>	3 April 2020
<b>Venue:</b>	Scotts Presbyterian Church & Community Centre 32 Vardon Road, Hamilton
<b>Time:</b>	10.00am – 2.00 pm
<b>Target Group:</b>	Those who are interested in, or are currently working with, students effected by Auditory Processing Disorder.
<b>Cost:</b>	FREE BYO lunch. Morning tea provided
<b>Presenters:</b>	Advisers on Deaf Children, Waikato Assistive Technology Coordinator, Waikato
<b>RSVP:</b>	27 March 2020

To register email [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz) include the course name, names of those attending and your facility.



# HANEN: Teacher Talk™ Training A: Encouraging Language Development in Early Childhood Settings

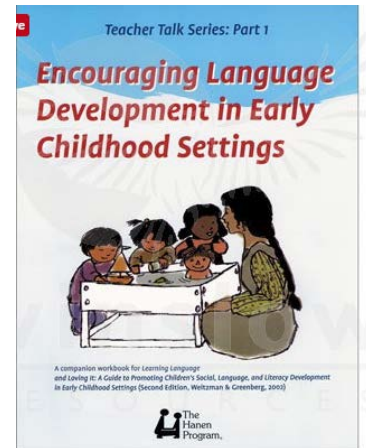
## For Early Childhood Educators

**NB: This course is a pre-requisite if you wish to attend Hanen: Teacher Talk Training B & C (dates set for later in 2020)**

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- Identify children's conversational styles and the role teachers play in interactions
- Implement six steps to following the child's lead: Observe, Wait and Listen, Be Face to Face, Imitate, Interpret, Comment, and Join in and Play
- Help children become better conversation partners by using appropriate questions, comments and turn-taking cues
- Use five important steps to ensure that no child is left out of the interaction during group activities



**When:** Wednesday 8 April, 9.00am – 3.30pm

**Where:** Ministry of Education, Home Straight, Te Rapa

**Cost:** \$25 per person to cover Hanen: Teacher Talk™ workbook  
(Course Reference number HN43 for direct credit)

***Please bring your own lunch.***

**Presenters:** MOE Speech Language Therapists

**Please enrol by Wednesday 11 March 2020** to ensure that we can order workbooks for participants in time.

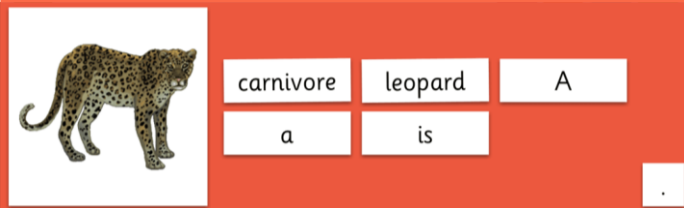
Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

**When:** Monday 18<sup>th</sup> May 2020 – 3 hour session (time TBC)  
**Venue:** Ministry of Education office, 19 Home Straight, Te Rapa, Hamilton 3200  
**Cost:** \$65+GST per person  
**Facilitators:** Catherine Brill & Tomas Roberts

*We only have places for a maximum of 20 participants – so get in quick!*

**This session is designed to give an in depth, hands-on look at the Clicker apps and Book Creator app for iPad. 20 iPad Minis will be provided with these apps loaded, as well as some other others.**

**Clicker Sentences** enables you to quickly create sentence building activities on any topic, tailored specifically to support each student. Each grid contains all the words required to build a sentence – teaching key skills for independent writing.



**Clicker Connect** teaches learners to connect words and phrases together, to build sentences and compose documents.

**Clicker Docs** is designed to help students use word predictions to further their writing skills. Watch your pupils' skills and confidence grow as they use the range of writing support tools on offer to create accurate, flowing documents.



**Book Creator** is a simple tool for creating awesome digital books.

Create your own teaching resources or have your students take the reins. Combine text, images, audio and video to create stunning books, comics, interactive stories and more!

Bring stories to life, or use the comic panels to plan or document a process. There is so much to do inside Book Creator, you'll love creating stories as much as your students.



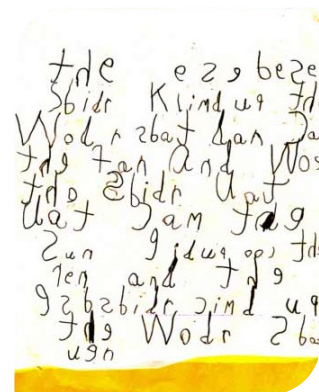
In the last 20 minutes there will be a chance for everyone to try a range of **phonics, maths/number** and **sequencing** apps.

**When:** Wednesday 20<sup>th</sup> May 2020 | 3 hour session (time TBC)  
**Venue:** TBC  
**Cost:** \$65+GST per person  
**Facilitators:** Tomas Roberts

*We only have places for a maximum of 20 participants – so get in quick!*

**Virtually every subject requires some reading and/or writing. Therefore, it is not a surprise that dyslexia can affect learning in all subject areas, including fundamental deficits in:**

- accessing written text
- reading fluency
- spelling
- written expression
- organising
- following written directions
- sequencing
- using working memory (needed for problem solving)
- visual processing (especially critical for worksheets, textbooks, and tests)



### C-Pen Reader Pen

#### **Hands on - How to use the C-Pen Reader**

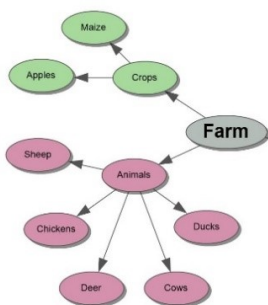
Rather than just being a tool for reluctant readers the C-Pen Reader Pen is a tool that has applications for almost anyone dealing with printed text.

- **Reading feature** – scan single words for clarity or scan whole sentences and use as text to speech in the text reader mode.
- **Dictionary support** – powerful way to understand what you are reading, get clarification and pronunciations as you read through the story.
- **Scanning text** – text can be scanned directly to a word processor. Excellent for worksheets. Use Voice typing to answer the questions
- **Record** – Use the C-Pen to scan the text to hear the content and record answers directly on the pen.

### Inspiration – Mind-mapping software

#### **Demonstration - Overview of how mind maps can assist**

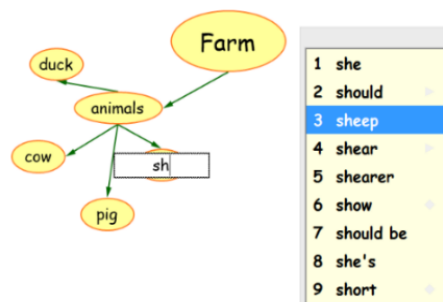
Mind maps can provide dyslexic people with a better way to organise and assimilate information.



- Appeals to many senses
- Improves concentration
- Breaks down information
- Gives ideas structure

### WordQ – Word prediction with topic lists

#### **Demonstration - An overview of how to create topic lists to assist the writing process**



### Voice typing / Speech-to-text software

#### **Demonstration**

In addition to robust software like *Dragon Professional Individual* – dictation options can be found on iOS devices, Android devices, Windows and Mac operating systems and in a number of Chrome apps and extensions.

Students who have difficulty spelling can just speak their words and have them transcribed on the screen. It may also help remove some of the difficulties of proofreading by reading back what students have written out loud, allowing for easier editing.

### Digital Recorders

#### **Demonstration**

One of the benefits of digital recorders is the small portable size and the ability to record quietly and transcribe the dictated information via Dragon software, directly in to a Word document.

# Literacy Support Tools/AppExplore

## Taumarunui



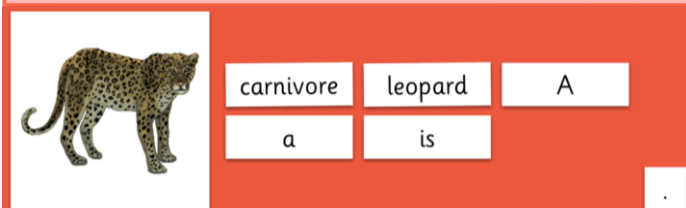
**When:** Wednesday 20<sup>th</sup> May 2020 | 3 hour session (time TBC)  
**Venue:** TBC  
**Cost:** \$65+GST per person  
**Facilitators:** Tomas Roberts

*We only have places for a maximum of 20 participants – so get in quick!*

**This half of the session is designed to give an in depth, hands-on look at the Clicker apps and Book Creator app for iPad.**

*20 iPad Minis will be provided with these apps loaded, as well as some other others.*

**Clicker Sentences** enables you to quickly create sentence building activities on any topic, tailored specifically to support each student. Each grid contains all the words required to build a sentence – teaching key skills for independent writing.



**Clicker Connect** teaches learners to connect words and phrases together, to build sentences and compose documents.

**Clicker Docs** is designed to help students use word predictions to further their writing skills. Watch your pupils' skills and confidence grow as they use the range of writing support tools on offer to create accurate, flowing documents.



**Book Creator** is a simple tool for creating awesome digital books.

Create your own teaching resources or have your students take the reins. Combine text, images, audio and video to create stunning books, comics, interactive stories and more!

Bring stories to life, or use the comic panels to plan or document a process. There is so much to do inside Book Creator, you'll love creating stories as much as your students.



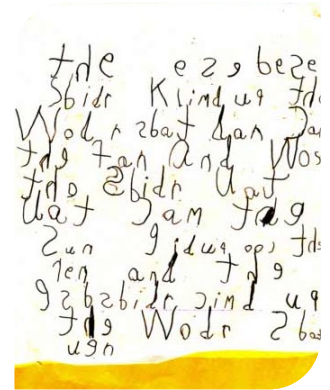
If we have time at the end, there will be a chance for everyone to try a range of **phonics**, **maths/number** and **sequencing** apps.

**When:** Tuesday 19<sup>th</sup> May 2020 – 2 hour session (time TBC)  
**Venue:** Ministry of Education office, 19 Home Straight, Te Rapa, Hamilton 3200  
**Cost:** \$55+GST per person  
**Facilitators:** Tomas Roberts

*We only have places for a maximum of 20 participants – so get in quick!*

**Virtually every subject requires some reading and/or writing. Therefore, it is not a surprise that dyslexia can affect learning in all subject areas, including fundamental deficits in:**

- accessing written text
- reading fluency
- spelling
- written expression
- organising
- following written directions
- sequencing
- using working memory (needed for problem solving)
- visual processing (especially critical for worksheets, textbooks, and tests)



### C-Pen Reader Pen

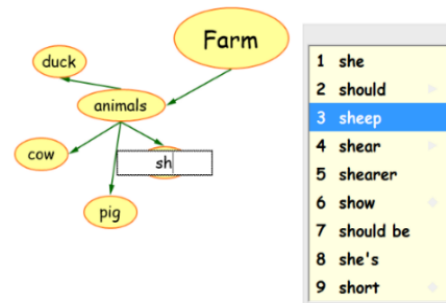
#### **Hands on - How to use the C-Pen Reader**

Rather than just being a tool for reluctant readers the C-Pen Reader Pen is a tool that has applications for almost anyone dealing with printed text.

- **Reading feature** – scan single words for clarity or scan whole sentences and use as text to speech in the text reader mode.
- **Dictionary support** – powerful way to understand what you are reading, get clarification and pronunciations as you read through the story.
- **Scanning text** – text can be scanned directly to a word processor. Excellent for worksheets. Use Voice typing to answer the questions
- **Record** – Use the C-Pen to scan the text to hear the content and record answers directly on the pen.

### WordQ – Word prediction with topic lists

#### **Demonstration - An overview of how to create topic lists to assist the writing process**



### Voice typing / Speech-to-text software

#### **Demonstration**

In addition to robust software like *Dragon Professional Individual* – dictation options can be found on iOS devices, Android devices, Windows and Mac operating systems and in a number of Chrome apps and extensions.

Students who have difficulty spelling can just speak their words and have them transcribed on the screen.

It may also help remove some of the difficulties of proofreading by reading back what students have written out loud, allowing for easier editing.

### Digital Recorders

#### **Demonstration**

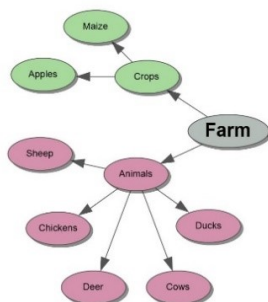
One of the benefits of digital recorders is the small portable size and the ability to record quietly and transcribe the dictated information via Dragon software, directly in to a Word document.

### Inspiration – Mind-mapping software

#### **Demonstration - Overview of how mind maps can assist**

Mind maps can provide dyslexic people with a better way to organise and assimilate information.

- Appeals to many senses
- Improves concentration
- Breaks down information
- Gives ideas structure





## Teacher Aides – Supporting Learning Stage Two

### A course for Teacher Aides (Learning Assistants), Beginning Teachers & SENCO

The content of this course will be tailored to the professional development needs of attendees. Content will be linked with the TKI teacher aide modules and will broadly cover:

- Supporting diverse learners (e.g., ADHD, ASD, anxiety, dyslexia).
- Understanding the behaviour escalation cycle.
- Soliciting and acting on student voice.
- Collaborative partnerships between teachers and teacher aides.
- Supporting positive peer relationships.
- Developing resources for diverse learners (e.g., visual timetables).

**Dates:** Tuesday 2 June & Tuesday 16 June 2020

**Time:** 9:00 am – 2:30pm

**Target Group:** This is a **Stage Two** course open to those who have previously attended the Ministry of Education's two-day introductory teacher aide training. Registration is open to primary and secondary school Teacher Aides, as well as SENCO / LSCs and Beginning Teachers who would like to learn more about working with and supporting teacher aides.

**Venue:** Te Aroha

**Cost:** \$40 per person. (Course reference HN44 for payment)  
A light lunch will be provided. Unlimited water, tea and coffee.  
(Maximum of 20 participants)

**Presenters:** Tracey Ellery (RTL) & Nicola Adams

**Any enquiries:** [nicola.adams@education.govt.nz](mailto:nicola.adams@education.govt.nz)

**Registration:** [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

Please include the following information:

- Your role & school.
- Dates & location of your attendance on a stage one course.
- If you are a teacher aide, what support do you provide? (e.g., behaviour, learning, health/disability).
- Dietary requirements.

# HANEN: Teacher Talk™ Training A: Encouraging Language Development in Early Childhood Settings

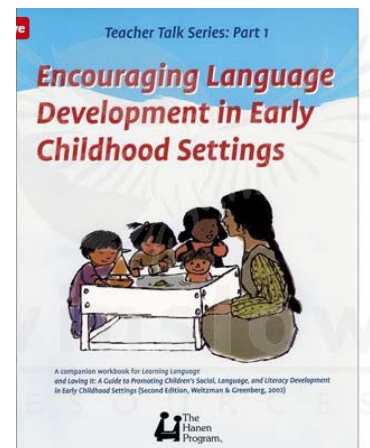
## For Early Childhood Educators

**NB: This course is a pre-requisite if you wish to attend Hanen: Teacher Talk Training B & C (dates set for later in 2020)**

This training addresses how educators can use everyday conversations, play and daily routines to promote communication and social development of all children, including those with language delays and those who are second language learners.

Participants learn how to:

- Identify children's conversational styles and the role teachers play in interactions
- Implement six steps to following the child's lead: Observe, Wait and Listen, Be Face to Face, Imitate, Interpret, Comment, and Join in and Play
- Help children become better conversation partners by using appropriate questions, comments and turn-taking cues
- Use five important steps to ensure that no child is left out of the interaction during group activities



**When:** Wednesday 3 June, 9.00am – 3.30pm

**Where:** Ministry of Education, Home Straight, Te Rapa

**Cost:** \$25 per person to cover Hanen: Teacher Talk™ workbook  
(Course Reference number HN45 for direct credit)

***Please bring your own lunch.***

**Presenters:** MOE Speech Language Therapists

**Please enrol by Wednesday 6 May 2020** to ensure that we can order workbooks for participants in time.

Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



## Teacher Aides – Supporting Learning Stage Two

### A course for Teacher Aides (Learning Assistants), Beginning Teachers & SENCO

The content of this course will be tailored to the professional development needs of attendees. Content will be linked with the TKI teacher aide modules and will broadly cover:

- Supporting diverse learners (e.g., ADHD, ASD, anxiety, dyslexia).
- Understanding the behaviour escalation cycle.
- Soliciting and acting on student voice.
- Collaborative partnerships between teachers and teacher aides.
- Supporting positive peer relationships.
- Developing resources for diverse learners (e.g., visual timetables).

**Dates:** Wednesday 10<sup>th</sup> June & Wednesday 24<sup>th</sup> June 2020

**Time:** 9:00 am – 2:30pm

**Target Group:** This is a **Stage Two** course open to those who have previously attended the Ministry of Education's two-day introductory teacher aide training. Registration is open to primary and secondary school Teacher Aides, as well as SENCO / LSCs and Beginning Teachers who would like to learn more about working with and supporting teacher aides.

**Venue:** Whitianga

**Cost:** \$40 per person. (Course reference HN46 for payment)  
A light lunch will be provided. Unlimited water, tea and coffee.  
(Maximum of 20 participants)

**Presenters:** Tracey Ellery (RTL), Maree Woodall & Nicola Adams

**Any enquiries:** [nicola.adams@education.govt.nz](mailto:nicola.adams@education.govt.nz)

**Registration:** [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

Please include the following information:

- Your role & school.
- Dates & location of your attendance on a stage one course.
- If you are a teacher aide, what support do you provide? (e.g., behaviour, learning, health/disability).
- Dietary requirements.





## Teacher Aides – Supporting Learning

### A course for Teacher Aides (Learning Assistants), Beginning Teachers & SENCO

This intensive, split *two day* course is designed to enhance the foundations skills necessary for a Teacher Aide to work functionally with students. After the first day participants will have an opportunity to put into practice what they have learned and discuss the results during the second day.

#### Day 1:

- Role of the Learning Assistant
- Understanding Behaviour
- Building Positive Relationships
- Listening & Assertive Communication
- Exploring our Understanding of those students who are so interesting

#### Day 2:

- Sharing our Learning
- Proactive Strategies
- Responsive Strategies
- Social Media
- Self-Care

*Bring a small ring-binder for resources supplied.*

**Note: If your area is interesting in hosting a course, please contact MOE for details**

**Dates:** Tuesday 16 June & Tuesday 30 June

**Time:** 9:00 am – 2:30pm

**Target Group:** Primary and Secondary School Teacher Aides who work with children who require learning support to meet their academic or behaviour goals. RTLB, SENCO and others who support Teacher Aides practice have also reported benefits from these two days.

**Venue:** Ministry of Education, 19 Home Straight, Hamilton

**Cost:** \$40 per person. (Course reference HN47 for payment)  
A light lunch will be provided. Unlimited water, tea and coffee.  
(Maximum of 20 participants)

**Presenters:** Darryl Connelly & Linda Terry

**Any enquiries:** [darryl.connelly@education.govt.nz](mailto:darryl.connelly@education.govt.nz)

**Registration:** [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



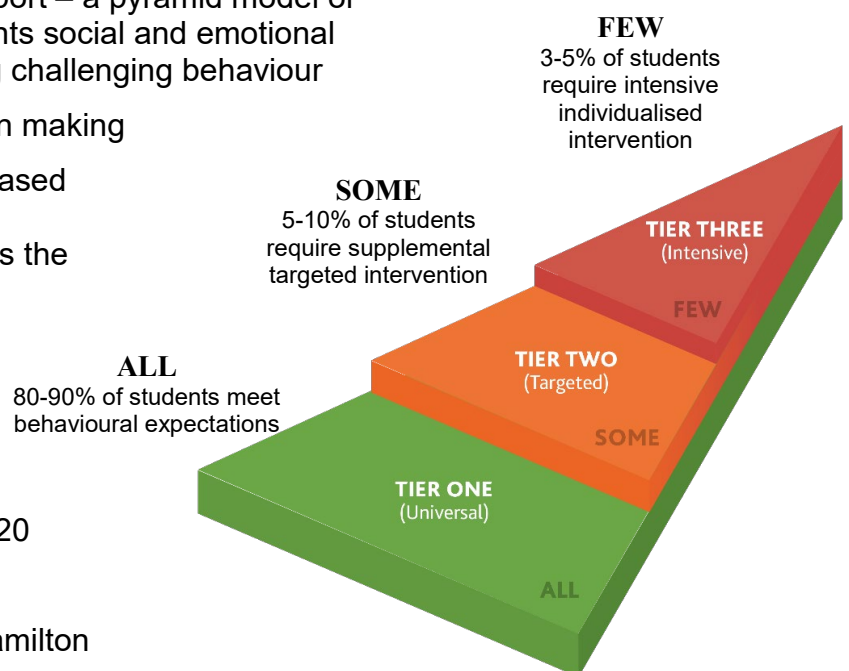
# Effective responses to challenging behaviour in schools

A course for Learning Support Co-ordinators, SENCOs, school management teams, RTLB

This workshop is developed to support school personnel to better understand the challenging behaviour of their students and to develop a kete of positive behaviour strategies to prevent and manage behaviour that challenges across the tiers.

Participants attending this workshop will learn:

- Factors that underlie challenging behaviour
- Multi-tiered Systems of Support – a pyramid model of support for promoting students social and emotional competence and addressing challenging behaviour
- Using data to inform decision making
- A continuum of evidenced-based strategies for responding to challenging behaviour across the tiers of the pyramid



Course date: Thursday 18 June 2020

Venue: Ministry of Education  
19 Home Straight, Hamilton

Time: 9.00 to 3pm

Cost: FREE!! BYO lunch (tea and coffee provided)

Presenters: Sheryn Hobbs, Ray Stephens (School-Wide Practitioners)  
Karen Read (Psychologist)

RSVP: Registrations close 15 June 2020  
Please enrol early so you don't miss out  
[businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



## Much More Than Words

### Speech Language Development in young Children

This workshop is for Early Childhood and Junior Teachers.

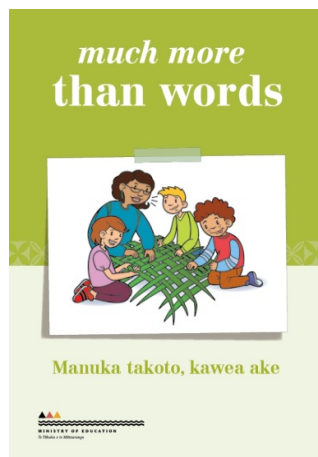
If you've ever wondered:

- How do children learn to talk? What's normal?
- I can't understand this child. What can I do?
- Should we do tongue exercises or blow bubbles or something?
- Are they just being lazy?
- How do language and literacy fit together?
- How can language build critical thinking skills?



*Then this is a great workshop for you!*

This workshop will:



- Raise your awareness of normal speech language development
- Help you to identify possible communication difficulties
- Share strategies to help you support speech language development in young children
- Provide opportunities for you to ask questions
- Be based around the Ministry of Education publication 'Much More Than Words'.

**Date:** Thursday 25 June  
**Time:** 9:30am - 3:30pm  
**Venue:** Ministry of Education,  
404 Queen Street Thames  
**Cost:** FREE  
*BYO lunch, tea and coffee provided*  
**Presenters:** Angela Li Calsi & Julia Sharp  
(Speech Language Therapists)



Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

## HANEN: Teacher Talk™ Training B:

# Let Language Lead the Way to Literacy

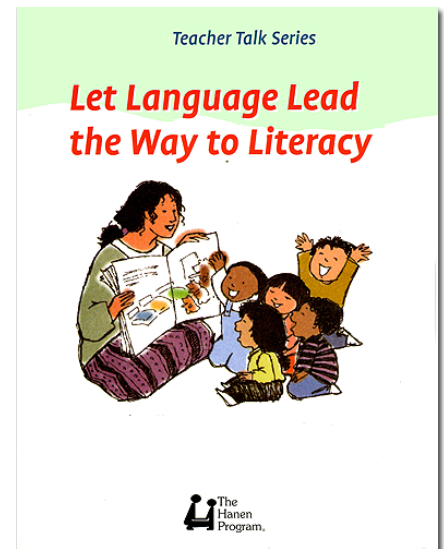
### For Early Childhood Educators

**NB: You can only attend this workshop if you have attended Hanen: Teacher Talk Training A: Encouraging Language Development in Early Childhood settings.**

This training discusses the important links between oral language development and literacy, and provides teachers with practical strategies for paving the way for children to read and write.

Participants learn how to encourage and support literacy development by:

- Helping children develop a positive attitude toward the use of print
- Choosing books that match children's interests and stages of development
- Using book reading as a time for interaction and conversation
- Making print a natural and meaningful part of every day



**When:** Wednesday 8 July - 9.00am- 3.30pm

**Where:** Ministry of Education, Home Straight, Te Rapa

**Cost:** \$25 per person to cover Hanen: Teacher Talk™ workbook  
(Course Reference number HN48 for direct credit)

***Please bring your own lunch.***

**Presenters:** MOE Speech Language Therapists

**Please enrol by Wednesday 10 June 2020** to ensure that we can order workbooks for participants in time.

Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD  
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

## Special Assessment Conditions Seminar

NZQA grants entitlement to Special Assessment Conditions (SAC) so that approved candidates may be fairly assessed and have access to assessment for National Qualifications. Special Assessment Conditions are approved so that entitled candidates can demonstrate their knowledge, skills and understanding, without providing unfair advantage over other candidates. Applications are made by schools on the behalf of candidates.

NZQA runs annual seminars to update and upskill those who are involved with identifying, testing, and applying for assessment assistance for students who might otherwise miss out on qualifications.

**For:** Secondary School SENCOs, Learning Support Co-ordinators, Principal's Nominees, RTLB and MoE Special Needs Advisors

**On:** **Thursday 6 August**

**From:** **9.30am - noon**

**Where:** **Ministry of Education  
Waikato Office  
Home Straight  
(off Te Rapa Rd, opposite  
Bunnings)  
Hamilton**



### Presenter

Gabe Sorensen (School Relationship Manager and SAC coordinator, School Quality Assurance and Liaison, NZQA)

### Programme

- Updates – processes, forms, guides etc
- Activities, discussions, sharing Best Practice

Please email [sac@nzqa.govt.nz](mailto:sac@nzqa.govt.nz) with items you have found useful (to share) and topics you want to discuss

*This flyer is being sent to PNs and SENCOs. Please forward to other members of your team and to your RTLB, and email your intention to attend to*

[Businessservices.Hamilton@education.govt.nz](mailto:Businessservices.Hamilton@education.govt.nz)

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NZQA runs annual seminars to update and upskill those who are involved with identifying, testing, and applying for assessment assistance for students who might otherwise miss out on qualifications.

**For:** Secondary School SENCOs, Learning Support Co-ordinators, Principal's Nominees, RTLB and MoE Special Needs Advisors

**On:** **Wednesday 12 August**

**From:** **9.30am - noon**

**Where:** **Hamilton Boys High School**  
**45 Peachgrove Road**  
**Hamilton**



### Presenter

Gabe Sorensen (School Relationship Manager and SAC coordinator, School Quality Assurance and Liaison, NZQA)

### Programme

- Updates – processes, forms, guides etc
- Activities, discussions, sharing Best Practice

Please email [sac@nzqa.govt.nz](mailto:sac@nzqa.govt.nz) with items you have found useful (to share) and topics you want to discuss

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## Teacher Aides – Supporting Learning

### A course for Teacher Aides (Learning Assistants), Beginning Teachers & SENCO

This intensive, split *two day* course is designed to enhance the foundations skills necessary for a Teacher Aide to work functionally with students. After the first day participants will have an opportunity to put into practice what they have learned and discuss the results during the second day.

#### Day 1:

- Role of the Learning Assistant
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- Exploring our Understanding of those students who are so interesting

#### Day 2:

- Sharing our Learning
- Proactive Strategies
- Responsive Strategies
- Social Media
- Self-Care

*Bring a small ring-binder for resources supplied.*

**Note: If your area is interesting in hosting a course, please contact MOE for details**

**Dates:** Wednesday 19 August & Wednesday 9 September

**Time:** 9:00 am – 2:30pm

**Target Group:** Primary and Secondary School Teacher Aides who work with children who require learning support to meet their academic or behaviour goals. RTLB, SENCO and others who support Teacher Aides practice have also reported benefits from these two days.

**Venue:** Ministry of Education, 19 Home Straight, Hamilton

**Cost:** \$40 per person. (Course reference HN49 for payment)  
A light lunch will be provided. Unlimited water, tea and coffee.  
(Maximum of 20 participants)

**Presenters:** Darryl Connelly & Linda Terry

**Any enquiries:** [darryl.connelly@education.govt.nz](mailto:darryl.connelly@education.govt.nz)

**Registration:** [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



## Introduction to Auditory Processing Disorder

*COURSE FOR SENCO, RTLB, RTLIT, Teachers*

This workshop will enable participants to:

- Understand what Auditory Processing Disorder is and how it may impact on a student's learning.
- Understand the differences between APD and peripheral hearing loss.
- Know how APD is identified in children and the significance of the range of assessments involved.
- Implement Practical strategies to support students in their learning environments.
- Be familiar with the NZ Guidelines on Auditory Processing Disorder 2019.
- Understand the MOE Assistive Technology process to support eligible students with APD.



<b>Course Dates:</b>	Thursday 20 August
<b>Venue:</b>	Ministry of Education 19 Home Straight, Te Rapa, Hamilton
<b>Time:</b>	10.00am – 2.00 pm
<b>Target Group:</b>	Those who are interested in, or are currently working with, students effected by Auditory Processing Disorder.
<b>Cost:</b>	FREE BYO lunch. Morning tea provided
<b>Presenters:</b>	Advisers on Deaf Children, Waikato Assistive Technology Coordinator, Waikato
<b>RSVP:</b>	13 August 2020

To register email [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz) include the course name, names of those attending and your facility.





# Much More Than Words

## Speech Language Development in young Children

This workshop is for Early Childhood and Junior Teachers.

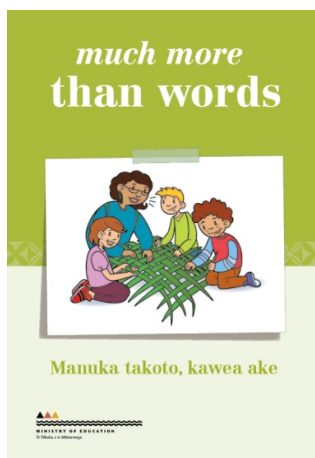


If you've ever wondered:

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- I can't understand this child. What can I do?
- Should we do tongue exercises or blow bubbles or something?
- Are they just being lazy?
- How do language and literacy fit together?
- How can language build critical thinking skills?

*Then this is a great workshop for you!*

This workshop will:



- Raise your awareness of normal speech language development
- Help you to identify possible communication difficulties
- Share strategies to help you support speech language development in young children
- Provide opportunities for you to ask questions
- Be based around the Ministry of Education publication 'Much More Than Words'.

**Date:** Wednesday 26 August  
**Time:** 9:00am - 3:30pm  
**Venue:** Ministry of Education,  
Home Straight, Te Rapa, Hamilton  
**Cost:** FREE  
*BYO lunch, tea and coffee provided*  
**Presenters:** MOE Speech Language Therapists



Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



# Much More Than Words

## Speech Language Development in young Children

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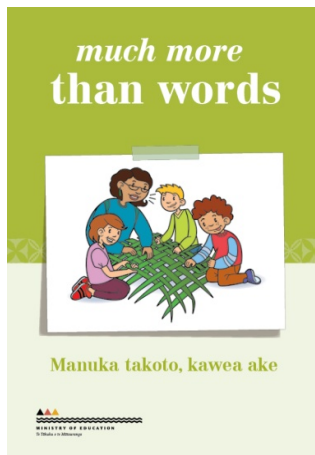
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- Share strategies to help you support speech language development in young children
- Provide opportunities for you to ask questions
- Be based around the Ministry of Education publication 'Much More Than Words'.

**Date:** Thursday 17 September  
**Time:** 9:30am - 3:30pm  
**Venue:** Whitianga – venue TBC  
**Cost:** FREE  
*BYO lunch, tea and coffee provided*  
**Presenters:** Angela Li Calsi & Julia Sharp  
(Speech Language Therapists)



Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

# HANEN: Teacher Talk™ Training C: Fostering Peer Interaction in Early Childhood Settings

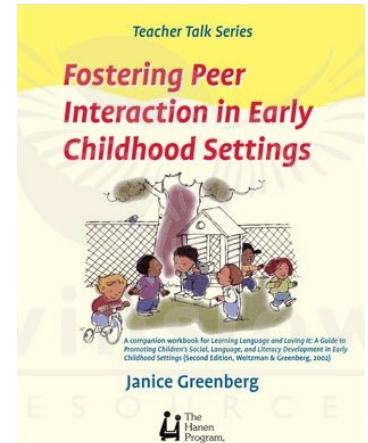
For Early Childhood Educators

**NB: You can only attend this workshop if you have attended Hanen: Teacher Talk Training A: Encouraging Language Development in Early Childhood settings**

This training addresses how educators can provide a physical and social environment that encourages peer interaction and creates many opportunities or successful interactions with other children.

Participants learn how to encourage and support peer interaction by:

- Making the most effective use of space in the classroom
- Encouraging a variety of groupings for interaction
- Providing appropriate materials and activities
- Creating reasons for interaction and providing specific coaching



**When:** Wednesday 23 September - 9.00am-3.30pm

**Where:** Ministry of Education, Home Straight, Te Rapa

**Cost:** \$25 per person to cover Hanen: Teacher Talk™ workbook  
(Course Reference number HN50 for direct credit)

***Please bring your own lunch.***

**Presenters:** MOE Speech Language Therapists

**Please enrol by Wednesday 26 August 2020** to ensure that we can order workbooks for participants in time.

Contact [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz) or 07 850 8880



# Much More Than Words

## Speech Language Development in young Children

This workshop is for Early Childhood and Junior Teachers.

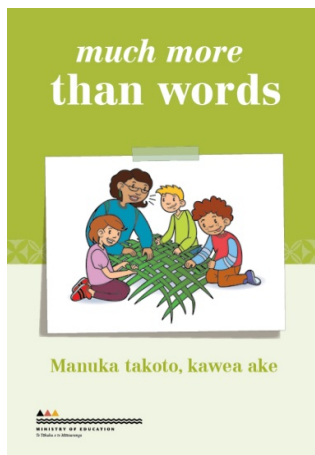
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- Share strategies to help you support speech language development in young children
- Provide opportunities for you to ask questions
- Be based around the Ministry of Education publication 'Much More Than Words'.

**Date:** Wednesday 11 November  
**Time:** 9:00am - 3:30pm  
**Venue:** Ministry of Education,  
Home Straight, Te Rapa, Hamilton  
**Cost:** FREE  
*BYO lunch, tea and coffee provided*  
**Presenters:** MOE Speech Language Therapists



Please enrol so you don't miss out – contact: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)



## Incredible Years: Programme for Parents

Commencing Dates: Twice a Year

Venues: Hamilton, Matamata, Taumarunui, Otorohanga, Thames, Ngaruawahia, Cambridge, Te Aroha, Tokoroa, Huntly

Early Years Group: Parents of children aged three to eight years where one or more child has significant behavioural concerns.

Presenters: Ministry of Education staff  
or  
Non Government Organisation (NGO's)

The programme will develop the confidence of parents and caregivers to build positive family relationships, make change and learn to manage difficult behaviour with their children.

Parents will come away from this course with the ability to encourage play, to praise and reward, to set limits and discipline children constructively.

This course is very well researched and has very positive outcomes for those families completing the course.

Attendance is by invitation following screening by Ministry of Education staff or staff from an NGO (Non-Government Organisation) that work in partnership with Ministry of Education.

Expression of Interest forms on next pages. Parent Course (IYP) or Teacher Course (IYT)

Course Enquiries to: Shari Rutene  
Phone: 07 850 8948  
Email: [shari.rutene@education.govt.nz](mailto:shari.rutene@education.govt.nz)



**NGĀ TAU MIHARO MŌ NGĀ MĀTUA**  
**INCREDIBLE YEARS PARENT PROGRAMME**

**EXPRESSION OF INTEREST FORM**

**PARENTS/CAREGIVERS, YOU MAY FILL THIS FORM IN YOURSELF OR A REFERRER MAY DO SO ON YOUR BEHALF. WE WILL LET YOU KNOW WHEN A PROGRAMME IS AVAILABLE.**

**Parents/Caregivers details:**

Name: _____	Name: _____
Relationship to child: _____	Relationship to child: _____
Address: _____	Address: _____
_____	_____
Contact No's Home: _____	Contact No's Home: _____
Work: _____	Work: _____
Mobile: _____	Mobile: _____
Ethnicity: _____	Ethnicity: _____
<i>(List up to 3 Include Iwi)</i>	<i>(List up to 3 Include Iwi)</i>
_____	_____

**Preferred session to attend:** Daytime  Night  Either  **Own Transport:** yes / no

**Child/ren details:**

**Main child to focus on:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Male/Female

Ethnicity: \_\_\_\_\_  
*(List up to 3 and include Iwi)*

Name of School or ECE child is attending: \_\_\_\_\_

Behaviour of concern: \_\_\_\_\_

Diagnosis (if known): \_\_\_\_\_

Number of children in whānau: \_\_\_\_\_

**Other children in whānau with behaviour concerns:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Male/Female

Ethnicity: \_\_\_\_\_  
*(List up to 3 and include Iwi)*

Name of School or ECE child is attending: \_\_\_\_\_

Behaviour of concern: \_\_\_\_\_

Diagnosis (if known): \_\_\_\_\_



**Other children in the family with behaviour concerns (continued if required):**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Male/Female

Ethnicity: \_\_\_\_\_  
*(List up to 3 and include Iwi)*

Name of School or ECE child is attending: \_\_\_\_\_

Behaviour of concern: \_\_\_\_\_

Diagnosis (if known): \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Male/Female

Ethnicity: \_\_\_\_\_  
*(List up to 3 and include Iwi)*

Name of School or ECE child is attending: \_\_\_\_\_

Behaviour of concern: \_\_\_\_\_

Diagnosis (if known): \_\_\_\_\_

**REFERRER'S DETAILS (only if you are referring parents to Incredible Years):**

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of child receiving Special Education service (if applicable): \_\_\_\_\_

CMS (Special Education to fill in if applicable): \_\_\_\_\_

Key Worker (if applicable): \_\_\_\_\_

Other agencies involved with the family and/or child (if known): \_\_\_\_\_

Consent to refer family  Yes  No

I understand my information could be used for statistical purposes only.

I understand the Ministry of Education contracts other Non Government Organisations to provide Incredible Years Parent programmes and my referral information may be shared with them.

\_\_\_\_\_  
Signature of Parent/Caregiver

\_\_\_\_\_  
Signature of Parent/Caregiver

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

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

Please return completed forms to  
[Incredibleyears.waikato@education.govt.nz](mailto:Incredibleyears.waikato@education.govt.nz)



## THE INCREDIBLE YEARS TEACHER MANAGEMENT TRAINING Programme Outline

The Ministry of Education, Special Education will be holding several Incredible Years Teacher (IYT) training courses as part of the implementation of the Positive Behaviour for Learning programme (PB4L).

We are seeking expressions of interest to attend these courses from early childhood services and schools/kura. If you are interested please complete the attached form.

### Programme Details:

- The IY Teacher training programme is targeted at teachers working with children who are aged 3 - 8 years old. Ideally there should be a minimum of two teachers enrolled in the training from your EC service/school/kura for the programme to be most effective.

### Time Commitment:

- Teachers attend six one day sessions held over six months, and a follow-up one-day workshop three months after completion of the programme.

### Financial Supports/Costs:

- Each EC centre/school/kura will be paid \$1000.00 per teacher attending the first 6 workshops. This is paid after session 2 and the expectation is for full attendance of the next four workshops. The Ministry of Education will reserve the right to seek a refund if teachers do not attend the remaining four workshops without valid reason.
- Your EC centre/school/kura will need to fund the follow-up day (Follow-up Workshop 7).

For further information about the Incredible Year Teacher Training programme please contact your local District Office and ask for the Incredible Years Coordinator.

For more general information visit [www.incredibleyears.com](http://www.incredibleyears.com)





## THE INCREDIBLE YEARS TEACHER CLASSROOM MANAGEMENT TRAINING EXPRESSION OF INTEREST

Name of Facility: \_\_\_\_\_

Facility MOE Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facility Contact person: \_\_\_\_\_

Facility Phone number: \_\_\_\_\_

Facility Email address: \_\_\_\_\_

Name of teacher (1): \_\_\_\_\_

Class level teaching or \_\_\_\_\_

Age range of children for teacher: \_\_\_\_\_

Role in facility: \_\_\_\_\_

Name of teacher (2): \_\_\_\_\_

Class level teaching or \_\_\_\_\_

Age range of children for teacher: \_\_\_\_\_

Name of teacher (3): \_\_\_\_\_

Class level teaching or \_\_\_\_\_

Age range of children for teacher: \_\_\_\_\_

# 2020 MOE Course Enrolment

Ministry of Education  
TAX INVOICE – GST No. 51-507-681

*If you require extra course enrolment forms, please photocopy and complete this form to ensure enrolment in our courses.*

School/ECE Name: \_\_\_\_\_

Course Title: \_\_\_\_\_

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

Cost (per person) \$ \_\_\_\_\_  
(Inclusive of GST)

Participants Name/s:	Email Address / Cell Ph No.	Designation

*Designation: Parent, Teacher, SENCO, RTLB*

**As there is a limit on course attendance numbers, we recommend early enrolment.**

Complete this form. Once receipted and attendance confirmed, this will become a tax invoice.

Direct Credit:

New Zealand Government Branch, Wellington Westpac 03 0049 0004125 00

Reference – See Course Reference no

Please email: [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz) with date of payment, amount paid and name of course.

**No payment before the course is run equates to no enrolment.**

*Refunds will only be accepted and processed if cancellation is advised two days prior to course date.*

Free courses – email [businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz) the course name/date, attendee(s) names and contact details (form not necessary).

For enquiries regarding enrolments / cancellations, contact:

[businessservices.hamilton@education.govt.nz](mailto:businessservices.hamilton@education.govt.nz)

Direct Credit: \$

Date: