

EC11A Notification of Change of Qualified Persons for Early Childhood Services



- Use this form to notify the Ministry of Education about changes in the qualification-status of staff working in your service. Changes will occur when:-
 - existing staff, parents/whānau become qualified
 - qualified staff parents/whānau leave the service
 - qualified staff parents/whānau join the service
- Send the completed form to your local office. To find the Local office addresses, go to the Ministry website at www.education.govt.nz and click on 'Contact us'.

Early Childhood Service

Service Name in Full		
Ministry of Education Service Number		
Te Kōhanga Reo National Trust Number <i>(where applicable)</i>		
Service Address		

New staff or newly qualified staff, parents/whānau

Certified copies of staff, parents/whānau qualifications must be attached to this form¹ – this includes all caregivers for home-based services.

Attach another sheet listing the staff, parents/whānau details if there is not enough space here.

Names of trained persons who meet quality criteria	Names of their qualifications which meet the criteria	Level of qualification ²	Hours of employment						
			Mo	Tu	We	Th	Fr	Sa	Su

¹ Photocopies of certified copies are acceptable as long as they are no more than a year old. The Ministry reserves the right to sight all original qualifications or request for copies of qualifications to be specifically certified

² **Level of qualification:**

Kōhanga Reo – please include 'final year' etc where applicable.

Playcentres – please add 'Part Three' or 'Part Four' etc as applicable.

Departing staff, parents/whānau

Names of trained persons who meet quality criteria	Names of their qualifications which meet the criteria	Level of qualification ²	Hours of employment							
			Mo	Tu	We	Th	Fr	Sa	Su	

² **Level of qualification:**

Kōhanga Reo – please include 'final year' etc where applicable.

Playcentres – please add 'Part Three' or 'Part Four' etc as applicable.

Record Keeping

The service management will maintain a staffing record for all periods that the service is open.

The record will clearly indicate the names of the trained staff, parents/whānau; their qualifications; the days and hours (ie the times of arrival and times of departure) worked by each person.

The record will be available for inspection by authorised Education Review Office and Ministry of Education staff.

Copies of qualifications will be available for inspection at all times.

I have read and understand the record keeping requirements.
(please tick the box)

Declaration

To be completed by the management or whānau of the named service.

You must complete the declaration in full or your application will not be processed.

I confirm that this service meets the required criteria for staffing qualifications and ratios at all times that it is operating; refer to the Early Childhood Funding Handbook for further details.

I certify that the information in this application is correct.

Name

Signature X

Date / /

Position Held

Office use only

Kōhanga only – endorsed by the National Trust

Staff changes noted

Date processed: / /

Officer's initial: