

**Policy Title:** Induction, Mentoring & Teacher Certification Policy

**Classification:** Human Resources

**Monitored by:** HR Manager

**Approved by:** GM Professional Services

**Effective Date:** January 2022

**Review Date:** January 2024

**Objective:** To ensure that teachers whose certification is Provisional or Subject to Confirmation, work towards full registration as soon as possible.  
To ensure that all new teachers at HCK receive an effective induction, that enables them to work productively within their team and community.

**Commitment:** HCK is committed to ensuring all our teachers hold a current Practising Certificate issued by the Teaching Council of Aotearoa NZ and that they receive an effective induction process when joining the Association.

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### Related Documents

- Our Code Our Standards
- HCK Induction and Mentoring Programme
- HCK Induction Programme for New Teachers
- HCK Induction Programme for New Head Teachers (NHT)

### Policy Details:

#### Provisionally, or Subject to Confirmation Teachers

1. All provisionally certified teachers and those subject to confirmation will follow the requirements to achieve full registration as set out by the Teaching Council of Aotearoa NZ.
2. These requirements will be administered and monitored by the Senior Teachers.
3. The Senior Teachers will provide the HCK Induction and Mentoring Programme, which will be undertaken by the teacher. They will also allocate a Mentor Teacher.
4. It is the teacher's responsibility to keep the required documentation, that will show how they have met the requirements of the programme.
5. The Senior Teacher will recommend to the Teaching Council of Aotearoa NZ that the teacher should be fully certified, once all requirements have been met.
6. Once the teacher has gained full certification, it is their responsibility to forward a copy of this to HCK.

#### Fully Certified Teachers

1. Fully Certified Teachers are responsible for ensuring their certification is current and that a copy of their certification is forwarded to HCK.
2. Teachers will submit the 3-yearly application to HCK where it will be endorsed and forwarded to the Teaching Council of Aotearoa NZ.
3. Fully Certified Teachers must keep documentation to show how they meet the standards for the teaching profession, linked to the annual appraisal cycle.

### Review:

This policy will be reviewed biennially.