



Education Officer Training



Content

DUTIES OF AN EDUCATION OFFICER

FACILITATING COURSE 1 'PLAYCENTRE APPROACH AND TE WHAARIKI' DISCUSSION

ADULT EDUCATION PROGRAMME

CENTRE VIABILITY

ENROLLING FOR COURSE 2

RECOGNITION OF PRIOR LEARNING

TRANSFERRING TO A DIFFERENT CENTRE OR ASSOCIATION

COURSE 2 FACILITATORS

HOSTING A WORKSHOP

FREQUENTLY ASKED QUESTIONS ABOUT THE PROGRAMME

Course 2 On-line Workshop

'Playcentre approach & Te Whaariki' discussion WORKSHOP PLAN

DUTIES OF AN EDUCATION OFFICER



Playcentre uses many skills, but the most important are those that help everyone to feel they belong to a group that welcomes their participation and believes their views are important. Because of this it is important that the education officer sees the development of good relationships within the centre as essential, as well as:

- Believing in the value of parent education.
- Being able to work independently.
- Having the ability to use the resources available and to seek help from others where necessary.



“Why is the Education officer’s position one the most valued in a Playcentre?”



Duties of the education officer are:

- Informing and **encouraging** parents to work through the Playcentre training programme: Course 1 – Course 6.
- Working with the information officer to coordinate and organise the Course 1 Playcentre and Te Whāriki’ discussion. Advertise the discussions within your zone.
- Organise a facilitator for the ‘Playcentre and Te Whāriki’ discussion. Ideally someone who has completed Course 4 or your CST person. A centre member with a good grasp of Playcentre philosophy and Te Whāriki could also deliver this.
- Keeping your centre’s education records up to date (tick boxes in 5 Kete forms), recording details of Course 1 and Course 2 students.
- 5 Kete is now the enrol and record form (hence 2 copies in back of manual) and when completed a copy is to be sent to the Canterbury Playcentre Association office as soon as practical (PO Box 7787, Sydenham, Christchurch, 8240). You can also scan the form and email to education@canplay.org.nz
- Receiving Course 1 and 2 certificates for students at your centre and to present these at the next centre meeting wherever possible, followed by encouraging students to complete and return the course evaluation form/s in to the association office.
- Helping students to complete the Course 2 enrolment form (E2), providing information for them and sending into the association office as soon as practical. Ideally these are received at the office prior to the start of the first workshop.
- Informing new students that upon attendance at their first Course 2 workshop a Course 2 manual will be provided to them.
- Working with other Education Officers in your zone when planning workshops, discussions and block courses.



FACILITATING COURSE 1 DISCUSSIONS

Working through the 5 Kete should arm the new parent with information to see their centre as their turangwaewae and encourage a feeling of wellbeing and belonging. It is important to find a friendly, knowledgeable buddy to support this critical introductory period.

The '*Playcentre and Te Whāriki*' discussion can be facilitated by a coordinator or another centre member who has a good understanding of Te Whāriki and Playcentre philosophy.

If your centre does not have a person qualified to facilitate this discussion, the centre can arrange with a neighbouring centre to attend their discussion or request the centre support team member to facilitate this.

ADULT EDUCATION PROGRAMME

The adult education programme is an experiential learning programme. This means students do 75% of their learning on session and only the remaining 25% involves workshops and assessments.

Course 2 contains three modules comprising 10 credits at Level 4.

Course 3 contains four modules comprising 20 credits at Level 4.

Course 4 contains four modules comprising 30 credits at Level 5.

When students enrol for a Playcentre course, they should do so with the sincere intent to complete the course, which involves completing assessment tasks. Playcentre members are welcome to attend any workshop for their own professional development without enrolling formally into the course. However they still need to register to attend the workshop.



CENTRE VIABILITY

The minimum requirement for a licensed session is to have a Course 3, a Course 2 and a Course 1 person on session; with at least one person with a current first aid certificate. As a rough guide a viable licensed centre will have 100% of the parents complete Course 1, a further 60% complete Course 2, another 20% Course 3 and 10% completing Course 4. Please contact a member of the education team to discuss a plan to improve your centre's license viability. We are committed to supporting your centre's educational needs and we can discuss the best possible option for your centre to increase your education levels.

ENROLLING FOR COURSE 2

Students need to complete a Course 2 enrolment form (E2) which the education officer and/or the association office can provide upon request. Only New Zealand citizens and migrants with permanent residence status are eligible to enrol for the Playcentre education programme. All students need to submit evidence of their residential status on enrolment for Course 2 by attaching a copy of a birth certificate or passport. This copy has to be signed by the education officer (the person who also signs the 'document sighted' box on the enrolment form). Migrants on a permanent residence visa will also have to include a copy of their permanent residence visa. Drivers licence and marriage certificate are not sufficient, as it does not indicate residential status in the country.



RECOGNITION OF PRIOR LEARNING

If a student thinks he/she is eligible for receiving recognition for any of the workshops or assessment tasks because of previously completed qualifications or experience, they need to complete the recognition of prior learning (RPL) box on the enrolment form and request an RPL assessment before they commence with the course.

Their request for RPL need to be accompanied by supporting certified documentation including certificates, transcripts, course and module descriptions and a summary of work history. Depending on the complexity of the RPL request there might be a charge to the centre or individual for this process. The centre or individual will be notified of this before we proceed with the RPL process. We will endeavour to complete all RPL applications within one month. In case of a more complex assessment it might take longer and the student will be informed accordingly.

See Appendix K in the blue education kit in your centre for further information on RPL for New Zealand trained primary and secondary teachers.

TRANSFERRING TO A DIFFERENT CENTRE OR ASSOCIATION

Give the centre member who transfers to another centre or association a transfer notice. This gives the next centre or association they enrol with a record of their training. When a new member enrolls at your centre, transferring from another centre or association, they should come with a transfer notice. They are guaranteed a space at the centre of their choice, hence keeping one space on the roll vacant (information officer).

When a new transfer does present at your centre who has already completed Course 1, it is a good idea to give the parent any information that is specific to your centre.

All transfer notices are sent to the association office. See Appendix G in the blue education kit at your centre for a transfer notice.

COURSE 2 FACILITATORS

All discussions in Course 2 need to be facilitated by an approved facilitator. Approval is sought through any member of the Education team and taken to an education executive hui for approval.



HOSTING A WORKSHOP

When you host a workshop you make your centre accessible at a day/time that has been pre-arranged with the Course Coordinator. If held outside a session time, your centre needs to designate someone to open up, put the heaters on if appropriate and lock up after everyone has left the premises.

Provide the necessary equipment for the workshop (eg. carpentry tables) etc.

The facilitator may also require access to relevant books which should be available from your centre's library (i.e. *Te Whāriki, Equipment for Playcentres, Policy Folders and Practices*) etc.

Have refreshments available (milk, tea, coffee, sugar).

If possible, provide adults to supervise any children who are present to ensure their safety during the event.

Ensure the premises are left in a clean and tidy condition after the workshop and that the centre is locked up after all people have left.

Remember everyone who wishes to attend the event (even if at their home centre) must **register** (by the website). Minimum and maximum numbers are applicable to each workshop to ensure we continue to be viable.

Why is educating our Playcentre adults important?

*Playcentre values: Parents as first teachers,
life long learning, Te Tiriti o Waitangi,
sustainability of centres and their families.*



FREQUENTLY ASKED QUESTIONS ABOUT THE PROGRAMME

How long does it take to complete Course 2?

Minimum completion time is one term. We recommend completing Course 2 within a block course if this is practical for you. Course 2 needs to be completed within 3 terms.

How do students receive their Course 2 Manuals?

Facilitators will generally supply students with a Course 2 manual during their first workshop. All centres have been supplied with course manuals which are held in the centre's adult library for reference purposes. The manuals are a valuable resource for student's learning.

When can students start Course 2?

As soon as a student has completed Course 1 and have filled out a Course 2 enrolment form they can start.

How do students register to attend workshops?

Students can register themselves to attend a workshop directly via our website: <http://www.canplay.org.nz/>, or by contacting the education team 03 377 2540 . If a student is registered for a workshop or discussion which they can no longer attend, they need to contact the association as soon as possible.

How do students know what workshops/discussions are on offer?

The programme is sent out in the centre mail when it is confirmed, usually prior to the end of the previous term. The education officer or secretary at individual centres should display on the notice board. Centres will also receive the programme via email to their Gmail email address. Anyone can also access the programme through the Canterbury Education Facebook page. Sharing information on their own centre FB page is also a good way to keep all centre parents informed.

Can students take their children to workshops?

The workshops are adult learning experiences and are not necessarily suitable for children to attend. If possible, please make alternative arrangements for children, as we cannot always guarantee the hosting centre can supply adequate supervision for children. Centres need to support their students, especially in caring for the children while the adults attend these events. If students cannot make alternative arrangements for their children, they need to advise that children will be attending. Some events are not suitable for children.

What about migrants who do not have permanent residence status?

While everyone is welcome to participate in the workshops and discussions, we are not legally allowed to enrol non-New Zealand residents into the programme and issue a certificate on completion of the Course. The knowledge is still gained and is an asset on a personal and centre level.



FREQUENTLY ASKED QUESTIONS ABOUT THE PROGRAMME

What about students who want to attend workshops, but not complete Course 2?

Everyone is welcome to attend workshops without officially enrolling for the Course. Students who enrol for Course 2 and above must do so with the intention to complete all the workshops and assessment tasks. This is important to keep our free programme viable. CPA only receives funding when students complete their Course.

What support is available for students?

We have a multi-level support approach. At centre level the education officer, coordinator and other centre members can support students by helping with childcare and motivating them to complete. At association level students can contact their centre support team member, the course coordinator as well as the facilitator for support. We also have several Facebook groups to discuss Playcentre matters and find support (see appendix N in the centre's education kit for more information).

Course 3 and 4

How long does it take to complete Course 3 and 4?

Minimum completion time for Course 3 is two terms and it is recommended to complete Course 3 within one year. Minimum completion time for Course 4 is one year and it is recommended to complete Course 4 within 18 months. This allows time to put new learning into practice.

How do I enrol into Course 3 and 4?

You will need to complete a shorter re-enrolment form as we do not require proof of identification. This form will be handed out during the Course 3 and 4 orientations and/or is available through your education officer and/or the association office upon request.

There is an orientation at the beginning of each term for Courses 3 and 4 followed by the first workshop. Students will receive their manuals at the orientation.

Can students start Course 3 or Course 4 mid-term?

Yes. Certain workshops need to be followed in a particular order but students might be able to register for some workshops. Further details are noted on the yellow Course 3 and 4 termly workshop/discussion programmes. If you are unsure please contact the education team.



COURSE 2 ON-LINE WORKSHOPS

The Canterbury Playcentre Association is now offering the option of on-line workshops. These have been created to allow people to complete the Course who are not able to attend workshops in person. This is a different way, rather than an easier way, to complete Course 2. Limited spaces are available at any time, and you work through with a tutor.

If you are interested you must complete an E2 form to enrol for Course 2. Pencil 'on line' on the top of the form and send an e-mail to education@canplay.org.nz to advise your intention to start. If this option may suit you but are not too sure, then please feel free to contact any education team member for more information.



Playcentre approach & Te Whaariki discussion

Connect

Thinking about Playcentre: what appeals to you? Why did you choose Playcentre?

Attend

Share in group different reasons why parents choose Playcentre

Image

Share a story about a session that you really enjoyed. Look for the common themes of what makes a good session.

Inform

Parents as First Teachers.

Discuss Te Whaariki, New Zealand's Early Childhood Curriculum Explain that all ECE use this .Why we have a curriculum. Show how the book looks like, explain that Te Whaariki means woven mat. We have to follow the curriculum to the best of our ability.

Practice

Look at the 4 principles. Look at display boards, in profile books. How are principles reflected in our documentation, in our practice? Note: give parents time to wander around and make sure each parent contributes to the discussion in the group or with the facilitator.

Extend

Discuss adult's role to support child's learning. How does a rich learning environment look like for our children? How can we invite children to play? (Reminder: in the next 2 ketes parents

have to set up 3 inviting/interesting play situations. Depending on group size you could ask parents to do that here e.g. set the playdough table up as invitation for children to be creative. Observe what children do and where they take it [child initiated/centred] and talk about what they see) Why do we have child initiated play? Is what we do child initiated or child centred? What are open ended activities and what is the benefit of keeping activities open ended? Ways to improve quality interactions: ask open ended questions. What are open ended questions? Who is good at asking these?

Observe an interaction. Talk about what worked and didn't work. (Note: facilitator could role model an interaction?)

Refine

Playcentre is a parent co-operative.

What does this mean?

How does this look like? (Be sensitive to parents needs – see “pay it forward” article in manual)

Perform

Share any new insights, light bulb moments

SUPPORT FOR YOU AND YOUR STUDENTS

Where to get help:

- Education folder
- Education team (education@canplay.org.nz)
- Centre Support Team
- Course 1 manual
- Course 2 manual

Information about Playcentre education in general:

- Playcentre journal
- Ailsa Densem Library

Communication

- CPA [website](#)
- [Facebook](#)
- registrations

Please refer to the Blue Education Officers' Kit for:

- Workshop outline
- Transfer notice
- Recognition of prior learning form
- Contact details of the education team

