

# Border Exception for Teachers

## New Teacher Application – User Guideline for Early Learning Services

This **Guideline** is for eligible Early Learning Services who want to apply for a New Teacher under the Teacher Workforce Border Exception.

### Who can apply?

Applications are made by Early Learning Services, Schools, or Kura (collectively called employers in this document) to the Ministry’s Border Exceptions Team.

Refer to our website for more information.

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### Section 1    General Information

#### What is the purpose of this Guideline?

This Guideline is to help Early Learning Services access and then make an application for a New Teacher.

#### What are the steps to getting a New Teacher?

This New Teacher process is made up of 10 Steps.



## The 10 steps FOR A

### New Teacher Application

1	You make an Employer Application to us
2	We decide whether you qualify for a border exception - preliminary
3	You identify a teacher you wish to employ
4	You provide information to us about your teacher
5	We confirm if the teacher is eligible
6	The teacher applies to be registered to teach in New Zealand
7	The two-stage visa process starts with Immigration NZ
8	We formally confirm your border exception
9	The teacher books MIQ and flights
10	You apply to us for a grant

**Step 1** and **Step 4** require you to use an online application form, accessed through your **Education Sector Logon**.

If you do not have an **Education Sector Logon** information on how to get one can be found on the Education Applications & Online Systems page.

#### Step 1 Employer Application

This guideline is for **Step 1** only – the **Employer Application**.

- Section 1 of the **Guideline** provides information about how to access the Employer Application.
- Section 2 of this **Guideline** provides information about how to fill in the Employer Application.

A second **Guideline** will be released during October for **Step 4**.

## What information do you need to fill out the Employer Application?

Have the following information on hand before you start filling out the form.

- Position Description for the role you want to fill – you will be asked to summarise it in a couple of sentences
- Evidence of previous recruitment effort e.g., scanned copies of adverts, letter from recruitment agency etc (jpeg or PDF formats only)
- You will be asked to summarise where you are at in the recruitment process – for example you may have already made an offer to a teacher
- If you have already made an offer; you will be asked to confirm that the teacher still wants to come to New Zealand.

Keep copies of all the information you provide us as it may be required by Immigration New Zealand who is responsible for deciding if a visa will be issued.

## How long will it take to fill out the Employer Application?

It should take 5 to 10 minutes once you have accessed the application form and if you have the information at hand.

## How long will it take the Ministry to assess the Employer Application?

If you provide all the information we need, it should not take too long to assess the application and decide to approve or decline. We will be in touch as soon as we can – please bear with us.









# 5

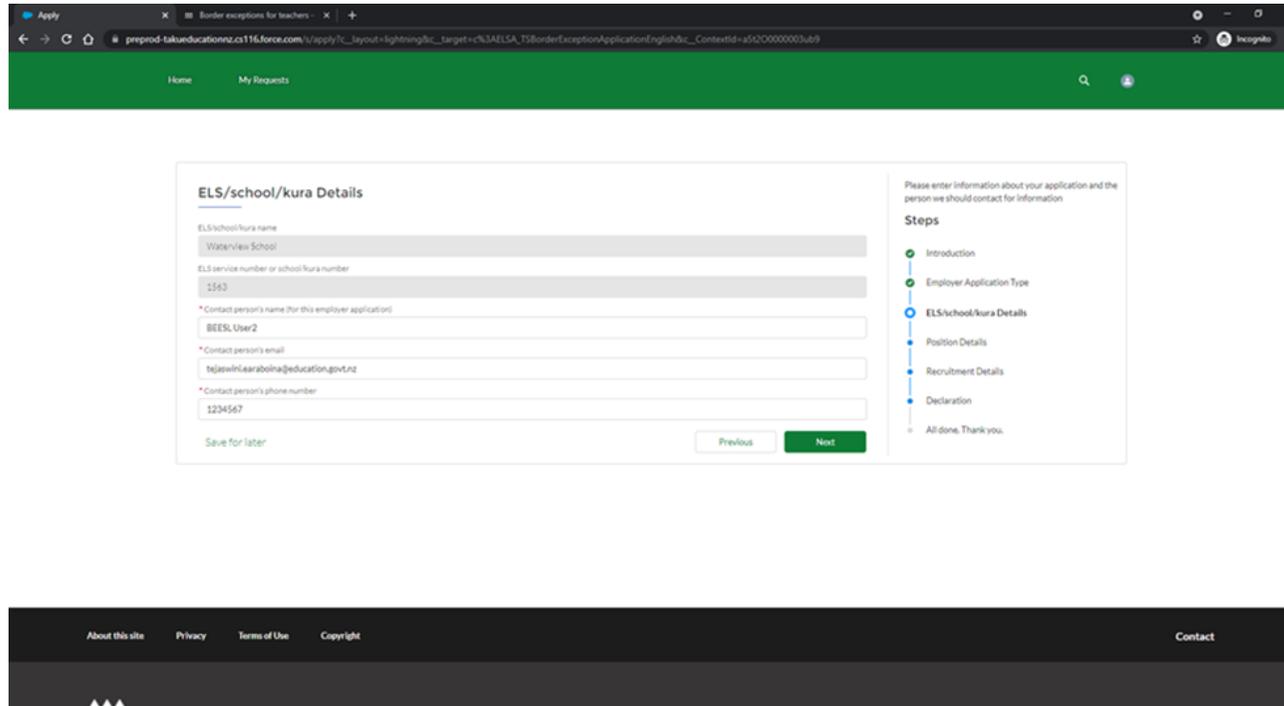
## Early Learning Service Details

Information about the employer will be automatically generated on this page.

## Notes

1 You can save the form at any time and return to it at a later stage.

2 If you are the person filling in the application form, but not the person we should contact about the application, you should change the contact person's name, email, and phone number to those of the person who we contact about the application.



## 6 Position Details

You will be asked for information about the position you are wanting a teacher for.

The screenshot shows a web browser window displaying the 'Apply' system. The main content area is titled 'Position Details' and contains several input fields: 'Position title' (with a dropdown menu showing 'Teacher'), 'Position description' (with a dropdown menu showing 'Teaching'), 'NZQF Teacher information' (with a dropdown menu showing 'Comparable to an NZ primary qualified teacher'), and 'Please attach relevant documents' (with an 'Upload File' button and a 'Or drag files' option). Below these fields are 'Save for later', 'Previous', and 'Next' buttons. To the right of the form is a 'Steps' sidebar with a progress indicator showing: Introduction, Employer Application Type, ELL School Hours Details, Position Details (highlighted), Recruitment Details, Declaration, and All done, Thank you.

## Notes

### 1 Position description examples

- Manage and teach in 3-year-old room
- Teach 0-5s – 100%



## 8

### Declaration

You will be asked to confirm that you are authorised to make the application, that you agree to the Terms and Conditions and that the information you have provided is true and correct.

### Notes

1 Please provide all relevant information **before submitting your application**. If it has not been provided, or your application is not complete, the border exception team will be in touch and ask you to do so. Your application will not be assessed until this has been done.

The screenshot shows a web browser window with the URL `preprod-taki.educationnz.govt.nz/apply/.../declaration`. The page has a green header with 'Home' and 'My Requests' links. The main content area is titled 'Declaration' and contains the following text:

In completing this application I declare:

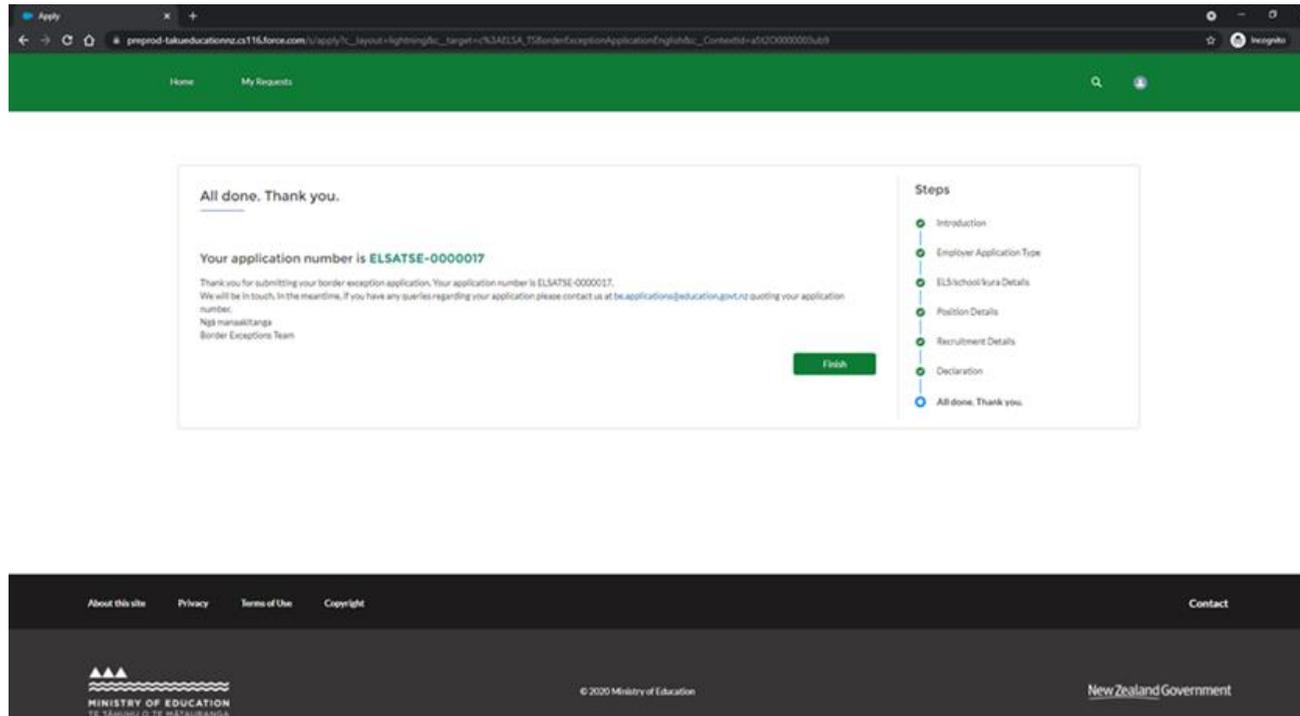
- I am authorised to submit this application on behalf of my early learning service, school or kura.
- I have read and agree to the New Zealand Ministry of Education's terms and conditions.
- The information I have provided is true and correct to the best of my knowledge.

Below the text are two buttons: 'Previous' (disabled) and 'Submit' (active). To the right is a 'Steps' sidebar with a vertical progress indicator:

- Introduction
- Employer Application Type
- ELS/school/kura Details
- Position Details
- Recruitment Details
- Declaration** (current step)
- All done. Thank you.

The footer contains navigation links: 'About this site', 'Privacy', 'Terms of Use', 'Copyright', and 'Contact'. It also features the Ministry of Education logo and text: 'MINISTRY OF EDUCATION TE TĀHURU O TE MĀTAURANGA', '© 2020 Ministry of Education', and 'New Zealand Government'.

## 9 When you have submitted your application, you will be taken to the **All done. Thank You.** Page.



### Notes

1 The contact person (whose details were provided in Part 5 of this Guide of the Employer Application) will receive an email confirming that the applications was submitted and providing an application number.

2 Please quote this application number in any future correspondence with us about the application.

## Section 3 When we assess your application

If all relevant information is provided, we will be able to assess the application and decide whether to approve or decline it.

The contact person for the application will receive an email confirming that all the information has been provided.

When we assess the application, we may want to clarify some issues.

We will let you know if your application is approved or declined.

If approved, you will get preliminary allocation of a Border Exception.