



EDUCATION REVIEW OFFICE
Te Tari Arotake Mātauranga

Governing Organisation Assurance Statement and Self-Audit Checklist

For Services Licensed under 2008 Regulatory Framework

September 2022

How to fill out the Self-Audit Checklist and Assurance Statement

The information in this document is requested under section 464 of the Education and Training Act 2020.

As part of the review process, and in carrying out the functions as specified in section 463 of the Act, the Education Review Office (ERO) asks the governing organisation to complete a **Self-Audit Checklist** and an **Assurance Statement**. The information in each of these documents assists ERO in the scoping and planning of the review and evaluation.

Completing the checklist and statement will be a useful process for your own self review.

How to fill in the Checklist

The checklists cover requirements of key interest to ERO in the following areas:

- Curriculum
- Premises and Facilities
- Health and Safety Practices
- Governance, Management and Administration

Please complete each sheet and add any further comments or explanations on the sheet of paper provided. Please use extra paper if you need to. Attach any explanations or matters you are unsure about to the relevant sheet.

When filling in the checklist please ensure there is one answer in every row of the table. If boxes are greyed this indicates that this response is not available.

How to fill in the Assurance Statement

After you have completed all the checklist sheets please fill in the Assurance Statement. The second page is to note areas where you are aware that services in the organisation are not meeting legal requirements. There is space for you to outline the circumstances and the action being taken on each issue. This information will be very useful for you as well as for the review.

Please remember to attach your checklists to your Assurance Statement.

Governing Organisation Assurance Statement

To: **The Chief Review Officer, Education Review Office**

Completed by: _____ (name as the authorised representative)

From: _____ (organisation name)

Compliance Assurance

Has the governing organisation got the systems, processes and practices to be assured that service provider/s for licensed services within the organisation are meeting legal requirements, including those detailed in Ministry of Education Circulars and other documents related to:

Compliance Area	Yes	No	Unsure
1 Curriculum standard <i>Regulation 43, Education (Early Childhood Services) Regulations 2008.</i>			
2 Premises and facilities standard <i>Regulation 45, Education (Early Childhood Services) Regulations 2008.</i>			
3 Health and safety practices standard <i>Regulation 46, Education (Early Childhood Services) Regulations 2008.</i>			
4 Governance, management and administration standard <i>Regulation 47, Education (Early Childhood Services) Regulations 2008.</i>			

Self-Audit Checklist – Section 1 – Curriculum

What does ERO want to know?

ERO wants to know that the governing organisation is assured that all services under its control and management meet the minimum curriculum standard and the licensing criteria in terms of the regulatory requirements which ERO has identified as important in this document. The governing organisation should be assured that the service provider/s have the required documentation to demonstrate compliance with relevant criteria and other relevant legislative requirements are in place.

Is the governing organisation assured of the following aspects?

Please complete all rows.		Yes	No	Unsure
1	That all services in the organisation are planning, implementing and evaluating a curriculum designed to enhance children’s learning and development through the provision of learning experiences consistent with any curriculum framework prescribed by the Minister. <i>[Education (Early Childhood Services) Regulations 2008: 43 (1a)]</i>			
	And that:			
	i. responds to the learning interests, strengths, and capabilities of enrolled children,			
	ii. provides a positive learning environment for those children			
	iii. reflects an understanding of learning and development that is consistent with current research, theory , and practices in early childhood education;			
	iv. encourages children to be confident in their own culture and develop and understanding, and respect for, other cultures			
	v. acknowledges and reflects the unique place of Māori as tangata whenua			
	vi. respects and acknowledges the aspirations of parents, family, and whānau			
2	That service provider/s for each service in the organisation make all reasonable efforts to ensure collaboration with parents and family or whānau in relation to learning and development of, and decision making about, children. <i>[Education (Early Childhood Services) Regulations 2008: 43 (1b)]</i>			
3	That, to the extent necessary, service provider/s for each service in the organisation obtain information and guidance from agencies with expertise in early childhood learning and development to support enrolled children and work effectively with parents, family and whānau. <i>[Education (Early Childhood Services) Regulations 2008: 43 (1c)]</i>			

Self-Audit Checklist – Section 2 – Premises and facilities

What does ERO want to know?

ERO wants to know that the governing organisation is assured that all services under its control and management meet the minimum premises and facilities standard and the licensing criteria in terms of the regulatory requirements which ERO has identified as important in this document. The governing organisation should be assured that the service provider/s have the required documentation to demonstrate compliance with relevant criteria and other relevant legislative requirements are in place.

Is the governing organisation assured of the following aspects?

Please complete all rows.		Yes	No	Unsure
1	That the premises of all licenced services within the organisation conform to any relevant bylaws of the local authority and the Building Act 2004? <i>[Licensing Criteria for Centre Based Education and Care Services 2008, PF3]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, PF3]</i>			
	<ul style="list-style-type: none"> Documentation: Where building work has been undertaken that service provider/s obtained a Code of Compliance Certificate, or other documentation that shows evidence of compliance. 			
	<ul style="list-style-type: none"> Documentation: Where buildings require a compliance schedule under section 100 of the Building Act 2004, the service provider/s have a current Annual Building Warrant of Fitness or a copy of the compliance schedule if 12 months have not elapsed since the compliance schedule was first issued. 			
2	That there is access and facilities for persons with disabilities to and within each service’s building <i>[Note: This is the building owner’s responsibility].</i>			
3	<u>For organisations with centre-based services:</u> All services have written documentation, and implement premises and facilities procedures that align to the requirements of the licensing criteria including: <ul style="list-style-type: none"> how the service will ensure hygiene and infection control outcomes are met when washing sick and soiled children <i>[Licensing Criteria for Centre Based Education and Care Services 2008, PF26]</i>			
4	That service provider/s are regularly checking that premises and facilities standards are maintained and actioning any identified non-compliances? <i>Refer to:</i> <i>[Licensing Criteria for Centre Based Education and Care Services 2008, PF1 – PF22]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, PF1-PF38]</i>			

Self-Audit Checklist – Section 3 – Health and Safety

What does ERO want to know?

ERO wants to know that the governing organisation is assured that all services under its control and management meet the minimum health and safety standard and the licensing criteria in terms of the regulatory requirements which ERO has identified as important in this document. The governing organisation should be assured that the service provider/s have the required documentation to demonstrate compliance with relevant criteria and other relevant legislative requirements are in place.

Is the governing organisation assured of the following aspects?

Please complete all rows.		Yes	No	Unsure	N/A
1	<p><u>For organisations with centre-based services:</u></p> <p>That all centre-based services in the organisation (and homes in home-based services if required) are located in premises that have a current Fire Evacuation Scheme that is approved by Fire and Emergency New Zealand (FENZ)?</p> <p>Note: This is kept current by undertaking and submitting information on 6 monthly trial evacuations to FENZ.</p> <p><i>Note: mark N/A if the organisation has no centre-based services [Licensing Criteria for Centre Based Education and Care Services 2008, HS4]</i></p>				
2	<p><u>For organisations with centre-based services:</u></p> <p>That all centre-based services in the organisation are meeting their requirements in terms of emergency planning including:</p> <ul style="list-style-type: none"> • having a written emergency plan that is reviewed annually and contains all elements of the licensing criteria • undertaking each type of relevant emergency drill with children (as appropriate) on an at least three monthly basis <p><i>Note: mark N/A if the organisation has no centre-based services [Licensing Criteria for Centre Based Education and Care Services 2008, HS5, HS6, HS7, HS8]</i></p>				

Please complete all rows.	Yes	No	Unsure	N/A
<p><u>For organisations with home-based services:</u></p> <p>That all educators in homes used for education and care in the organisation are meeting their requirements in terms of emergency planning including:</p> <ul style="list-style-type: none"> • having a written emergency plan that is reviewed annually and contains all elements of the licensing criteria • undertaking each type of relevant emergency drill with children (as appropriate) on an at least three monthly basis. <p><i>Note: mark N/A if the organisation has no home-based services</i> [Licensing Criteria for Home-based Education and Care Services 2008, HS4, HS5, HS6, HS7, HS8]</p>				
<p>3</p> <p>That all services in the organisation have a documented risk management system, including:</p> <ul style="list-style-type: none"> • systems for identifying, reporting and acting to reduce or remove hazards • daily checking of hazards to children that include all aspects required by the licensing criteria • analysis of incidents and accidents <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS12]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS11]</i></p>				
<p>4</p> <p>That all services in the organisation meet licensing requirements when children leave the premises on an excursion including:</p> <ul style="list-style-type: none"> • assessment and management of risk, including determination of adult:child ratios • meeting first aid requirements • adequate communication systems • approval of the Person Responsible <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS17]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS14]</i></p>				

Please complete all rows.		Yes	No	Unsure	N/A
5	<p>That all services in the organisation are communicating relevant health and safety matters to parents in the way required by the licensing criteria, including:</p> <ul style="list-style-type: none"> gaining written parent permission for their child to attend excursions getting written parent agreement to adult: child ratios for excursions written permission for travel in a motor vehicle while in the care of the service encouraging and promoting healthy eating guidelines, where food is provided by parents evidence of informing parents of accidents and incidents involving their child gaining parent authority to administer medication to their child gaining written acknowledgement of medication having been given to their child <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS17, HS18, HS19, HS27, HS28]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS14, HS15, HS16, HS24, HS25]</i></p>				
6	<p>That all services in the organisation serve food at appropriate times to meet the nutritional needs of each child while attending that:</p> <ul style="list-style-type: none"> is prepared, served and stored hygienically if prepared by the service, is prepared in accordance with best practice as set out in Ministry of Health: Reducing food-related choking for babies and young children at early learning services is consumed by children while seated and supervised. <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS19, HS20, HS22]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS16, HS17, HS19]</i></p>				
7	<p>Health and safety policies required by the licensing criteria are in place, meet the components of the licensing criteria and are regularly reviewed for all services in the organisation, including:</p> <ul style="list-style-type: none"> a written child protection policy that meets the requirements of the Children’s Act 2014 <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS31]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS28]</i></p>				

Please complete all rows.		Yes	No	Unsure	N/A
8	<p>All services in the organisation have written, and implement health and safety procedures that align to the requirements of the licensing criteria including:</p> <ul style="list-style-type: none"> • hygienic laundering of linen used by the children or adults • changing (and disposal, if appropriate) of nappies • monitoring of children’s sleep • response to injury, illness and incident including the review and implementation of practices as required • how the service will respond to suspected child abuse and neglect <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS2, HS3, HS9, HS27, HS31]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS2, HS3, HS8, HS24, HS28]</i></p>				
9	<p><u>For organisations with centre-based services:</u></p> <p>That each centre-based service within the organisation has an adult present at all times with first aid or medical qualification outlined in the licensing criteria for every 25 children attending, or part thereof.</p> <p><i>Note: mark N/A if the organisation has no centre-based services</i> <i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS25]</i></p>				
	<p><u>For organisations with home-based services:</u></p> <p>That each home used for education and care has an adult present at all times with first aid or medical qualification outlined in the licensing criteria.</p> <p><i>Note: mark N/A if the organisation has no home-based services</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS22]</i></p>				
10	<p>That service provider/s have ensured that where there is a serious injury or incident involving a child while at any service that is required to be notified to a specified agency, they have notified the Ministry of Education at the same time</p> <p><i>Note: mark N/A if NONE of the organisation’s services have had a serious injury or incident that required notification</i> <i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS34]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS33]</i></p>				

Please complete all rows.		Yes	No	Unsure	N/A
11	<p><u>For organisations with home-based services:</u></p> <p>That each educator within the organisation is maintaining and implementing a supervision plan in accordance with the requirements of the licensing criterion HS34.</p> <p><i>Note: mark N/A if the organisation has no home-based services</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS34]</i></p>				
12	<p>Where the organisation is providing additional support for enrolled children, systems and processes related to their provision do not create non-compliance with the licensing criteria in services that access them.</p> <p><i>For example: van services, playgroups</i></p>				
13	<p>That service provider/s are regularly checking that health and safety standards are maintained and actioning any identified non-compliances?</p> <p><i>Refer to:</i> <i>[Licensing Criteria for Centre Based Education and Care Services 2008, HS1-HS34]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, HS1-HS34]</i></p>				

Self-Audit Checklist – Section 4 – Governance, Management and Administration

What does ERO want to know?

ERO wants to know that the governing organisation is assured that all services under its control and management meet the minimum governance, management and administration standard and the licensing criteria in terms of the regulatory requirements which ERO has identified as important in this document. The governing organisation should be assured that the service provider/s have the required documentation to demonstrate compliance with relevant criteria and other relevant legislative requirements are in place.

Is the governing organisation assured of the following aspects?

Please complete all rows.		Yes	No	Unsure	N/A
1	<p>That service provider/s for all services ensure information sharing with parents that:</p> <ul style="list-style-type: none"> • advises them on how to access information about their child • gives them access to key operational documents • advises them about how they can be involved • shares information on Ministry of Education funding, expenditure and service fees • advises them of planned reviews and consultation <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, GMA1, GMA2, GMA3]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, GMA1, GMA2]</i></p>				
2	<p>That parents of children attending any service in the organisation are provided with opportunities to contribute to the development and review of each service’s operational documents (such as philosophy, policies, procedures and other documents that set out how day to day operations will be conducted)</p> <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, GMA4]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, GMA3]</i></p>				
3	<p>That each service has a documented ongoing process of self-review and internal evaluation that helps it maintain and improve the quality of its education and care, and recorded outcomes of this.</p> <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, GMA6]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, GMA5]</i></p>				
4	<p>That all services in the organisation are having regard for the Statement of National Education and Learning Priorities (NELP) through its operation and are including this in:</p> <ul style="list-style-type: none"> • their annual plan • the recorded outcomes of self-review and internal evaluation <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, GMA6, GMA8]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, GMA5, GMA7]</i></p>				

Please complete all rows.		Yes	No	Unsure	N/A
5	<p>That all service providers in the organisation are ensuring suitable human resource processes are documented and practices are implemented.</p> <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, GMA7]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, GMA6]</i></p> <p>These include:</p> <ul style="list-style-type: none"> • selection and appointment procedures • job/role descriptions • induction procedures into the service • a system of regular appraisal • provision for professional development • a definition of serious misconduct • discipline/dismissal procedures. 				
6	<p>That service provider/s are regularly checking that governance and management standards are maintained and actioning any identified non-compliances?</p> <p><i>Refer to:</i> <i>[Licensing Criteria for Centre Based Education and Care Services 2008, GMA1-GMA12]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, GMA1-GMA11]</i></p>				
7	<p>That all service providers in the organisation have written, and implement, governance and management procedures in each service that align to the requirements of the licensing criteria including:</p> <ul style="list-style-type: none"> • a procedure for people to follow should they wish to complain about non-compliance with the Regulations or criteria, including an option to contact the local Ministry of Education office • safety checking of all children’s workers before employment or engagement of the worker commences that meets the safety checking requirements of the Children’s Act 2014 <p><i>[Licensing Criteria for Centre Based Education and Care Services 2008, GMA1, GMA7A]</i> <i>[Licensing Criteria for Home-based Education and Care Services 2008, GMA1, GMA6A]</i></p>				
8	<p>That all children’s workers within the organisation who have access to children are safety checked in accordance with the Children’s Act 2014.</p> <p><i>[Note: Safety checks may be carried out by the employer or another person or organisation acting on the employer’s behalf]</i></p>				

Please complete all rows.	Yes	No	Unsure	N/A
<p>For persons that the service provider proposes to employ or engage as a children’s worker*, the following checks have been undertaken and results obtained before the worker has access to children:</p> <p>Identity Confirmation, either by:</p> <ul style="list-style-type: none"> a) using an electronic identity credential to check that the identity is not claimed by someone else; <u>or</u> b) checking an original primary identity document (eg NZ passport); and a secondary identity document (eg NZ driver licence); <p><i>[Note: if there are no photos of the person in the documents in (b), the service provider must require an identity referee to authenticate/verify identity of the staff. If the person’s name is different on a document in (b) the service provider must require a supporting name change document from the person];</i></p>				
<p>c) ** searching the service provider’s personnel records to check whether the identity is being used or has been used by any person currently or previously employed/engaged by the service provider after having sighted the documents in (a) or (b) including the matters under ‘Note’ above.</p>				
<p>d) obtaining and considering information from a NZ Police vet</p> <p><i>[Note: there is no need for Police vet if the person already had one in the last three years and the results have been shared, or the person is a registered teacher]</i></p>				
<p>e) obtaining and considering a chronological summary of work history for preceding five years from the person; and</p>				
<p>f) identifying whether the person is registered with the Teaching Council, and if so, service management has confirmed this with the Teaching Council;</p>				
<p>g) obtaining and considering information from at least one referee (not related to the person or part of the extended family)</p>				
<p>h) any other information the board considers relevant for risk assessment;</p>				
<p>i) interviewed the person, in person or by telephone or other communication technology;</p> <p><i>[Note: the requirements in (e), (g),(h) and (i) do not apply if the person is currently employed or engaged by the service provider in another role]</i></p>				

Please complete all rows.		Yes	No	Unsure	N/A
	j) evaluation of all the information above to assess the risk the potential children's worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children's worker or non-core children's worker				
	<p>Notes:</p> <p>1. *Children's workers are:</p> <p>a. Core and non-core workers who work alone with or have primary responsibility or authority over children, eg educators, co-ordinators and person responsible.</p> <p>b. persons undertaking unpaid children's work as part of educational or vocational training course.</p> <p>2. **the purpose of paragraph (c) is to establish that the proposed worker is the sole claimant of the identity.</p> <p>3. For details the service provider should refer to the relevant provisions of the Children's Act 2014, and regulations 5 – 8 of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015</p> <p>4. Seek independent advice if you are uncertain</p> <p>Keep accurate records about <u>each aspect</u> of the safety checking process.</p>				
	<ul style="list-style-type: none"> Are detailed records of each component of the safety check recorded, included the date each step was undertaken? 				
	<ul style="list-style-type: none"> Is the risk assessment completed <u>after</u> all relevant information is obtained? 				
	<ul style="list-style-type: none"> Is the record kept as long as the person is employed or engaged at the service? 				
	<ul style="list-style-type: none"> Are safety checks of every children's worker carried out every three years? 				
9	<p><u>For organisations with home-based services only</u> <i>[Mark N/A for the next 3 rows if your organisation has only centre-based services]</i></p> <p>That the service providers for all licensed home-based education and care services in the organisation have ensured that the person responsible (or co-ordinator) for the service has</p> <p>a) Contacted each educator engaged in the service at least once per fortnight, and</p>				

Please complete all rows.		Yes	No	Unsure	N/A
	b) visited each educator engaged in the service at least one per month, and				
	c) taken all reasonable steps each month to observe each child participating in the service while that child is receiving education and care				
	<i>Note the above does not apply during any period when the service is closed for a fortnight or longer. [Education (Early Childhood Services) Regulations 2008: 28(1) and (2)]</i>				
10	Staff appointments and teacher registration That all service providers within the organisation, as an employer, regularly review the following at least once a year, and appropriately implement:				
	<ul style="list-style-type: none"> the staff appointment process 				
	<ul style="list-style-type: none"> the staff professional development programme, and outcomes? 				
	<ul style="list-style-type: none"> the EEO programme? [good practice] 				
	<u>For Kindergartens only:</u> (mark N/A for these 2 questions if your organisation is not a kindergarten association)				
	<ul style="list-style-type: none"> teacher registration – including practising certificates and LATs? 				
	<ul style="list-style-type: none"> the provisionally registered teachers’ induction programme? 				
	<u>For all other licensed services:</u> (mark N/A for these 2 questions if your organisation is a kindergarten association)				
	<ul style="list-style-type: none"> teacher registration for the ‘person responsible’ in the service? 				
	<ul style="list-style-type: none"> The induction programme for any ‘person responsible’ who is provisionally registered? 				
11	Police vetting That all service providers in the organisation have obtained a Police vet for every person:				
	<ul style="list-style-type: none"> whom the service provider appoints or intends to appoint to position at the early childhood service; and 				
	<ul style="list-style-type: none"> who is to work at the service during normal opening hours; and 				
	<ul style="list-style-type: none"> who is not a registered teacher or holder of a limited authority to teach [LAT]; and 				
	<ul style="list-style-type: none"> before the person’s appointment begins? 				

Please complete all rows.		Yes	No	Unsure	N/A
	That all service providers in the organisation have obtained a Police vet of every contractor, or employee of a contractor who has, or is likely to have unsupervised access to children at the service during normal opening hours:				
	<ul style="list-style-type: none"> and this is obtained before that person has, or is likely to have unsupervised access to children at the service during normal opening hours? 				
	<p><u>For organisations with home-based services</u> <i>[Mark N/A for the next four rows if the organisation only has centre-based services]</i></p> <p>That service providers of licensed home-based education and care services within the organisation has obtained a Police vet for every adult:</p> <p>a) who lives in a home where the service is being provided; and b) where at least one child to whom the service is being provided does not live in the home</p> <p><i>Note: adult means a person who is aged 17 years or over</i></p>				
	That these Police vets have been obtained				
	<p>a) before the home is used as a licensed service; and b) in the case of a home that is already in use as a licensed service, before the adult begins to live in the home</p> <p><i>Note: the Police vet must be obtained even if the person is unlikely to be present when the licensed education and care service is being provided</i></p>				
	<p>That the service provider has obtained a Police vet every three years of every person noted above:</p> <ul style="list-style-type: none"> on whom a Police vet has already been obtained, and who still works at the service or lives in the home. 				
12	<p>Fit and Proper Persons</p> <p>That service management has advised the Secretary for Education of any change of their circumstances, of the kind referred to in the statutory declaration made under Regulation 7, where required.</p> <p><i>[Education (Early Childhood Services) Regulations 2008: 7 and 35]</i></p> <p><i>Note: Mark N/A if no advisement has been necessary. Refer to www.legislation.govt.nz for free access to the Education (Early Childhood Services) Regulations 2008]</i></p>				
13	<p>Health Immunisation</p> <p>That policies or procedures are in place to ensure the requirements of the Health (Immunisation) Regulations 1995 are met across the entire organisation.</p>				

Please complete all rows.		Yes	No	Unsure	N/A
14	Privacy Act 2020 That policies and procedures are in place to ensure the requirements of the Privacy Act 2020 are met in relation to information about children and the parents/caregivers of those children who attend each service; and				
	These policies and procedures are regularly reviewed and implemented appropriately?				
15	Human Rights That there are policies and procedures to ensure compliance with the Human Rights Act 1993, and				
	That these policies and procedures are regularly reviewed and implemented appropriately?				
16	Reporting to Teaching Council That in the following situations service providers in the organisation, as the employer, reported to the Teaching Council in compliance with the mandatory requirements under the Education and Training Act 2020: <i>[Mark N/A if service providers have not needed to report to the Teaching Council for each circumstance]</i>				
	(i) When a teacher has been dismissed for any reason (section 489)?				
	(ii) If, within 12 months before a teacher's resignation or expiry of the teacher's fixed-term contract, the employer has advised the teacher that it was dissatisfied with, or intended to investigate, any aspect of the conduct of the teacher or the teacher's competence (section 489)?				
	(iii) If, within 12 months after a teacher has left, the employer has received a complaint about the teacher's conduct or competence while he/she was an employee (section 490)?				
	(iv) If the employer has reason to believe that a teacher has engaged in serious misconduct (section 491)?				
	(v) If the employer is satisfied that, despite undertaking competency procedures with a teacher, the teacher has not reached the required level of competence (section 492)?				

