

# Rotorua Lakes High School

## Te Hā o Te Manawa RTLB Cluster 20

**POLICY: PERSONNEL**  
**PROCEDURE: Attestation**

All RTLB are expected to meet the Professional Standards for Teachers, along with the Practising Teacher Criteria. Consequently, attestation in which RTLB are expected to meet the standards detailed in the Professional Standards and Practising Teacher Criteria is a requirement of the profession. This requires RTLB to keep an up to date evidence portfolio.

### Guidelines

1. The Board of Trustees delegates the attestation and endorsement processes to the Principal. The Principal may delegate the sighting of evidence for maintaining current teacher certification to the RTLB Cluster Manager.
2. When the RTLB is notified by the Education Council that their practising certificate is due for renewal, it is the responsibility of the RTLB to download and complete the *Application for Full Practising Certificate Renewal* found on the Education Council website. *The Practising Certificate Fee Exemption or Reimbursement* form can also be downloaded from this website and completed.
3. It is the responsibility of the RTLB to collect any supporting documentation required for the application to renew a full practising certificate.
4. The cluster's lead school Principal will view and sign off the forms of identification required as proof of identity as part of the application to renew a full practising certificate.
5. Goals, inquiry plans, reflections and evidence against the Practising Teacher Criteria will be made available to the RTLB Cluster Manager for the purposes of attestation. It is the responsibility of each RTLB to provide this evidence for the RTLB Cluster Manager and/or Principal when requested.
6. An annual casework documentation audit will be completed by RTLB Cluster Manager for the purposes of attestation. It is the responsibility of each RTLB to provide the requested focus documentation for the RTLB Cluster Manager and/or Principal to sight when requested.
7. Professional learning and associated reflections will form part of the evidence required for the renewal of full practising certificates.
8. Upon sighting of the evidence, if the requirements for teacher certification have been met by the RTLB, the recommendation will be made for the paperwork to be signed off by the Principal.

## **Rotorua Lakes High School Te Hā o Te Manawa RTLB Cluster 20**

---

9. The signed paperwork will be given back to the RTLB seeking renewal of their practising certificate to send on to the Education Council.
10. Performance concerns likely to lead the Principal to decline to recommend the RTLB for certification renewal will be disclosed to the RTLB prior to a formal attestation meeting, and procedures under the relevant collective employment agreement will be followed.
11. The attestation process will also inform any annual salary increments due to individual RTLB.
12. Completed attestation documentation will be placed in the RTLB's personal file.

**REVIEW:** This procedure will be reviewed according to the Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

**DATE CONFIRMED:** 25 October 2016