



INSTITUTE OF
REGISTERED MUSIC TEACHERS
OF NEW ZEALAND

Application Guide 2007

Information to assist you in completing your Application for Registration

CLOSING DATES: 15th May 15th November

Please complete your application correctly and clearly.

Note: Provisional membership may be granted for up to three years to applicants who are close to meeting the requirement for full registration.

Some of the information will need to be provided on separate sheets.

The application and report forms can be downloaded from the Institute's website at www.irmt.org.nz.

A list of members and other information about the Institute is also available on www.irmt.org.nz

A. PERSONAL INFORMATION

Print your full name (as it appears on your Passport) then print your name as you wish it to appear in the Year Book and Website.

e.g. Mrs, Miss, etc. Name or initials?

B. CATEGORIES

* *Please choose from the list of categories attached in the Appendix at the end*

- 1 List the categories of music tuition for which you are seeking registration.
- 2 As well as one or more practical categories, you may nominate theory.
- 3 Each category sought must be supported by evidence of qualifications and competence.

C QUALIFICATIONS

Please list all degrees, diplomas and certificates. This includes all university degrees and any qualifications related to music or education. Include translations if originals are in a language other than English.

e.g.

<u>Title</u>	<u>Year of Award</u>	<u>Description</u>
B Mus	2000	University of Auckland
Dip Tchg	2001	Auckland College of Education
LRSM	1998	Singapore, Piano Teachers

Please attach photocopies of all documents countersigned by your witness (see Section E of the Application form). Do not provide original documents.

Copies of diploma examination reports should be attached and also transcripts of tertiary courses.

You may add any further evidence of performing experience to support your application.

D TEACHING EXPERIENCE

- a) Please adhere to the categories as you have listed them in section B.
e.g. violin 17 years 1980 - 1996
- b) e.g. Piano - 26, 22, 20, 20, 20
- c) This could include a school of music, itinerant teaching, school teaching, etc.
Give a brief account.
- d) Where this varies from week to week, calculate an average. This applies to all private teaching - individuals and groups. Give the total.
- e) This may include "grade" levels, such as ABRSM, TCL, and AMEB.
- f) This may include copies of exam results, competition results, programmes.
- g) This may include copies of exam results, compositions etc.
- h) This may include courses attended, seminars, and conferences.
In each case, give details of the course or seminar, the centre and the date. In the case of IRMT Teacher Training Courses, attach a copy of your attendance certificate

E LESSON OBSERVATIONS & REFEREES' STATEMENTS

You will see in Section E that you must provide statements from three referees. The first of these referees (an Associate or Fellow of the Institute) must be asked to observe two lessons taken by you. This same person must also act as a witness by countersigning any documentation you supply.

The observation sheets are enclosed attached to one of the Referee's forms

Check the following, carefully:

- If you are applying for registration in only one practical category, you need two lessons observed. These should be for two pupils, at different levels. e.g. Grade 1 & Grade 5
- If you are applying in two practical categories, one lesson observation for each category is sufficient, but aim at varying levels.
- If applying for more than two categories a maximum of four lesson observations at varying levels is acceptable. You are advised to present a pupil who represents the highest level of your teaching

- General theory (i.e. rudiments) does not require a lesson observation.
- The lesson observations must take place within 12 months prior to the date of the application.
- It is your responsibility to make the arrangements for lesson observations, with the Referee and the pupils, and to meet any costs incurred.
- The referee is asked to fill in the lesson observation sheets
- Feel free to photocopy further sheets, if needed.
- The pupils whose lessons are being observed must have been taught by you for at least one year
- If you are receiving lessons from a member of the IRMT at the time of your application, this teacher must be a Referee
- The lesson observations, including the Referees' reports, are confidential and are to be posted *by the Referees* to the Registrar direct. It is helpful to the referees if you provide them with stamped addressed envelopes for this purpose.
- Persons closely related to the Applicant cannot act as Referees or as pupils in lesson observations.

The requirement for Lesson Observations shall be dispensed with by the Registration Board at its sole discretion in the case of applicants who demonstrate that their qualifications and professional expertise in teaching are such as to render such requirements unnecessary. Any such application for dispensation should be made to the Registrar.

In the event of any difficulty in complying with any of the foregoing requirements - applicants may contact the Registrar for guidance.

Copies of the Rules of the Institute and the Institute's Code of Ethics will be sent to applicants who have been successful in their applications for registration.

F **DECLARATIONS**

- 1 Read carefully the Applicant's Declaration before signing and writing the date.
- 2 Note that your witness must:
 - (a) be a Referee
 - (b) be an Associate or Fellow of the Institute
 - (c) have sighted the original copies of your qualifications and signed the copies
 - (d) sign and print her/his name clearly in the space provided

- G** Note that in the event of an application being declined by the Registration Board or withdrawn by the Applicant before any final decision is made by the Registration Board,
- (a) one half of the application fee plus GST shall be retained by the Registration Board of the Institute as payment toward the cost of administration. The remaining one half plus GST shall be refunded to the Applicant.
 - (b) all applications and referees' reports remain the property of the Institute and are not returnable

CLOSING DATES

Applicants are generally considered in January and July when the IRMT Registration Board meets. Please observe the closing dates as late applications will not be considered until the following meeting

Please make cheques payable to **IRMT of New Zealand** and send all forms and attachments to:-

The Registrar IRMT
P O Box 39116
Wellington Mail Centre
Lower Hutt 5045
Karen@irmt.org.nz

Further information can be found on the website www.irmt.org.nz

APPENDIX 2005

Categories for Registration

1. Practical

- Piano
- Modern piano
- Jazz piano
- Group piano
- Fortepiano
- Harpsichord
- Organ
- Electronic organ
- Keyboard
- Group keyboard
- Horn
- Trumpet
- Trombone
- Cornet
- Euphonium
- Group Brass
- Percussion
- Drums
- Group percussion
- Violin
- Viola
- Cello
- Double bass
- Group strings
- Guitar
- Classical guitar
- Electric guitar
- Classroom music
- Flute
- Recorder
- Oboe
- Cor anglais
- Clarinet
- Bassoon
- Saxophone
- Group woodwind
- Singing
- Chamber music
- Conducting (choral, orchestral)
- Accordion
- Early Childhood Music (This category must be dealt with on a separate application form).

2. Theory

- Theory (i.e. rudiments, to about grade 6).
- Advanced theory
- Jazz theory
- Musical knowledge
- Aural skills
- Composition