



INSTITUTE OF  
REGISTERED MUSIC TEACHERS  
OF NEW ZEALAND

## Application Guide for 2012

Information to assist you in completing your Application for Registration

**CLOSING DATES: 15 May 15 November**

Please complete your application correctly and clearly and **ensure that the Application Form used has the correct year on it.**

**Please provide supporting material on standard A4 format paper and use one side only. Do not staple papers together.**

**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 printed from the Institute's website at [www.irmt.org.nz](http://www.irmt.org.nz)

A list of members and other information about the Institute is also available on [www.irmt.org.nz](http://www.irmt.org.nz)

### A PERSONAL INFORMATION

1. Print your full name (e.g. as it appears on your Passport/Driver's Licence).  
Include your given names and underline your most commonly-used name.  
Family Name: if you are using a name other than your legal name, e.g. maiden name, please add your legal name in brackets. Precede this with your title Mr, Mrs, Miss, Ms or other designation.
2. Print your name as you wish it to appear in a Membership Listing such as in the IRMT Year Book or website, e.g. Mr, Mrs, Miss, Ms, etc., or initials.  
You may use just one first name or your initials.

**NB** Registration with IRMTNZ is open to applicants of 20 years of age and above and Provisional membership is open to applicants of 18 years and above.

### B CATEGORIES

Choose from the list of categories in the Appendix:

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 must be supported by evidence of qualifications and competence.

## C QUALIFICATIONS

List all your degrees, diplomas and certificates. This includes all university degrees and any qualifications related to music or education; separate music/teaching qualifications and other subject qualifications on the form Please include translations if originals are in a language other than English.

For example:

| Title of Certificate | Year of award | Examining body                       |
|----------------------|---------------|--------------------------------------|
| <i>BMus</i>          | <i>2004</i>   | <i>University of Auckland</i>        |
| <i>Dip Tchg</i>      | <i>2003</i>   | <i>Auckland College of Education</i> |
| <i>Dip Cons</i>      | <i>1999</i>   | <i>Utrecht</i>                       |

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

1. Please adhere to the categories as you have listed them in section B of the Application Form

e.g.                *violin*                *17 years*                *1990 - 2006*

2. Category        current year    previous years

e.g. *Piano*        26                22        20        20        20

3. This could include teaching in a school of music, itinerant teaching, school teaching, etc. Give a brief account.
4. Where this varies from week to week, calculate an average. This applies to all private teaching – individuals and groups. Give the total per week.
5. This may include “grade” levels, such as ABRSM, Trinity/Guilhall and NZMEB.
6. This may include copies of exam results, competition results, programmes.
7. 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 must provide A REFEREE'S STATEMENT from THREE different referees. The first of these must be an Associate or Fellow of the Institute who will observe two lessons taken by you and submit them on the LESSON OBSERVATION FORM (in addition to completing a referee's statement). This same person must also act as a witness by countersigning any documentation you supply.

\*Two Lesson Observations are required for all Practical Subjects. Applications for Theoretical Subjects require documentary evidence of teaching undertaken.

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. eg Grade 1-3, or Grades 4 & 5, or Grade 6 and above.
- 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
- \*Theoretical Subjects (i.e. Theory/Rudiments) do not require a lesson observation
- Lesson observations must take place within 12 months prior to the date of the application
- It is the applicant's responsibility to make the arrangements for lesson observations with the Referee and the pupils and to meet any costs incurred. Only one referee can be non-musical supplying just a character reference.
- 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 cannot undertake the lesson observations but must be a referee supplying a Referee's Statement.
- Lesson observations, including the Referees' reports, are confidential and are to be posted **by the referees** directly to the Registrar. 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 - These details will remain strictly confidential.

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) signed and printed her/his name clearly in the space provided.

## G POLICE CHECK

In line with current practice in the teaching profession, IRMTNZ requires new applicants to agree to a search of Ministry of Justice records for any convictions. An applicant must provide a copy of the Ministry of Justice form **Priv/F2** giving authority for such information to be provided to the IRMTNZ's Registrar: this form can be obtained from the Department of Justice (Privacy Assistant), PO Box 2750, Wellington, Tel 04 918 8800 or downloaded at <http://www.justice.govt.nz/privacy/request-by-third-party.pdf>

The applicant must complete Sections 1, 3 and, if appropriate, 4 before forwarding the form with their IRMT application to the Registrar. The application may wish to complete Section 2 as detailed on Appendix 2 below.

If the applicant has concerns regarding this requirement, he/she can discuss it in strict confidence with the Registrar on Tel 03 384 4629.

## H DECLINED APPLICATIONS

Note that in the event of an application being declined in total by the Registration Board or withdrawn by the Applicant after its submission:

- (a) one half of the application fee including GST shall be retained by the Registration Board of the Institute as payment toward the cost of administration. The remaining one half including GST shall be refunded to the Applicant.
- (b) all applications and Referees' reports remain the property of the Institute and are not returnable.

## I CLOSING DATES

Applicants are generally considered in January and July when the IRMT Registration Board meets. Closing dates are **15 May** and **15 November**, approximately a month and a half prior to Registration Board meetings. Please observe the closing dates since late applications will not be considered until the following meeting.

Payment by direct credit is the preferred method. Details of the account name and number to which payment should be made are included on the application form. Please send all forms and attachments to:

The Registrar,  
P O Box 4122,  
Christchurch 8140

For further information you can also contact the Registrar by email at: [registrar@irmt.org.nz](mailto:registrar@irmt.org.nz)

Additional information can be found on the website [www.irmt.org.nz](http://www.irmt.org.nz)

Applicants are advised to keep a copy of their application.

## APPENDIX 1

### Categories for Registration

#### 1. Practical

- Piano
- Modern piano
- Jazz piano
- Group piano
- Fortepiano
- Harpsichord
- Organ
- Electronic organ
- Keyboard
- Group keyboard
- Violin
- Viola
- Cello
- Double bass
- Group strings
- Flute
- Recorder
- Oboe
- Cor anglais
- Clarinet
- Bassoon
- Saxophone
- Group woodwind
- Horn
- Trumpet
- Trombone
- Cornet
- Euphonium
- Group Brass
- Percussion
- Drums
- Group percussion
- Guitar
- Classical guitar
- Electric guitar
- Classroom music
- 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 Grade V)
- Advanced theory (i.e. Grade VI and above)
- Jazz theory
- Musical knowledge
- Composition

## APPENDIX 2

### Ministry of Justice form Priv/F2: Section 2 Third Party Details

So that the applicant can ensure that this information is released only to the party intended, he/she may wish to complete Section 2 as follows:

#### Third Party Name Details

Full Name of Third Party

***Institute of Registered Music Teachers of New Zealand***

Full name and address of the person or agency the third party is acting for

***Elene Anderson (Registrar) address below***

#### Third Party Address Details

***PO Box 4122***

***Christchurch 8140***

***New Zealand***

**NB The signature of Third Party X leave blank**