



INSTITUTE OF
REGISTERED MUSIC TEACHERS
OF NEW ZEALAND

APPLICATION GUIDE for Early Childhood Music
Information to assist you in completing your Application for Registration

CLOSING DATES: 15th May 15th November

To ensure that you have the best opportunity to be considered as an Associate member of the Institute of Registered Music Teachers of New Zealand it is most important that you complete your application correctly and clearly.

Please supply all information and attach all documentation that is requested. Much of the information will be written on the Application for Registration form. You may need to answer some sections on separate sheets.

A. PERSONAL INFORMATION

At "2" please write your name as you wish it to appear in the Year Book,
eg Mrs J L Taylor
or Joan Taylor

B. Note: This form is to be used for Early Childhood Music only. If you wish to be registered as a teacher of instrument or voice please use the appropriate application form available from the website.

C. QUALIFICATIONS

Prerequisites

It is a prerequisite for registration as a teacher of Early Childhood Music that the applicant have the following qualifications and experience:

- (i) Diploma in teaching, either Early Childhood or Primary or equivalent pedagogical study e.g. Massey University ASTU Early Childhood Music Paper and Wellington Community Music Education papers;
- (ii) Grade 5 Theory from an Examinations Board acceptable to the Institute; and
- (iii) At least one year of teaching experience with groups of children between 0 and 8 years. This teaching should involve children of two or more of the following age levels: Under 3s; 3-4 year olds; 5-7 year olds

Please list all degrees, diplomas and certificates. This includes university degrees and any qualifications related to music or education.

With each, you need to provide: (a) title; (b) year of award; (c) description

eg	B Education	2011	Waikato University
	Diploma of Teaching	2011	Auckland College of Education
	Grade 5 Theory	2011	Associated Board

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

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

D. ECM TEACHING EXPERIENCE

Applicants are asked to give evidence of their experience as a teacher of Early Childhood Music. Provide details of your ECM teaching experience, particularly in the last five years. Include years of experience, number of classes, age groups and any other information which will help the Registration Board understand the extent of your experience in Early Childhood Music. Use additional sheet(s) if required.

E. COMPETENCE AS A TEACHER

This is an area in which the Registration Board will require as much detailed information as you can provide. Remember that the only impression the Board can gain is from your detailed comments, explanation, and those of your referees. Use extra sheets if required to answer the three sections in this area. Be sure to cover all areas of your teaching experience.

1. **Other Teaching Experience** - Provide details of any teaching work undertaken other than in the area of early childhood. Provide supporting evidence or references.
2. **Courses Attended** - In each case, give full details of the course or seminar undertaken, the centre and the date. Wherever possible, supply supporting evidence. For example: IRMTNZ Pre-Service Teacher Training Course (attach copy of report); Society for Music Education Early Childhood Workshop Day; Correspondence courses, Advanced Studies for Teachers courses, seminars, masterclasses, reading recovery courses, Playcentre Certificates, etc.
3. **Other Experience** - Details of any other teaching or community experience that you think might support your application, eg leading children's or youth groups, Teacher Aide experience, Nursing tutoring. This can be in any area of teaching (not just music).

F. (i) Applicants residing outside the greater Auckland, greater Wellington and greater Christchurch areas are required to submit for observation by an accredited Early Childhood Music Specialist nominated by the Institute a video tape recording of one or more teaching sessions with a group of six or more children and evidencing the matters set out in Section 1 of the attached Schedule of Requirements for Applicants to Become Registered as Teachers of Early Childhood Music and a written overview and detailed planning of five lessons as set out in Section 2 of the attached schedule of Requirements for Applicants to Become Registered as Teachers of Early Childhood Music.

(ii) Following the observation of the video by the accredited Early Childhood Music Specialist the applicant will be required to show by telephone discussion with that Specialist that the applicant has:

- (a) A commitment to the importance of Early Childhood Music Education and a commitment to the involvement of the parents;
- (b) a commitment to ongoing professional development; and
- (c) A commitment to the use of appropriate Maori and Pacific Island Music and that of other cultures resident in New Zealand all as set out in the attached Schedule of Requirements.

Applicants proceeding under this Paragraph F must forward the video tape recording and written overview with their application.

G. (i) Applicants residing in the greater Auckland, greater Wellington or greater Christchurch areas are required to be observed by an accredited Early Childhood Music Specialist nominated by the Institute of Registered Music Teachers in one or more teaching sessions with a group of six or more children such sessions to be arranged by the applicant with the Early Childhood Music Specialist and evidencing the matters set out in Section 1 of the attached Schedule of Requirements for Teachers to Become Registered as Teachers of Early Childhood Music. Applicants are also required to submit before the observation a written overview of planning and detailed planning of five lessons as set out in Section 2 of the attached Schedule of Requirements for Applicants to Become Registered as Teachers of Early Childhood Music.

(ii) Following the observation by the accredited Early Childhood Music Specialist the applicant will be required to show that the applicant has:

- (a) A commitment to the importance of Early Childhood Music Education and a commitment to the involvement of the parents;
- (b) a commitment to ongoing professional development; and
- (c) A commitment to the use of appropriate Maori and Pacific Island Music and that of other cultures resident in New Zealand all as set out in the attached Schedule of Requirements.

Applicants proceeding under this Paragraph G must give an indication of the place, day or days of the week and the time of day when the required teaching session can be arranged.

H. REFEREES' STATEMENTS

1. A report by the specialist approved by the Registration Board will be considered as the main reference.
2. In addition, two referees' statements are required. Close family relatives are ineligible to act as referees. Use the referee statement form included in the Application Form pack for this purpose and remember to include the Schedule of Requirements when sending the referee statement form to your referees.

It is your responsibility:

- to ensure that one of your referees is an Associate or Fellow of the Institute. This referee **must** act as your **witness** and countersign any documentation you supply (refer to Section C - Degrees and Diplomas).
- to give each of your referees the appropriate form with the request that they send the completed form directly to the Registrar. The information they supply is confidential to the Registrar and the Registration Board.
- to check that the referees have sent their completed Referees' Statement forms to the Registrar by the required date. It would be a courtesy to give each of your referees a copy of your application and a stamped addressed envelope.

I. DECLARATIONS

1. Read carefully the Applicant's Declaration before signing and dating
2. Note that your witness must:
 - be a referee
 - be an Associate or Fellow of the Institute
 - have sighted the original copies of your qualifications and signed the copies.
 - sign and print their name clearly in the space provided.

CLOSING DATES

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

Payment by direct credit is preferred. Details are provided on the application form. If paying by cheque, please make cheques payable to IRMT of New Zealand.

CHECKLIST

Have you -

included copies of degrees, diplomas, certificates, signed by your witness (See C)

included copies of diploma examination reports (See C)

included transcripts of University degrees (See C)

included a separate sheet outlining your musical competence (See D)

included certificates or reports of training courses (See E)

included your video tape recording and written overview of planning (See F1)

included your written overview of planning (See G1)

listed two referees and their addresses (Given them Referee Statement Forms and the Schedule of Requirements)

signed the declaration

checked that your witness is an Associate or Fellow of the Institute and has signed his/her Declaration

organised payment by direct debit (or included your cheque) for the Application Fee

informed your two referees of the closing dates for applications to be with the Registrar

(Closing Dates: May 15, November 15)

Send all forms and attachments including video to:

The Registrar
P O Box 4122
Christchurch 8140



INSTITUTE OF
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SCHEDULE OF REQUIREMENTS FOR APPLICANTS TO BECOME REGISTERED AS TEACHERS OF EARLY CHILDHOOD MUSIC

1. OBSERVATION

Observation, by a person deemed sufficiently qualified by the Council of the Institute, of one or more teaching sessions with a group of six or more children. During this observation, the following skills will need to be evident:

The ability:

- a) To sing in tune with a clear voice which provides an appropriate model for children; to sing a capella as most appropriate model
- b) To move expressively using locomotor and non-locomotor movement and to move with a clear feeling for the beat in music
- c) To play autoharp guitar or tuned percussion with proficiency in at least four keys. Sensitive use of the piano could also be an advantage
- d) To manage groups of young children always using positive methods and with an infectious enthusiasm and sense of fun
- e) To improvise and create "sounds" pieces. Ability to develop and extend childrens' creativity in music making and in moving to music

Applicants should note that good quality equipment is essential when making recordings.

2. OVERVIEW

Following the observation, the applicant would need to present an overview of his or her planning and detailed planning for 5 lessons, one of which had been observed. This will need to give evidence of:

- a) The ability to plan sequentially
- b) Understanding of appropriate developmental stage of the children, particularly with regard to rhythm and pitch development
- c) Familiarity with the Syllabus for Music Education: Early Childhood to Form Seven (1989) and/or Handbook "Music with Young Children", both distributed by Learning Media
- d) Familiarity with a wide repertoire of appropriate songs, some of which come from cultures other than his/her own, and with a range of music for use in listening and movement activities
- e) Knowledge of a range of percussion instruments, tuned as well as untuned, and the willingness to innovate and experiment with new sound sources