

Learning with Praxis ComEd in 2023

Information for whanau & learners



Nau Mai Haere Mai!

This booklet provides essential information for learners who are enrolled through the Praxis Community Education (Com Ed) programme and your whanau.

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About Praxis

Praxis is a private training establishment that has been granted registration by the New Zealand Qualifications Authority under Part 18 of the Education Act 1989.

Praxis provides opportunities for learning through recognised tertiary level courses and workshops in Youth Development. The Praxis ComEd programme supports young people to learn and gain credits towards NCEA across a range of subject areas, these include; literacy, numeracy, work readiness and life skills.

The Praxis ComEd team are qualified Assessors who are based between the Praxis delivery sites. They can come to where you are learning, assess your work against a range of unit standards and make sure that your results get reported to NZQA.

ComEd programmes work in partnership with a range of Alternative Education (AE) and community based youth development initiatives.

How to get in touch with us:

For general enquiries about the Praxis ComEd programme please contact: admin@praxis.org.nz

Further information about the Praxis ComEd project is available on the Praxis website: www.praxis.org.nz

To get in contact with a Praxis Assessor please use the admin@praxis.org.nz email address.

Praxis National Office:

PO Box 6834, Marion Square, Wellington 6014

Phone: 04 4712747

Email: admin@praxis.org.nz

Web: www.praxis.org.nz

How to enrol:

Enrolment in the Praxis ComEd programme is open to anyone aged over 13 years old.

Once you are enrolled we can report your assessment results to NZQA.

It costs nothing to enrol, however we will charge your partner programme as we report results for you.

It is okay to be enrolled through Praxis AND through a school -we both use the same National Student Number (NSN) to report your results.

To enrol please fill out the form in the back of this book. Please note that:

- We need to scan a proof of identity document for you (birth certificate, passport etc) as part of the enrolment.
- If you are 16 or under, your enrolment must also be signed by your parent or guardian.

Once you have completed everything, please get your Assessor to scan your enrolment and proof of ID.

Learner Support

The Praxis ComEd programme operates from a Youth Development approach, this means that we place a high priority on recognising and supporting the mana of each person who participates in our programmes. We aspire to make sure that your experience of the ComEd programme is one where:

- You experience belonging, plus a safe and supportive place to be who you are.
- You learn skills and gain recognition for your learning.
- You play an active part in decision making and take responsibility for your own learning.
- You take responsibility for upholding the mana of the people around you (staff and students).

If you have any special needs during the learning and assessment process, we ask that you make your Assessor aware of these as soon as you can. This will help us make sure that the learning and assessment process is fair to you.

How do you earn credits?

We follow this process as you complete an assessment for each unit standard. A unit standard assessment describes something that you are able to do (a skill or an area of knowledge). Each standard is worth a number of credits, if you can show us that that you are able to meet the requirements of a standard, we will then report this as a result to NZQA and you will gain the credits towards NCEA.

1. To get started you will meet with your Praxis Assessor and discuss:
 - What standard you are going to work on.
 - The requirements of the standard.
 - What evidence is needed to show that you are able to meet these requirements -sometimes this will be in the form of a test or a workbook, at other times it may involve the Assessor watching you do something.
2. There will usually be some learning that you will need to do together beforehand to get you ready for the assessment.
3. Once you have completed the assessment, your work will be assessed (by your Assessor) who will give you feedback on how you got on. You will normally get feedback either at the time or within 2 days.
4. If you didn't meet the standard they will discuss with you where the gaps were and what will still be needed (in most assessments you can try more than once if you are willing). This will be recorded in writing on your Assessment Schedule.
5. If you did meet the standard your Assessor will submit your evidence to Praxis and we will report your result to NZQA. This process will normally be completed at the end of each school term.

6. We can only report your result if you have already enrolled with Praxis AND you have an NSN number.
7. You can use your NSN number to look up your results on the NZQA website (later on) and check if they are there.

What to do if you're not happy...

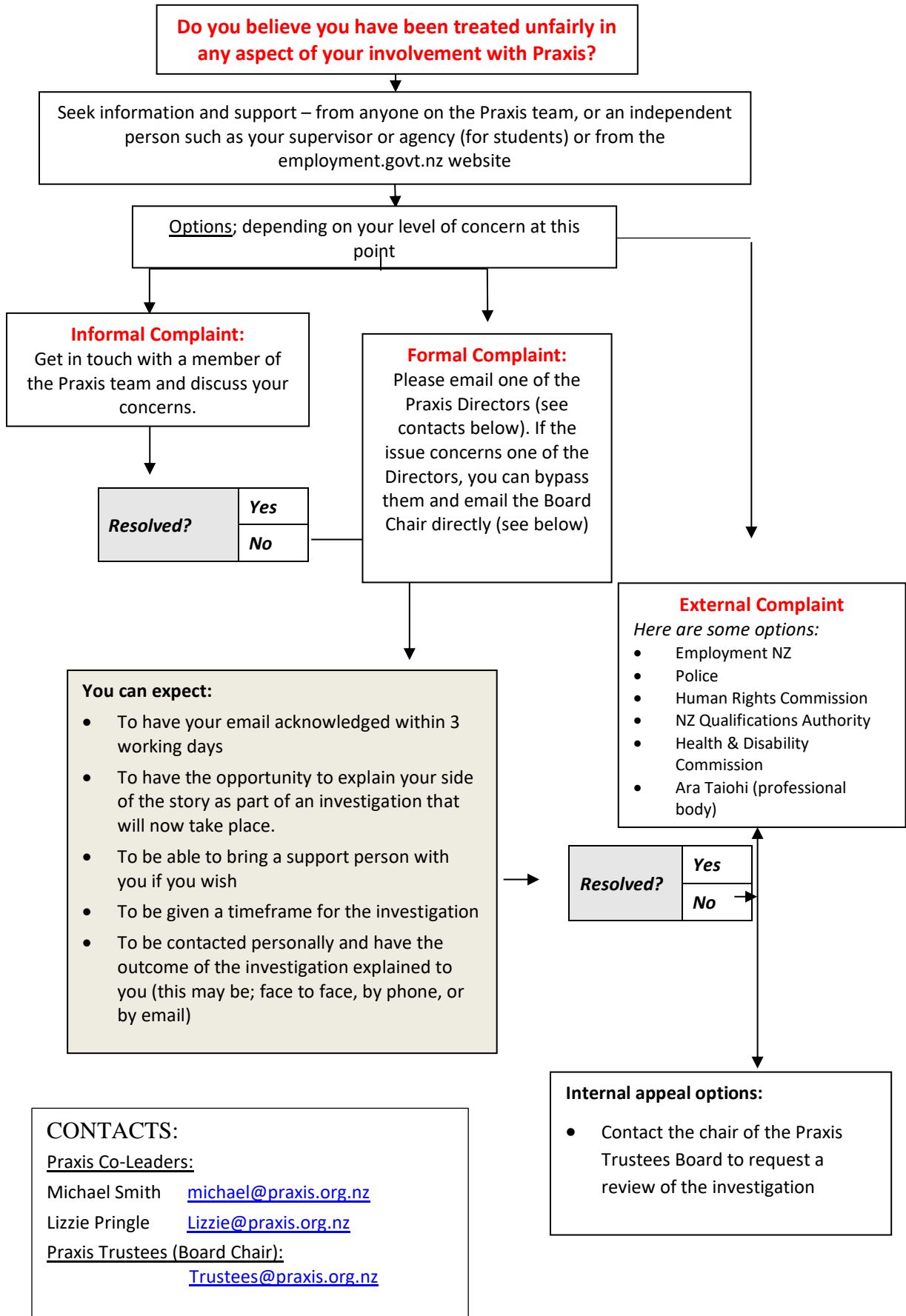
If you believe that you weren't treated fairly during the assessment process, or in any aspect of your contact with Praxis -please follow these steps to let us know about it:

1. Have a talk with your Assessor and let them know about your concerns. This must be done within two weeks of receiving your assessment result. You can bring a support person to this meeting if you want to.

If that didn't work...

2. You can put in an official complaint by sending an email to: admin@praxis.org.nz In your email you should outline what you're not happy with and the reasons why.
 - a. If you disagreed with your assessment result, we will usually get another Assessor to re-assess your work.
 - b. If it involved the conduct of your Assessor or anything else that has happened in the process, we will ask you to use the complaints process outlined on the next page.
3. We will aim to respond to you within 5 working days.

Praxis Complaint Process



Praxis Community Education Enrolment Form

PO Box 6834
Marion Square
Wellington 6141

Phone: 04 471 2747

Email: admin@praxis.org.nz

Welcome! Please read the instructions below carefully before you complete this enrolment form.

INSTRUCTIONS

This form provides us with the information we need to report your achievement of standards to NZQA through the Community Education Programme. We also need to collect information from you, which is required by the Ministry of Education and other Government agencies for statistical, registration and monitoring reasons. Please fill in the form by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions.
- **Signing the form and return with verified copy of Birth Certificate, Passport or other form of ID to verify residency**

A		PERSONAL DETAILS			
1	Print your full legal name: First Name(s)				
	Last Name				
2	Preferred first name:				
3	Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<i>day</i>	<i>month</i>	<i>year</i>	
4	Gender:	<i>Male</i>	<i>Female</i>	<i>Diverse</i>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	If you have an a National Student Index number (also known as the "NSN" or NZQA Record of Learning number), please write it here:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Ethnicity:	NZ European/Pakeha <input type="checkbox"/>	Tongan <input type="checkbox"/>	Fijian <input type="checkbox"/>	
		New Zealand Maori <input type="checkbox"/>	Niuean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
		Samoan <input type="checkbox"/>	Tokelauan <input type="checkbox"/>	Indian <input type="checkbox"/>	
		Cook Island Maori <input type="checkbox"/>			
		Other Pacific Island <input type="text"/>	Other <input type="text"/>		
B		CONTACT DETAILS			
7	Parent / Caregiver	<i>Name:</i>			<i>Relationship to you:</i>
8	Your home address and contact details:				
	<i>Address:</i>				
	<i>Post Code:</i>				
	<i>Phone:</i>		<i>Mobile:</i>		
<i>Email:</i>					

*****IMPORTANT: Student and Parent/Caregiver please sign back of this form*****

Privacy – Praxis collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), The information is also used to select students for qualifications, to manage internal administrative processes, for internal reporting, and to measure the relevance of Praxis qualifications. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, Praxis releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the Praxis will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Praxis to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's Web site: <http://www.privacy.org.nz/the-privacy-act-and-codes/>

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

I understand that activities towards the assessment of unit standards will be conducted as part of the Praxis Community Education programme. Where these are outside of normal classroom activities, risks associated with those assessment activities will be disclosed to me and I understand that I will need to give additional consent in order for the young person (named above) to take part in them.

Photos: *I understand that Praxis staff may take photos of our group during workshops and at other times, and these pictures may be used for promotional material for Praxis and partners programmes.*

_____ / ____ / _____
Student Signature *Parent/ Caregiver Signature* *Date*

**➤ Please make sure that you sign your enrolment form above
 And return with a verified form of ID ←**

Office Use Only		
Documentation _____ ____/____/____	Approved _____ ____/____/____	Entered _____ ____/____/____
Selma _____	NSI _____	Other ID _____