

**Getting Started
with Te Kura**

**YEARS 11–13 and
YOUNG ADULTS**

Getting Started at Te Kura Years 11–13 and Young Adults

Welcome to Te Aho o Te Kura Pounamu (Te Kura). This guide contains important information to help you get the most out of learning with us. Please take the time to read it, and contact us if you have any questions.

Contents

Glossary	3
Te Aho o Te Kura Pounamu	5
Our Name	5
Our Vision	5
Our Values	5
Flexible Learning	6
Learning with Te Kura	8
Getting Started	8
My Korowai	8
My Te Kura	9
Huinga Ako	9
Leaving to Learn	9
Online learning	11
Equipment	11
Laptop and Internet Assistance	11
Submitting Learning Activities	12
Continuous Reporting	12
Free Microsoft Office	13
Cybersafety and Digital Citizenship	14
Attendance	14
Years 11–13	15
Akonga Support Payments	15
ID Card	15
Assessment	16
Authentication of Assessment	16
NCEA Registration	16

Practice Examinations	17
Special Assessment Conditions	17
Study Tips	17
Secondary Tertiary Pathways	18

Glossary

Ākonga	Student
Whānau	Family
Kaimanaaaki	Learning advisor/teacher
Kaiako	Teacher
Huinga Ako	Advisory
My Korowai	Our online personalised learning plan space
My Te Kura	Our online learning platform
Te Ara Pounamu	Te Ara Pounamu is Te Kura’s local curriculum. It comprises three interdependent elements, aligned with the head, heart and hand of Big Picture International pedagogy. Te Ara Pounamu is aligned to Te Whāriki, The New Zealand Curriculum, and Te Marautanga o Aotearoa.
Te Wātaka Tuihono	Timetable of online classes available for ākonga
Te Ara Kōhungahunga	Early Childhood learning programme (home-based programme for ākonga aged 2 years to 6 years) In the Early Childhood programme, kaimanaaaki work with ākonga and whānau to share information and co-construct a programme of learning aligned with Te Ara Pounamu and Te Whariki
Te Ara Tipu	Year 1 – Year 6 online learning programme – <i>Te Ara Tipu means new beginnings</i>
Te Ara Hou	Year 7 – Year 10 online learning programme – <i>Te Ara Hou means new pathway</i> Both Te Ara Tipu and Te Ara Hou are integrated programmes based on the principles of Te Ara Pounamu and the key competencies and eight learning areas of the New Zealand Curriculum.

Ākonga are assigned a kaimanaaki who works with them and their whānau to develop a personalised programme. The process of developing this programme is supported by My Korowai; a place where ākonga share, develop and reflect on their learning.

Senior Courses

000 courses	Pre NCEA-Level 1 (do not carry NCEA credits)
1000 courses	NCEA Level 1
2000 courses	NCEA Level 2
3000 courses	NCEA Level 3

Te Aho o Te Kura Pounamu

Our Name

Te Aho o Te Kura Pounamu refers to connecting ākongā with learning.

- Te Aho usually refers to the opening up of new worlds.
- Kura is a term most commonly used to mean school, although kura also refers to the concept of knowledge.
- Pounamu is a treasure, we see ākongā as our treasures.

We see our ākongā as pounamu: a treasure undergoing transformation.

Our Vision

Our vision is that our ākongā achieve their educational and personal goals, enabling them to participate effectively as members of their communities.

Our Values

Our values at Te Kura are that we demonstrate by our actions that we put the success of our ākongā at the forefront of everything we do; we respect each other, ākongā, their whānau and our partner organisations; see strength in diversity; celebrate innovation and success; and communicate openly and honestly.

Flexible Learning

Learning at Te Kura is designed to connect ākonga with others, to engage ākonga in learning, to affirm what ākonga bring to their studies and to empower ākonga to experience the success that they aspire to.

We're one of a kind. In fact, there is no other school like us in New Zealand. Te Kura is unique in that our kura doesn't have four walls. Learning with us is flexible, helps grow independence, and offers a mix of online, face to face, and community-based activities.

Being a Te Kura ākonga means making learning work for you. It's a 'one size fits one' model where ākonga are the designers of their own learning journey. Kaimanaaki are there every step of the way, helping ākonga to refine their personalised learning plans. Kaimanaaki work with ākonga to help build agency and resilience towards learning. This reciprocal relationship between kaimanaaki and ākonga is integral to successful learning at Te Kura.

There are many elements that combine to make up the learning journey of each individual ākonga. Every Te Kura ākonga is unique, which is why we offer a curriculum that caters to all learners.

My Korowai is the online space where personalised learning plans are developed, reflected upon and reviewed. It's also a space where ākonga share their goals, passions, interests and dreams, and tell us how they like to learn. Part of My Korowai is reflecting on wellbeing and working with kaimanaaki to address wellbeing concerns and celebrate wellbeing wins!

We know it's important for ākonga to feel a sense of belonging to their school and to connect with others who are learning in the unique way that they are. That's why we promote attending Huinga Ako regularly, whether online or face to face.

We believe that learning happens for anyone, anywhere, anytime – *ki te tī, ki te tā, ki te katoa* – that's why we love to support our ākonga to 'Leave to Learn', through volunteering, on internships, shadowing, camps and other events and courses in local communities.

Project-based learning is important to us. It's where ākonga get to design a project of their choice, culminating in the ultimate – collaborating with contacts in their local community to carry out real-world projects that have authentic impact. Ākonga with a particular passion or interest might choose

to explore that in-depth through an interest project. Ākonga who enjoy collaborating and communicating might choose to carry out social action projects that make a difference in their local community.

A particular subject or aspect of a subject may be required to prepare for future pathways or to strengthen project work. The choices in discipline thinking are there to provide support and direction, to complement exploration in other areas and to keep future pathways open.

Learning with Te Kura

Getting Started

On enrolment at Te Kura, every ākonga is assigned a kaimanaaki. It will often be your kaimanaaki who is the first point of contact and the person who will help you to get started.

Kaimanaaki are the primary connector for fulltime enrolled ākonga and they connect with them regularly online and face to face including at huinga ako. Ākonga are also encouraged to contact kaimanaaki when they have questions or thoughts to share.

Kaimanaaki help ākonga to design and review personalised learning plans, and to capture short and longer term learning goals in our online planning platform, My Korowai. They support ākonga by listening to their concerns, responding to their needs and assisting with Te Kura mahi.

My Korowai

My Korowai is a Te Kura designed platform that supports ākonga to connect to who they are, how they learn, what's important to them to learn and to set learning goals.

It is where ākonga build their personalised learning plans in consultation with their kaimanaaki and learning community, where ākonga can set weekly and monthly targets for their learning and where they can reflect on their learning journey, their wellbeing, and connect to independent learning on wellbeing topics.

My Korowai has a link to a portal called Careers Central and information on Leaving to Learn. Both these portals are extremely useful for ākonga as they plan their Te Kura learning programme.

Access to My Korowai is through the Te Kura log in www.tekura.school.nz. When you first start in My Korowai the Te Kura Student ID is the USERNAME and PASSWORD.

My Te Kura

The Te Kura online learning programme is accessed through My Te Kura. The courses that show in My Te Kura will be personalised to ākongā and their learning after a discussion with their kaimānaaki.

As with My Korowāi, the first time you enter this the Student ID is the USERNAME and PASSWORD.

The welcome email includes information on how to access My Te Kura and the following video will help.

www.tekura.school.nz/learn-with-us/get-started/get-started-online/

Huinga Ako

Huinga Ako is the space and place where ākongā have the opportunity to connect with a small group of ākongā and their kaimānaaki. Huinga Ako are typically held face to face regularly (weekly or fortnightly) in the local community and are also held online.

It's a collaborative and fun space where ākongā connect with their peers, plan and reflect on personalised learning plans, build skills and strategies for success and wellbeing, collaborate to design and carry out social action projects in the community, and get support for planning for their future pathways.

It's also a space where successes and achievements are shared, acknowledged and celebrated – for example through ākongā showcasing their most recent work. We know that having a sense of connection and belonging are powerful motivators for ākongā.

Ākongā have told us that attending Huinga Ako makes a big difference to their learning and experience at Te Kura.

Leaving to Learn

At Te Kura, we believe learning can happen anywhere – not just in the classroom. Ākongā can have great learning experiences while spending time in their community or with their whānau. We call this Leaving to Learn – learning outside school.

Leaving to Learn activities can be face to face or online, and may include:

- Undertaking projects based on interests and passions
- Talking with mentors and experts from the community
- Participating in sporting and cultural activities
- Attending local events
- Taking part in youth and community groups
- Careers exploration
- Volunteering.

These are possibilities to discuss with kaimanaaki.

Online learning

Equipment

All ākonga require a device and internet to access and work through their learning programme. A phone is not a suitable long-term option. Refer to the following link for further information on device and internet requirements.

www.tekura.school.nz/learn-with-us/get-started/what-youll-need/#checklist

Laptop and Internet Assistance

Te Kura offers device and/or internet assistance (\$30 per month towards internet costs) to ākonga and whānau based on the following criteria:

- ākonga must be enrolled in one of the following fulltime learning programmes:
 - Early Childhood
 - Year 0 – Year 10
 - Year 11 – Year 13 (fulltime ākonga must be enrolled in 3 or more courses to qualify)
- ākonga and supervisor are resident in New Zealand
- ākonga and supervisor do not have access to a device and they do not have the ability to provide one
- applicant is a beneficiary or Community Services cardholder.

Te Kura offers an additional connectivity assistance (\$30 per month) to those who meet the following criteria:

- ākonga is enrolled under Geographical Isolation or Itinerancy Gateways
- young adult ākonga living in a rural area.

Note: At any time, a fulltime or young adult ākonga who is no longer enrolled in three or more courses must return the device (or have it re-called) and any subsidy payment(s) will cease.

How to apply

Applications can be made online by:

- supervisor/guardian of an ākongā (student/s) who is enrolled/enrolling at Te Kura, or
- young adult ākongā (student).

You can apply for laptop and internet assistance online at the time of your enrolment or after your enrolment has been approved by clicking on the following link:

<http://accessassistance.tekura.school.nz/>

or contact Te Kura 0800 65 99 88 (select option 1).

Submitting Learning Activities

Completed learning activities are sent to kaiako for comments, feedback and marking via dropboxes. There is a video in the link below that covers how to do this and each of your courses has a help section to click on (Note this link will only work if you are enrolled and have a Te Kura Student ID).

<https://tekura.desire2learn.com/d2l/le/content/9236/view>

Continuous Reporting

Te Kura has a continuous model for reporting feedback and progress to ākongā and whānau. What this means is that we will provide feedback on learning throughout the year. Continuous reporting helps ākongā and their whānau understand current learning progress and next steps.

Continuous Reporting comes in three forms, this reflects the full range of learning ākongā are involved in at Te Kura:

- Feedback on work submitted via Dropbox, including NCEA results if applicable
- Engagement feedback, including work that may have been completed at huinga ako, Leaving to Learn activities, the online timetable of classes, online programmes etc.
- Feedback within My Korowai on Te Kura Mātāpono and the development of dispositions for living, wellbeing and learning.

How to access continuous reporting

To access continuous reporting, follow instructions below:

1. Click on each course in My Te Kura (including My Korowai)
2. Click 'My Stuff' in the navigation bar
3. Click 'My Reporting'
4. Feedback and results are shown in this space
5. There is also a 'Print' button which allows you to save the report as a PDF. It is recommended that this is done at the end of each year (or earlier if you leave Te Kura).
6. For more detailed information, please click on the video link below:

www.tekura.school.nz/supervisors/student-reports/

Free Microsoft Office

Te Kura offers Microsoft to give Office 365 to every Te Kura ākonga free of charge. The licence is only valid while enrolled at Te Kura.

Office 365 Pro Plus includes access to the latest version of:

- Word (for writing)
- Excel (for spreadsheets)
- PowerPoint (for presentations)
- OneNote (for organisation and note taking).

You can install Office 365 Pro Plus on up to five compatible PCs and Macs, plus five tablets (including iPads). What's more, you can use Microsoft OneDrive to automatically sync your devices.

Follow the link below to get instructions on how to load Microsoft Office:

www.tekura.school.nz/learn-with-us/assistance-for-students/free-microsoft-office/

Cybersafety and digital citizenship

The internet and other digital technologies offer educational and social benefits to ākongā. It's also important to be aware of the risks.

There is more information about cybersafety and online behaviour in our online learning environment My Te Kura, and on the Netsafe website www.netsafe.org.nz

Attendance

In New Zealand, ākongā between the ages of 6 and 16 must be enrolled in a school and must attend school. For our ākongā, attendance means engaging in your Te Kura mahi and connecting with your kaimanaaki and kaiako. Regular work needs to be submitted to the Dropbox (at least every two weeks).

Ākongā aged 16 or over are also required to submit work regularly to remain on our roll.

We will send you a letter if you have not sent back any completed activities after a month or attended a huinga ako. If special circumstances, such as illness, have prevented you from returning completed activities, please contact your kaimanaaki as soon as possible to discuss the situation.

Years 11–13

Ākonga Support Payments

On behalf of the Ministry of Education, Te Kura administers a payment to supervisors of full-time ākonga which recognises supervised learning at home. Additional information about the payment is in the supervisor section on our website.

www.tekura.school.nz/supervisors/the-essentials/student-support-payment/

Please note there is no payment for:

- young adult ākonga
- overseas ākonga
- adult ākonga
- fee-paying ākonga
- ākonga in groups who have a paid supervisor
- individual ākonga whose supervisor is paid by another agency, such as the Ministry of Education.

ID Card

All fulltime secondary, young adult and adult ākonga can apply for a student ID card.

How to apply

You need to apply online following the instructions from the link below:

www.tekura.school.nz/learn-with-us/get-started/welcome/

Assessment

Assessment is an essential part of the learning process.

Kaiako assess and provide feedback on key areas of learning with the goal for each ākonga being to work at the level that is right for them.

In NCEA Levels 1, 2 and 3 online courses there is a ‘need to know’ section which includes important course information. How assessments work within each course will be covered by both the kaimanaaki and kaiako.

Authentication of Assessment

If you’re enrolled in a course which offers internally assessed standards, you will be asked to declare that the assessment tasks you submit are your own work through an authentication process. These are the tasks that contribute to the final assessment for qualifications. We need to ensure that the work presented by ākonga for assessment is their own work. This means that:

- your supervisor or someone else who can authenticate your work will be asked to sign a statement when you do assessment tasks under test conditions
- if you are found to have agreed to an authentication statement when the work is not your own, you may be notified that you cannot be assessed for this standard.

NCEA Registration

If you’re studying NCEA level courses this year, you’ll need to submit an online NCEA registration if you wish to register for externally assessed standards. We’ll tell you what you need to do when our NCEA registration facility opens.

New Zealand-based ākonga sit their NCEA and NZ Scholarship exams in November/December at a secondary school located close to the ākonga.

Practice Examinations

If you are registered for externally assessed standards that have end of year exams, there are practice exams in term 3. These are very important. If for any reason you are unable to sit your exams at the end of the year, such as becoming ill, you must sit these practice exams to be eligible to apply for a derived grade.

Special Assessment Conditions

Ākonga with learning difficulties, motor skill problems, or sight or hearing conditions may be able to get assistance in presenting their work. If you require special assessment conditions for your examinations, for example a reader/writer, please discuss this with your kaimanaaki and get in touch with our Qualifications team, on 0800 65 99 88, option 3.

Study Tips

We all learn differently. Some ākonga look for variety in their day and work in several learning areas at a time. Others prefer to concentrate on one learning area or one topic for a whole day and really get into it. Ākonga can choose what suits best as long as all the learning areas of the individual programme are covered.

Kaimanaaki can help plan the mahi for each week, this can be recorded in My Korowai and revisited regularly.

Secondary Tertiary Pathways

Years 11–13 Fulltime and Young Adult ākonga can experience courses at Tertiary institutions or in a work environment in their area of career interest. This helps ākonga build knowledge, understanding and skills for their chosen field while working towards a relevant qualification.

Te Kura kaimanaaki can help identify opportunities in the community that match ākonga interests. Refer to the link below to see what Te Kura currently offer in STAR, Gateway, Trades Academy, Tertiary Link and Volunteering:

www.tekura.school.nz/learn-with-us/learn-with-us/secondary-tertiary-pathways/

- **STAR** – Secondary Tertiary Alignment Resources (or STAR) are short taster courses offered through Polytechnics and Private Training Organisations.
- **Gateway** – Gateway is a structured, work-based learning programme in an industry, for ākonga aged 16–19 years.
- **Trades Academy** – Trades Academy is a one or two-year programme, for ākonga aged 16–19 years. Huarahi is Te Kura’s Trades Academy supported by partnerships with tertiary providers across New Zealand. Ākonga work with them and Te Kura to gain industry standards towards a National Certificate and NCEA Level 2.
- **Tertiary Link** – Tertiary Link is distance learning online or paper based through one of Te Kura’s provider partners. Check out the link above to see what Te Kura offers.
- **Student Volunteer Army** – The Student Volunteer Army (SVA) is a movement committed to volunteering. It believes in the power of volunteers and has created this program as a way to better recognise ākonga volunteers in Aotearoa. Te Kura has registered with SVA to celebrate ākonga success and contribution to the community.

WEBSITE

www.tekura.school.nz