



PG2 Application to Amend a Playgroup Certificate

The Education (Playgroups) Regulations 2008, regulation 13, require a certificated playgroup to apply for an amendment to a certificate if the playgroup makes any alterations to the operation of the playgroup that would affect the decision to issue the certificate or make the details specified in the certificate incorrect.

Name of Playgroup		Playgroup MoE Number (5 digits)	
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Privacy Statement

Purpose

The purpose of this privacy statement is to inform you about the PG/2 application to become a Certified Playgroup and how the Ministry of Education (the Ministry) will collect, store, use and share your personal information.

Why are we collecting your personal information?

Sufficient information must be collected to carry out the assessment of the application.

You do not have to provide the information requested in the application form, but the Ministry may not be able to process the application if you do not provide it.

What personal information will be collected?

This application form collects personal information to assess your application under the Education (Playgroup) Regulations 2008 (the regulations). We will collect personal information from you, including, contact details (e-mail address, address, and telephone numbers).

How will we use your personal information?

We use this information to:

- make certification decisions, such as whether your playgroup meets the requirements of the regulations and certification criteria
- maintain accurate records, including data quality and regulatory compliance
- investigate complaints or incidents, ensuring we can follow up on issues or safety concerns
- produce directories, reports, and statistical analysis, which may be shared publicly or with government agencies for transparency and oversight
- communicate important updates, including changes in regulations, certification requirements, or professional development opportunities relevant to your playgroup.
- We may also use aggregate level information within the Ministry for the purposes of monitoring, maintaining, and improving playgroups and education related research and statistics. Any analysis we will carry out on the information provided will be done in a way that does not allow for you or your information to be uniquely identified.

How will we keep personal information safe?

It is important that we keep individuals' information safe and secure.

We maintain a secure environment for the protection of all personal information we collect, hold and use. We have appropriate privacy and security safeguards in place to protect your personal information from loss, unauthorised access, use, or disclosure.

Only authorised staff in the Ministry will have access to your information, and access to your information will only be for the purposes above.

Sharing of your personal information

The information collected in this form, unless otherwise stated, will not be disclosed to any third parties unless it is authorised or required by law.

We may also disclose personal information where we are required or authorised to do so by legislation.

Your rights under the Privacy Act 2020

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you or anyone named in this application would like to request access to or correction of your personal information, please contact your Ministry regional office.

1. Reason for Application

The following section relates to the reason for the change.

Brief description of the events likely to affect the status of the certificate.

Please provide any additional information relevant to this application (e.g. change of venue).

Please tick the box(es) that indicate the nature of the amendment applied for.

If you require more than one change, tick and complete all relevant sections

- Change of playgroup name
- Change of venue details
- Change of operating details
- Change of funding contact
- Change of curriculum framework pathway

Date for changes to be effective from.

(Day/Month/Year)

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2. Change of Playgroup Name (if applicable)

Please complete the following section if the playgroup's name has changed.

Current name of playgroup

New name of playgroup

3. Change of Venue Address (if applicable)

Information provided in this section may be included in online Ministry of Education directories.

Please complete the following section if the playgroup has had a change of venue.

Current playgroup venue address

This is the address and contact details (if available at the venue) where the playgroup is currently held.

Name of venue (if applicable)	
Street Address	
Suburb / District	
Town / City	Postcode
Phone Number	
Mobile	
Email	

New playgroup venue address

This is the address and contact details (if available at the venue) where the playgroup will be meeting in the future.

Note: Playgroup venue's address, email and phone numbers may be included in the online directories.

Name of venue (if applicable)	
Street Address	
Suburb / District	
Town / City	Postcode
Phone Number	<input type="radio"/> Tick if the phone number can be included in online directories.

Mobile	<input type="checkbox"/>	Tick if the mobile number can be included in online directories.
Email	<input type="checkbox"/>	Tick if the email can be included in online directories.

4. Change of Operating Details (if applicable)

Please complete the following section if the change of venue has resulted in a change to session days or times.

Session times

These are the days and times the playgroup will meet

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
Finish							

5. Change of Funding Contact Person (if applicable)

Where the playgroup provider wishes to change the person nominated as the funding contact person, this section must be completed. Leave this section blank if the funding contact person details have not changed.

Name of Funding Contact Person

This person will receive financial communication from the Ministry of Education and be the contact for funding matters.

Note: Funding contact details will not be included in the online directories.

First name	Middle Names
Family Name	
Address	
Suburb / District	
Town / City	Postcode
Special Delivery Instructions	
Phone Number	Mobile Number
Email	

6. Confirmation of Curriculum Framework Pathway

Please identify the curriculum framework pathway chosen by the playgroup. For more information, please visit [Te Whāriki Online \(education.govt.nz\)](http://www.education.govt.nz).

Curriculum framework pathway

Te Ara Māori

Te Ara Whānui

7. Applicant Contact Details

Information provided in this section may be included in online Ministry of Education directories.

The applicant is the person nominated by the members of the playgroup to act on behalf of the playgroup to apply to have the certificate amended.

Applicant

This is the name and contact details of the person nominated to make the application to have the playgroup's certificate amended.

Note: Applicants contact, name, email and phone number may be included in the online directories.

Title (Mr, Mrs, Ms, Dr, etc)	First Name
Middle names	Family Name
Name of Building	
Street Address	
Suburb / District	
Town / City	Postcode
Phone Number	<input type="radio"/> Tick if the phone number can be included in online directories.
Mobile	<input type="radio"/> Tick if the mobile number can be included in online directories.
Email	<input type="radio"/> Tick if the email can be included in online directories.

8. Statement by Applicant

This statement must be completed and signed by the person nominated to act on behalf of the playgroup to complete this application to amend the certificate held by the playgroup.

On behalf of the management of the _____ (name of playgroup), I am applying Under the Education (Playgroups) Regulations 2008 to have the certificate held by the playgroup

amended.

I DECLARE THAT:

- I am authorised by the members of the playgroup to make this application.
- Having made all reasonable enquiries, and to the best of my knowledge and belief the application includes and is accompanied by all relevant information known to the playgroup.
- Having made all reasonable enquiries, and to the best of my knowledge and belief the information included in this application is in all respects true and correct.
- I have read the requirements of the Education (Playgroups) Regulations 2008 and Criteria and believe the playgroup to be compliant with the above named regulations.

Full Names

Title (Mr, Mrs, Ms, Dr, etc)	First Name
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Middle Names	Family Name
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Signature

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Date (Day/Month/Year)

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