



# Chapter 5

## Other ECE Funding

### Overview

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**Introduction** In addition to the ECE Funding Subsidy and 20 Hours ECE, services may receive an Annual Top-Up for Isolated Services.

All licensed ECE services are eligible to receive this funding (provided additional criteria are met).

Certificated teachers in Māori and Pacific immersion and bilingual education and care services may also be eligible to receive an allowance.

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#### In this chapter

This chapter contains the following topics:

Title	Section
Annual Top-Up for Isolated Services	5-1
Support Grant for Provisionally registered Teachers (removed April 2015)	5-2
Allowance for teachers in bilingual or immersion services	5-3

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## 5-1 Annual Top-Up for Isolated Services

**Introduction** The Annual Top-Up for Isolated Services (ATIS) assists small licensed services in isolated areas to maintain access to ECE.

Funding is targeted to services with a limited capacity to generate Funded Child Hours due to isolation.

**Eligible services** All licensed ECE services are eligible for the ATIS if they meet the following criteria:

- An Isolation Index<sup>1</sup> of 1.65 or greater and
- Generation of between \$5,000-\$19,999.99 in ECE Funding Subsidy, 20 Hours ECE funding and Equity Funding payments between 1 June and 31 May each year.

**Ineligible services** Services not eligible for ATIS include:

- casual education and care services
- hospital services and
- other services funded on notional rolls.

**Structure of the ATIS** The ATIS is a ‘two-tier’ entitlement system:

If your service generates.....	You will be topped up to.....
\$5,000-\$10,000.99 in ECE Funding Subsidy, 20 Hours ECE funding and Equity Funding payments between 1 June and 31 May	\$15,000
\$10,001-\$19,999.99 in ECE Funding Subsidy, 20 Hours ECE funding and Equity Funding payments between 1 June and 31 May	\$20,000

**Applications** Applications for the ATIS are not necessary. The Ministry identifies eligible services using the Isolation Indices and funding data. Eligible services will be advised of their receipt of ATIS on the ECE Funding Notice that accompanies their July funding payment.

<sup>1</sup> A statistical index that rates a service’s relative isolation according to its distance in kilometres from services of three different population sizes.



## 5-1 Annual Top-Up for Isolated Services, Continued

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**Payment date**

The ATIS is paid annually in arrears with the July funding payment.

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**GST inclusive**

All ATIS payments are GST inclusive.

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**Service providers**

The ATIS is intended as a top-up for the specified service only. Isolated services that are grouped under one service provider may choose to combine several ATIS payments if this better ensures their sustainability.

Centralised use of funding should only take place with the full agreement of the service to which the ATIS is due.

Services that believe they have received less than their full ATIS entitlement should contact their service provider.

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**Reporting requirements**

Services must report on the ATIS as part of their financial reporting on the ECE Funding Subsidy.

See Chapter 12 for information on financial reporting requirements.

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## 5-2 Support Grant for Provisionally Registered Teachers

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**This section  
removed**

This section was removed April 2015.

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## 5-3 Allowances for teachers in bilingual or immersion services

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**In this section**

This section contains the following topics:

Title	Section
Allowances for kaiako in Māori bilingual or immersion education and cares services	5-3-1
Allowances for teachers in Pacific bilingual or immersion education and care services	5-3-2

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## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services

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**Introduction** The Waha Rumaki allowance supports certificated kaiako to carry out their work in kaupapa Māori immersion and bilingual education and care services.

### Waha Rumaki

The name Waha Rumaki was given to the Ministry by Ngā Puna Reo o Aotearoa.

Waha, in this context, means to carry or to uplift, to raise up. It is also a person's mouth, voice, and the action of speaking.

Rumaki means to immerse or be immersed. It also means to plant (i.e., sowing te reo Māori).

Additionally, waha is both a noun and a verb, and in the context of the allowance, is interpreted as below:

- Noun: Waha is both the person who carries or uplifts te reo Māori. That person is the waha that carries or maintains the rumaki.
- Verb: Waha also refers the action, strategies, and practical application of uplifting te reo and maintaining a rumaki (reo Māori only) learning environment.

The purpose of this allowance is to:

- give practical recognition of te reo Māori as a taonga to be actively protected under Te Tiriti o Waitangi, and
- recognise the additional skills certificated kaiako in kaupapa Māori immersion and bilingual education and care services that must teach the curriculum in te reo Māori, and
- support kaupapa Māori immersion and bilingual education and care services to recognise, retain and attract certificated kaiako with the additional language skills they require.

The Waha Rumaki allowance serves to support kaupapa Māori immersion and bilingual kaiako, who aspire to provide a full immersion environment for tamariki in te reo Māori, to carry out their work in kaupapa Māori immersion and bilingual education and care services.

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## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

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### Eligible education and care services

The Waha Rumaki allowance is available to services who have identified as one of the two kaupapa Māori immersion and bilingual education and care service types and education and care services that are affiliated with Te Kōhanga Reo National Trust.

The two kaupapa Māori immersion and bilingual education and care service types are:

#### Puna Reo

81% to 100% immersion:

- Te reo Māori is the principal language of communication and instruction with mokopuna used 81% or more of the time, including in the implementation of the curriculum.
- It is expected that mokopuna in the service can interact freely in te reo Māori, without instruction.

#### Reo Rua Education and Care

51% to 80% bilingual:

- Te reo Māori is used at least 51% of the time as the language of communication and instruction with mokopuna, including in the implementation of the curriculum.
- English is accepted as a temporary language of instruction and communication.
- Not all mokopuna in the service are expected to interact freely in te reo Māori, however, will do so when instructed.

The language level that a service attests to meeting is assessed across the entire service licence. The average amount of time spent teaching in te reo Māori across the entire service will be used to determine the immersion level.

For example, a service that operates a te reo immersion or bilingual room within a larger service is unlikely to be eligible for the 51-80% bilingual service type.

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## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

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### **Certificated kaiako eligibility**

Every permanent certificated kaiako employed by and teaching in a licensed Puna Reo or Reo Rua Education and Care that receives Waha Rumaki is eligible for this allowance.

Every permanent certificated kaiako employed by and teaching in a licensed education and care service that is affiliated with Te Kōhanga Reo National Trust is also eligible for this allowance.

The allowance is irrespective of the language competency of individual certificated kaiako or mokopuna attending the service.

Certificated kaiako are eligible to receive their allowance while on paid leave for their usual days worked.

If a certificated kaiako is on extended leave without pay for their usual days worked, they cannot claim the allowance during this time.

Certificated kaiako who work across more than one eligible service will receive the allowance at a pro-rata rate.

Certificated kaiako cannot receive more than one full allowance entitlement.

Where a certificated kaiako is employed part-time in a teaching or management role and part-time in another role, the certificated kaiako is eligible to receive the pro-rata allowance for all hours connected to their employment in a teaching role or management position.

Where a certificated kaiako, employed in a non-teaching role, engages in a teaching role regularly, for example to regularly cover breaks, they are eligible to receive the allowance for all hours they are engaged in a teaching role.

For certificated kaiako employed in split roles, only the hours they are employed engaging in duties and responsibilities in a teaching role should be counted as hours of work. Information on split roles can be found in [3-B-2 Education and care services](#).

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## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

**Waha Rumaki rates** The rates, per annum per certificated kaiako, are:

Allowance	81-100% immersion	51-80% bilingual
Base allowance	\$6,000	\$5,000
After 3 years' service	\$10,000	\$7,000
After 6 years' service	\$12,000	\$8,000

The allowance will be paid at higher rates as the certificated kaiako increases their years of service as outlined in the table above.

A full allowance is based on a certificated kaiako being employed for a 40-hour week, 2080 hours a year. The allowance does not increase if certificated kaiako work more than 2080 hours per year.

This allowance will be calculated at a pro-rata rate for part time certificated kaiako, based on the total number of hours they are employed for.

If a certificated kaiako works across two services that apply for the allowance, the allowance will be calculated at a pro-rata amount across both services.



## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

### Attestation for Waha Rumaki

Services eligible for the Waha Rumaki allowance are required to attest:

- that the service teaches in te reo Māori 51 – 80% of the time or 81 – 100% of the time, and
- kaiako years of service teaching in te reo Māori at 51 – 80% of the time or 81 – 100% of the time for all certificated kaiako, and
- hours of employment for each certificated kaiako, and
- that the service is paying Waha Rumaki to their certificated kaiako on top of their base salary.

Licensed Puna Reo and Reo Rua Education and Care services are required to submit the Waha Rumaki/PITA Return every month. Services will have 7 days to submit their completed Waha Rumaki/PITA return. Late submissions may result in late or no payment.

New Puna Reo or Reo Rua Education and Care services must advise their student management system provider of their service type. Delays in this engagement may result in late or no payment.

Eligible education and care services that are affiliated with Te Kōhanga Reo National Trust must submit their Waha Rumaki application, including attestation, through an alternative application process advised by the Ministry every month. These must be reviewed and updated to reflect any staff changes. These services have 7 days to submit. Late submissions may result in late or no payment.

The Waha Rumaki/PITA Return must be reviewed each month and updated to reflect any staffing changes.

For more information relating to the Waha Rumaki/PITA Return, including responsibilities under the Privacy Act 2020 - see [Chapter 14-5](#).

Examples of potential changes:

- kaiako resignation
- a change in kaiako employed working hours
- new kaiako starting employment in your service
- kaiako moves up a 'years of service' band

If changes in certificated teachers work hours affects the overall te reo Māori immersion or bilingual language level of the service, services will need to contact their regional office to change their service type.

It is the responsibility of a service provider to ensure that any delegated representative who completes the Waha Rumaki/PITA Return or the approved alternative application (for education and care services affiliated with Te Kōhanga Reo National Trust) understands what attestation conditions their service has met prior to submitting.



## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

If a service is found to have not met the necessary funding conditions of the Waha Rumaki allowance:

- the funding claim may be reviewed, and funding withheld, and/or
- the service will have to pay back the total amount of any overpayment.

### Record keeping requirements

Services receiving the Waha Rumaki allowance must keep the following documentation:

- a copy of the current practising certificate of each certificated kaiako,
- records that verify each certificated kaiako years of service in a bilingual and immersion service,
- records that verify each certificated kaiako hours of employment,
- records of allowance payments to certificated kaiako.

You must supply this documentation to the Ministry's Resourcing Auditors as part of the funding claim audit.

Records can be stored in a form to suit your service but must be available on request to Ministry of Education staff, reviewers from the Education Review Office (ERO), and other authorised personnel.

Documentation (including copies of practising certificates) **must be kept for seven years.**

See **Chapter 11-2** for all funding claim audits and record keeping information relating to early childhood education services that are eligible for Ministry of Education funding.

### Years of experience of certificated kaiako service at an immersion and bilingual level

The years of experience of a certificated kaiako includes all previous experience as a certificated kaiako in a teaching role and management position in a te reo Māori immersion or bilingual environment. This can include experience as a:

- certificated kaiako employed in a kaiako role at a level 1 or 2 equivalent, te reo Māori immersion or bilingual environment within a New Zealand state or state integrated school (including Kura Kaupapa Māori and Ngā Kura a Iwi), or
- certificated kaiako in a kaiako role or management position in a licensed te reo Māori immersion or bilingual early childhood service (including puna reo and kōhanga reo).

The kaiako is responsible for providing evidence, to the satisfaction of their employer, of any factors used to determine the length of service as a certificated kaiako in a recognised te reo Māori immersion or bilingual environment.



## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

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**Recognition of previous relevant work experience as an uncertificated kaiako**

For certificated kaiako, any previous experience as an uncertificated kaiako in te reo Māori immersion or bilingual environments should be credited as half-service up to a maximum of two years experience. This experience could have been paid or unpaid.

Any previous relevant work experience that has occurred within the past 10 years should be credited as half-service up to a maximum of 2 years service.

Any previous relevant work experience that has occurred more than 10 years ago should not be credited.

Half-service means that each hour worked in the relevant role should be counted as half an hour of work for purposes of calculating experience in an immersion environment.

The kaiako is responsible for providing evidence, to the satisfaction of their employer, of any factors used to determine the length of service as an uncertificated kaiako in a recognised te reo Māori immersion or bilingual environment that could be counted as previous relevant work experience.

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## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

### Length of service progression

For the Waha Rumaki allowance, an employed certificated kaiako, years of experience must be counted as:

- the completion of 2,080 hours of work at a te reo Māori immersion or bilingual service, and
- the kaiako is assessed as meeting the applicable Teaching Council of Aotearoa New Zealand's Standards | Ngā Paerewa for the purposes of certification.

Hours of work relates to the total hours required for a certificated kaiako to properly fulfil the duties and responsibilities connected with their employment. This will include, rostered hours, non-contact hours, staff meetings, paid professional learning and development and any paid leave.

Relieving kaiako hours of work at a te reo Māori immersion or bilingual service can count towards their length of service. Completion of 2,080 hours of work is equal to one year of service.

Where a kaiako has been assessed as not meeting the appropriate Teaching Council of Aotearoa New Zealand's Standards | Ngā Paerewa for their category of practising certificate, years of experience allowance progression may be deferred. For each kaiako to progress to their next step they will need to demonstrate that they meet the appropriate professional Standards.

Progression of certificated kaiako through the allowance steps described in this section is only a required funding condition while a service attests to meeting the requirements of this allowance. If a service chooses not to submit the Waha Rumaki/PITA Return or approved alternative application (for education and care services affiliated with Te Kōhanga Reo National Trust), at any point, the condition does not apply. However, legal agreements that specify allowance entitlements may still apply (e.g., employment contracts).

### Waha Rumaki payment

This allowance will be paid to services monthly in arrears following the receipt of a service's Waha Rumaki/PITA Return or approved alternative application (for education and care services affiliated with Te Kōhanga Reo National Trust). Late submissions may result in late or no payment.

Following receipt of this payment services must pay the full allowance payment received to each certificated kaiako (i.e., in monthly instalments). This payment must be paid as an additional payment on top of the certificated kaiako base salary.



## 5-3-1 Allowances for Kaiako in Māori Immersion and Bilingual Education and Care Services, Continued

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### Eligible services RS7 return

Eligible services must complete the RS7 return for the ECE Subsidy funding round preceding an application being submitted for the allowance.

If a completed RS7 return is not received for the ECE Subsidy funding cycle, the Waha Rumaki allowance will not be paid.

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### Recovery of Funding

In accordance with Section 548 of the Education and Training Act 2020, eligible services that fail to meet the conditions of funding may no longer be eligible for funding and either all or part of this funding may be recovered by the Ministry of Education as outlined in [Chapter 2-7 Recovery of early childhood education funding](#).

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## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services

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**Introduction** The Pacific Immersion Teachers' Allowance (PITA) supports certificated teachers to carry out their work in Pacific immersion and bilingual education and care services.

### **Pacific Immersion Teachers' Allowance (PITA)**

The purpose of this allowance is to:

- recognise the additional cultural and language competencies that certificated teachers in Pacific immersion and bilingual education and care services have to teach the curriculum in Pacific languages.
  - support Pacific immersion and bilingual education and care services to recognise, retain and attract certificated teacher with the additional language skills they require.
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## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

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### Eligible education and care services

The PITA is available to Pacific immersion and bilingual services who have identified as one of the two Pacific immersion and bilingual education and care service types.

These service types are:

#### Leo o Fanau Moana immersion

81% to 100% immersion

- A single Pacific language is the principal language of communication and instruction with children used 81% or more of the time, including in the implementation of the curriculum
- It is expected that children in the service can interact freely in the main Pacific language of the service, without direction.

#### Leo o Fanau Moana bilingual

51% to 80% bilingual

- A single Pacific language is used at least 51% of the time as the language of communication and instruction with children, including in the implementation of the curriculum
- English is accepted as a temporary language of instruction and communication
- Not all children in the service are expected to interact in the main Pacific language of the service, however, will do so when directed.

The language level that a service attests to meeting is assessed across the entire service licence. The average amount of time spent teaching in a single Pacific language across the entire service will be used to determine the immersion or bilingual level.

For example, a service that operates a Pacific immersion and bilingual room within a larger service is unlikely to be eligible for the 51-80% bilingual service type.

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## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

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### Pacific languages recognised for PITA

The following languages are recognised for the PITA:

- te reo Maori Kuki 'Airani | Cook Islands
  - gagana Tokelau | Tokelau
  - vagahau Niue | Niue
  - gagana Samoa | Samoa
  - lea faka Tonga | Tonga
  - Vosa vaka-Viti | Fiji
  - te 'gana Tuvalu | Tuvalu
  - Te taetae ni Kiribati | Kiribati
  - Pukapukan | Pukapuka | Bukabuka
  - Fäeag Rotuam | Rotuma
  - Pijin | Solomon Islands
  - Dorerin Naoero | Nauru
  - reo Tahiti | Tahiti
  - Vanuatu Languages
  - Micronesian not further defined
  - Central Pacific not further defined
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## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

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### **Certificated teachers' eligibility**

Every permanent certificated teacher employed by and teaching in a licensed Leo o Fanau Moana immersion and Leo o Fanau Moana bilingual service that receives PITA is eligible for this allowance.

The allowance is irrespective of the language competency of individual certificated teacher or the children attending the service.

Certificated teachers are eligible to receive their allowance while on paid leave for their usual days worked.

If a certificated teacher is on extended leave without pay for their usual days worked, they cannot claim the allowance during this time.

Certificated teachers who work across more than one eligible service will receive the allowance at a pro-rata rate.

Certificated teachers cannot receive more than one full allowance entitlement.

Where a certificated teacher is employed part-time in a teaching or management role and part-time in another role, the certificated teacher is eligible to receive the pro-rata allowance for all hours connected to their employment in a teaching role or management position.

Where a certificated teacher, employed in a non-teaching role, engages in a teaching role regularly, for example to regularly cover breaks, they are eligible to receive the allowance for all hours they are engaged in a teaching role.

For certificated teachers employed in split roles, only the hours they are employed engaging in duties and responsibilities in a teaching role should be counted as hours of work. Information on split roles can be found in [3-B-2 Education and care services](#).

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## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

### PITA Rates

The rates, per annum per certificated teacher, are:

Allowance	81-100% immersion	51-80% bilingual
Base allowance	\$4,000	\$4,000
After 3 years' service	\$6,000	\$5,000
After 6 years' service	\$8,000	\$6,000

The allowance will be paid at higher rates as the certificated teacher increases their years of service as outlined in the table above.

A full allowance is based on a certificated teacher being employed for a 40 hour week, 2080 hours a year. The allowance does not increase if a certificated teacher works more than 2080 hours.

This allowance will be calculated at a pro-rata rate for part time certificated teacher, based on the total number of hours they are employed for.

If a certificated teacher works across two services that apply for the allowance the allowance will be calculated at a pro-rata amount across both services.

### Years of experience of certificated teachers service at an immersion and bilingual level

The years of experience of a certificated teacher includes all previous experience as a certificated teacher in a teaching role and management position in a Pacific immersion or bilingual environment within New Zealand.

This can include experience as a certificated teacher working for other immersion or bilingual services that does not use the same Pacific language.

It is the responsibility of a teacher to provide evidence, to the satisfaction of their employer, to determine the length of service as a certificated teacher in a recognised Pacific immersion or bilingual environment. This could include:

- a qualified certificated teacher employed in a teaching role 51-80% of the time or 81-100% of the time Pacific immersion or bilingual environment within a New Zealand state or state integrated school, or
- a qualified certificated teacher in a teaching role or management position in a licensed Pacific immersion or bilingual early childhood services within New Zealand.



## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

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### **Recognition of previous relevant work experience as an uncertificated teacher**

Only teacher experience within New Zealand can be counted towards the PITA.

For certificated teachers, any previous experience as an uncertificated teacher in Pacific immersion or bilingual environments should be credited as half-service up to a maximum of two years' experience. This experience could be paid or unpaid.

Any previous relevant work experience that has occurred within the past 10 years should be credited as half-service up to a maximum of 2 years' service.

Any previous relevant work experience that has occurred more than 10 years ago should not be credited.

Half-service means that each hour worked in the relevant role should be counted as half an hour of work for purposes of calculating experience in an immersion environment.

It is the responsibility of a teacher to provide evidence, to the satisfaction of their employer, of any factors used to determine the length of service as an uncertificated teacher in a recognised Pacific immersion or bilingual environment that could be counted as previous relevant work experience.

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## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

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### Length of service progression

For the purpose of the PITA an employed certificated teachers' years of experience must be counted as:

- the completion of 2,080 hours of work at a Pacific immersion or bilingual service, and
- the teacher is assessed as meeting the applicable Teaching Council of Aotearoa New Zealand's Standards | Ngā Paerawa for the purposes of certification.

Hours of work relates to the total hours required for a certificated kaiako to properly fulfil the duties and responsibilities connected with their employment. This will include, rostered hours, non-contact hours, staff meetings, paid professional learning and development and any paid leave.

Relieving teaching hours of work at a Pacific immersion or bilingual service can count towards their length of service. Completion of 2,080 hours of work is equal to one year of service.

Where a teacher has been assessed as not meeting the appropriate Teaching Council of Aotearoa New Zealand's Standards for their category of practising certificate, years of experience allowance progression may be deferred. For each teacher to progress to their next step they will need to demonstrate that they meet the appropriate professional Standards.

Progression of certificated teachers through the allowance steps described in this section is only a required funding condition while a service attests to meeting the requirements of the allowance level that the service has attested to. If a service chooses not to submit the Waha Rumaki/PITA Return, at any point, the condition does not apply. However, legal agreements that specify allowance entitlements may still apply (e.g., employment contracts).

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### PITA payment

This allowance will be paid to services monthly in arrears following the receipt of a services Waha Rumaki/PITA Return. Late submissions may result in late or no payment.

Following receipt of this payment services must pay the full allowance received to all certificated teachers (i.e., in monthly instalments). This payment must be paid as an additional payment on top of the certificated teacher's base salary.

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## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

### Attestation for PITA

Leo o Fanau Moana immersion and Leo o Fanau Moana bilingual services eligible for the PITA are required to attest:

- that the service teaches in Pacific languages 51-80% of the time or 81-100% of the time, and
- each certificated teacher's years of service teaching in a Pacific immersion (81-100%) or bilingual (51-80%) environment, and
- hours of employment for each certificated teacher, and
- that the service is paying PITA to their certificated teachers on top of their base salary

Services are required to submit the Waha Rumaki/PITA Return every month. Services will have 7 days to submit their completed attestation. Late submission may result in late payment.

The Waha Rumaki/PITA Return must be updated to reflect any staffing

For more information relating to the Waha Rumaki/PITA Return, including responsibilities under the Privacy Act 2020 - see [Chapter 14-5](#).

Examples of potential changes:

- teacher resignation
- new teacher starting employment in your service
- teacher moves up a 'years of service' band

If changes in certificated teachers work hours affects the overall Pacific immersion or bilingual language level of the service, services will need to contact their regional office to change their service type.

It is the responsibility of a service provider to ensure that any delegated representative who may complete the Waha Rumaki/PITA Return understands what attestation conditions their service has met prior to submitting.

If a service is found to have not met the necessary funding conditions of the PITA:

- the funding claim may be reviewed, and funding withheld, and/or
- the service will have to pay back the total amount of any overpayment.

### Eligible services RS7 Return

Eligible services must complete the RS7 return for the ECE Subsidy funding round preceding an application being submitted for the allowance.

If a completed RS7 return is not received for the ECE Subsidy funding cycle, the PITA allowance will not be paid.



## 5-3-2 Allowances for Teachers in Pacific Immersion and Bilingual Education and Care Services, Continued

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### Record keeping requirements

Services receiving the PITA must keep the following documentation:

- a copy of the current practising certificate of each certificated teacher,
- records that verify each certificated teachers' years of service in a bilingual and immersion service,
- records that verify each certificated teacher hours of employment,
- records of allowance payments to certificated teachers.

You must supply this documentation to the Ministry's Resourcing Auditors as part of the funding claim audit.

Records can be stored in a form to suit your service but must be available on request to Ministry of Education staff, reviewers from the Education Review Office (ERO), and other authorised personnel.

Documentation (including copies of practising certificates) **must be kept for seven years.**

See **Chapter 11-2** for all funding claim audits and record keeping information relating to early childhood education services that are eligible for Ministry of Education funding.

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### Recovery of funding

In accordance with Section 548 of the Education and Training Act 2020, eligible services that fail to meet the conditions of funding may no longer be eligible for funding and either all or part of this funding may be recovered by the Ministry of Education as outlined in [Chapter 2-7 Recovery of early childhood education funding](#).

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