

If you have any questions or require assistance in completing a mandatory report, please phone the Council on 04 471 0852 or email [conduct@educationcouncil.org.nz](mailto:conduct@educationcouncil.org.nz).

You must complete all sections of the form in order to submit your mandatory report. There are nine steps to complete. You cannot submit an incomplete mandatory report.

All information provided will be shared with the teacher.  
Any settlement agreement should not be provided to the Council.

You must provide your name and contact details when filling out a mandatory report.

To save the document when using adobe reader select **File** then **Save As...**

Once the form has been completed, please email it to [conduct@educationcouncil.org.nz](mailto:conduct@educationcouncil.org.nz) or send to the following address:

**The Manager Teacher Practice**  
Education Council Aotearoa New Zealand  
PO Box 5326  
WELLINGTON 6145

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**Select the type of report** Please select the appropriate mandatory report for your needs. You can **only** select one report type.

#### **Resignation**

Use when teacher has resigned and you had advised dissatisfaction with an aspect of their conduct or competence within the 12 months preceding their resignation. You do not need to have begun formal competence procedures as outlined in the relevant employment agreements.

#### **Dismissal**

Use when teacher has been dismissed.

#### **Complaint received about a teacher formerly employed in a school or centre**

File this report if you are satisfied that the complaint is not malicious, vexatious or without foundation.

#### **Alleged Serious Misconduct**

Use when you have reason to believe the teacher has engaged in serious misconduct.

#### **Failure to reach level of competence**

Use when teacher has failed to reach the required level of competence. You must have met your obligations under the Employment Agreement.

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**Teacher's details** Enter the details of the teacher.

Full name

Registration No

Date of Birth

Former/alternative name

Current employer (if known)

Address

Home

Mobile

Work

Email

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**Initiator's details** Details of the person making this mandatory report. Please provide your full name and contact details.

Please note that the person at the centre of this mandatory report will be advised of the person making this report.

Full name

Position

Address

School/Centre

Mobile

Work

Email



If extra space is required, please attach extra sheets to the back of this form.  
Make sure to mark clearly which step these refer to.

**Resignation**

Please provide the full details of the aspect of conduct or competence that you have been dissatisfied with. Describe the advice that the employer gave to the teacher concerning dissatisfaction with any aspect of the teacher's conduct or competence. Describe the teacher's response and any further action by the employer. State the date of which the teacher resigned, and the date on which the resignation took effect.

**Dismissal**

Please provide full details of the events that led to the teacher's dismissal, including a description of any complaints or reviews preceding the dismissal, and what action the teacher took. Also include the date on which the dismissal was given and the date on which it took effect.

Please indicate whether the concerns are related to:

Conduct

Competence

Both

**Complaint received about a teacher formerly employed in a school or centre**

Please provide full details of the nature of the complaint that has been made against the teacher.

**Alleged Serious Misconduct**

Please provide full details of the conduct which you believe to be serious misconduct.

**Failure to reach level of competence**

Please provide full details of the aspect of competence that you are dissatisfied with.

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**Brief summary of employer action** Describe the action the employer took in relation to the teacher.



If extra space is required, please attach extra sheets to the back of this form.  
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**Appropriate Outcome** Please indicate via the boxes below what you believe an appropriate outcome would be:

Please tick

No Further Action

Teacher is formally censured

Register is annotated

Cancellation of teacher's practising certificate

Formal conditions are placed on the teacher's practising certificate. List these below

Teacher is referred to the impairment process

Teacher is referred to the Disciplinary Tribunal/Council

Further professional development and learning

Other

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**Contact details of relevant persons – if applicable** Please provide details including full name and contact details of people who can provide further information.



If extra space is required, please attach extra sheets to the back of this form.  
Make sure to mark clearly which step these refer to.

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**Relevant documentation** Please attach any further information.



Please attach any relevant documentation to the back of this form.  
i.e. copies of appraisals, lesson observations, witness statements signed and dated, disciplinary letters, Advice and Guidance plan, meeting minutes.  
Make sure to state clearly what these refer to.  
Please provide high quality copies of any documents.

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**Declaration**

Please tick

I understand that the teacher will be notified of the mandatory report and will be made aware of my name.

I understand that the Education Council Aotearoa New Zealand sends a copy of all the information that is received about a teacher to him or her in accordance with the rules of natural justice and the Privacy Act 1993.

To the best of my knowledge, all information I am providing is correct and accurate.

**Please sign your Declaration:**

Signature

Date

Full name