

Let's say it how it is.

1. The MoE's guide needs substantial revision - there are many errors, poorly constructed explanations, and incongruities.
2. It is not a guide to pay parity, but it is a guide to salary attestation requirements.

See the explainer: "Why Pay Parity and Funding is a Dog's Breakfast" available online at:
<https://oece.nz/public/news-and-views/stories/pay-parity-dogs-breakfast/>

PAY PARITY

A guide to pay parity for ECE teachers and service providers



Navigating the pack

But teachers don't get to make decisions around opting in - their employer or service provider does.

This pack provides teachers and service providers with information they need to make decisions around opting in, their eligibility for and obligations under ~~pay parity~~ **salary attestation rules**.

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An introduction to pay parity

"Pay Parity" means teachers get the same pay amount for their qualifications, experience, and responsibilities (e.g., as a head teacher) whether they work in Early Childhood, Primary, or Secondary Education. In other words, pay parity means a pay scale that reflects the same teaching qualifications recognised by the Teaching Council and the same professional certification process as teachers in schools.

What is pay parity about?

We recognise that teacher remuneration is important in the recruitment and retention of teachers, enhancing the quality of the ECE workforce and supporting effective teaching of children. Pay parity is about recognising the quality teaching and leadership that will make a difference for young learners and whānau and encouraging certificated teachers to join and remain teaching in ECE.

Salary attestation is the mechanism we are using to move teachers employed at the pay parity scheme is all about moving certificated teachers working in education and care and hospital based services closer towards pay parity with kindergarten teachers, school teachers and the pay parity agreement we have had for 20 years with Free Kindergarten Associations for payment of their teachers and managers on par with schoolteachers, and senior schoolteachers, and principals.

How does it work?

salary attestation

Pay parity is an **Opt-in** scheme where the government will support services to pay teachers in line with their kindergarten colleagues.

Service providers are offered progressive amounts of funding depending on their agreement to pay teachers at least at the minimum salary step or steps set by the Ministry of Education.

Opting-in to the scheme

Services will attest through their RS7 return that they have paid all employed certificated teachers, at least the required salary amounts. The attestation is completed three times a year for the March, July and November funding rounds.



excluding secondary school trained

Higher funding rates for service providers

Services who attest to paying all employed certificated teachers at least the salary amounts described in the ECE Funding Handbook are eligible to receive higher funding rates, but not as high as the funding rates we provide to Kindergarten Associations

Salary Steps

There are currently five **minimum pay** salary steps. Employers will need to work with their teachers to determine **the** their minimum salary step. This is determined by the teacher's:

- Qualification(s) held
- Recognised service
- Previous relevant work experience
- * Teacher or management position

for the purpose of meeting salary attestation requirements for funding only

Who does pay parity affect?

salary attestation apply to?

Consider where you fit into this picture...



SERVICE PROVIDERS

and persons acting as the employer on behalf of the service provider

Education and Care and Hospital-based services who have opted-in to the **salary attestation** pay parity scheme described in the ECE Funding Handbook.

excluding centres (called a 'kindergarten' or by some other name) owned by Kindergarten Associations



TEACHERS

Certificated Teachers working in Education and Care or Hospital-based services who **se** have opted-in to the pay parity scheme.

employer is not a Free Kindergarten Association and has opted-in to salary attestation at Step 1, or Steps 1-5 currently (changing to Steps 1-6 in 2023), or our Steps 1-11 and manager salary amount.



Now use these icons to help you navigate through this document! Throughout the document these icons will be placed to indicate which information and steps in the process are relevant to you.

What Teachers need to know...



TEACHERS

The MoE says:

“It’s a small step towards parity but at least we are making more progress each year.”

Eligibility Coverage

ECE and Primary qualified and **certificated teachers** working in opted-in non-kindergarten assn education and care or hospital-based services are eligible for pay parity and

What is a certificated teacher?

To be considered a certificated teacher for ^{your centre's} funding purposes, you must hold a current practising certificate issued by the Teaching Council of Aotearoa New Zealand. You must hold a NZ early childhood or primary teaching qualification, or an overseas qualification assessed by NZQA as being comparable to a NZ early childhood or primary teaching qualification or an ECE or primary endorsement from the Teaching Council when obtaining your certification through the discretionary pathway.

Benefits

- There are agreed minimum salaries for teachers based on your qualifications and years of experience. If your employer has opted into pay parity, you will be eligible for one of the claims funding at any of the higher funding rate table rates, the employer must attest to paying all certificated teachers at least at the applicable salary steps.
- If your service opts-in to the pay parity scheme, they will receive higher funding rates to provide annual salary progressions for every 2080 hours of service.
 - * If your service opts-in to salary attestation for pay steps 1-6, you must get annual pay increases for each year of full-time employment (or equivalent) until your pay reaches the step 6 amount.
 - * If your service opts-in to salary attestation for steps 1-11, you must get annual pay increases for each year of full-time employment (or equivalent) until your pay reaches at least the step 10 amount or step 11 amount should you hold higher qualifications - or be paid at least the manager amount.

Considerations

- As a teacher, you are personally unable to opt-in to receive pay at least at the rates we at the MoE pay parity – this is the role of your employer/service. ^{have specified, it depends on the choices your service makes for funding and for staffing}
- You will need to work with your employer to determine your initial salary step by providing them evidence of your qualifications and work experience. ^{This will be a quick process if your C.V. supplied at the time of employment listed all your qualifications, experience as a certificated teacher to date, the dates of other relevant experience, and was accepted as true and correct, leading to the decision to appoint you.}
- Management staff working in an education and care or hospital-based service that have opted in, who hold a current practising certificate ^{centres not owned by a Kindergarten Assn} are eligible for pay parity. ^{MUST be paid at least at our specified manager pay amount}
- Progression up the salary scale occurs when you:
 - Have completed 2080 hours of work (e.g. 1 year working full-time), ^(either up to a maximum of Step 6 or 11 depending on which funding rates your service opts for) full-time by kindergarten association are required to be in the workplace around 28 - 35 hours per week, may not be required to work during school term breaks and get six weeks paid annual leave.
 - are assessed as meeting the Teaching Council standards for certification ^{this means that employers must do annual performance reviews and use the Teaching Council standards}
- Any disagreements between you and your employer when determining your initial salary step is an employment relations matter and the MoE cannot get involved. You will need to seek employment advice, and inform us at the MoE so we can check your service is correctly interpreting attestation requirements and paying all its teachers correctly.
- From 1 January 2023 step 6 will be included in parity rates and ^{our MoE} partial steps 7-11 plus management positions will be added for services who opt-in to receive the extended parity funding rates.

* * * The minimum pay step amounts are those we are at the Ministry of Education have set. While we encourage employers to match the higher pay amounts of the unified base scale for teachers in state and integrated state schools, we only require them to pay at the (lower) amounts we have specified.

3

What Service Providers need to know...

and persons acting as the employer on behalf of the service provider



SERVICE PROVIDERS

The MoE says:

“ Generally, this scheme is a great thing. It sets the parameters for the sector and makes it straight forward for employers. ”

Eligibility

Education and Care ^{centres not owned by Kindergarten Assns} and Hospital-based services who pay all primary and ECE qualified and certificated teachers according to ^{one of the sets of salary attestation rates as set out in} the pay parity salary scale defined in the Funding Handbook.

* Centres likely to be financially disadvantaged will be those:

- with small licence numbers compared with those operating on a larger scale
- with a staff that is all, or mostly all, highly experienced
- that employ more than the minimum number of teachers for adult-child ratios
- with a larger proportion of high needs children as funding is not tagged for additional teachers above the minimum adult-child ratio to ensure child safety.

* Centres will need to closely monitor and record every hour worked by every certificated teacher as it might be anytime during the day that a teacher completes 2080 hours.

* The risk of losing experienced and highly qualified ECE teachers remains since they may not be paid on par with their peers in kindergarten assns and state and state-integrated schools.

* While services might agree to the funding for paying their teachers on Steps 1-6 or 1-11 it still doesn't close the gap in the MoE's treatment of non-kindergarten compared to Kindergarten Association services

Benefits

* You can pay experienced teachers less by recruiting staff who have taught overseas instead of teachers who have taught in NZ. We (the MoE) do not ask you to count the years a teacher has taught overseas as recognised teaching experience.

- You will receive ^a higher rates ^{of} funding to help meet wage costs.
- Recognition of the work teachers do will encourage them to remain in the workforce, improving the experience of children by retaining quality teachers.

Note: This is a benefit for the sector. Has the MoE identified any other benefits for service providers/ business owners specifically?

Disadvantages

Considerations

- You will opt-in to ^{salary attestation} pay parity through the attestation section of your RS7 return.
- Higher funding rates are available to your service if you pay your certificated teachers at least the amounts described on the salary scale.

By opting in to any one of the sets of salary attestation rates

- ~~By opting in to pay parity~~ you are not signing up to offer any ~~other~~ terms or conditions of the Kindergarten Teachers Collective Agreement (KTCA), or the Primary

Teachers' Collective Agreement

- As an employer you may need to project your salary budget several years ahead of when you opt-in to ensure you are able to continue to afford to remain in the scheme as teachers move up the pay scale.

Note: assuming that the Minister does not follow through on the promise of a new funding system, regulations for adult-child ratios do not change, and the salary attestation teacher pay amounts for each step are not increased for several years.

- You must keep records that verify the pay rate that each teacher is paid, and evidence of how their initial and current salary was determined.

that show you are paying every certificated teacher at least at our specified pay amounts (for the funding your service has claimed) related to the teacher's level of qualification, years of teaching and other experience, or that they are employed as a manager.

- A teacher will progress ~~one step on~~ the salary scale when they:
 - ~~have completed~~ 2080 hours of work (e.g. 1 year working full-time), and
 - ~~are assessed as~~ meeting the Teaching Council standards for certification

* Must be moved up after completing advanced study qualifications

or been employed as a full-time worker e.g., teachers employed full-time by kindergarten association are required to be at the work around 28 - 35 hours per week, may not be required to work during school term breaks and get six weeks paid annual leave

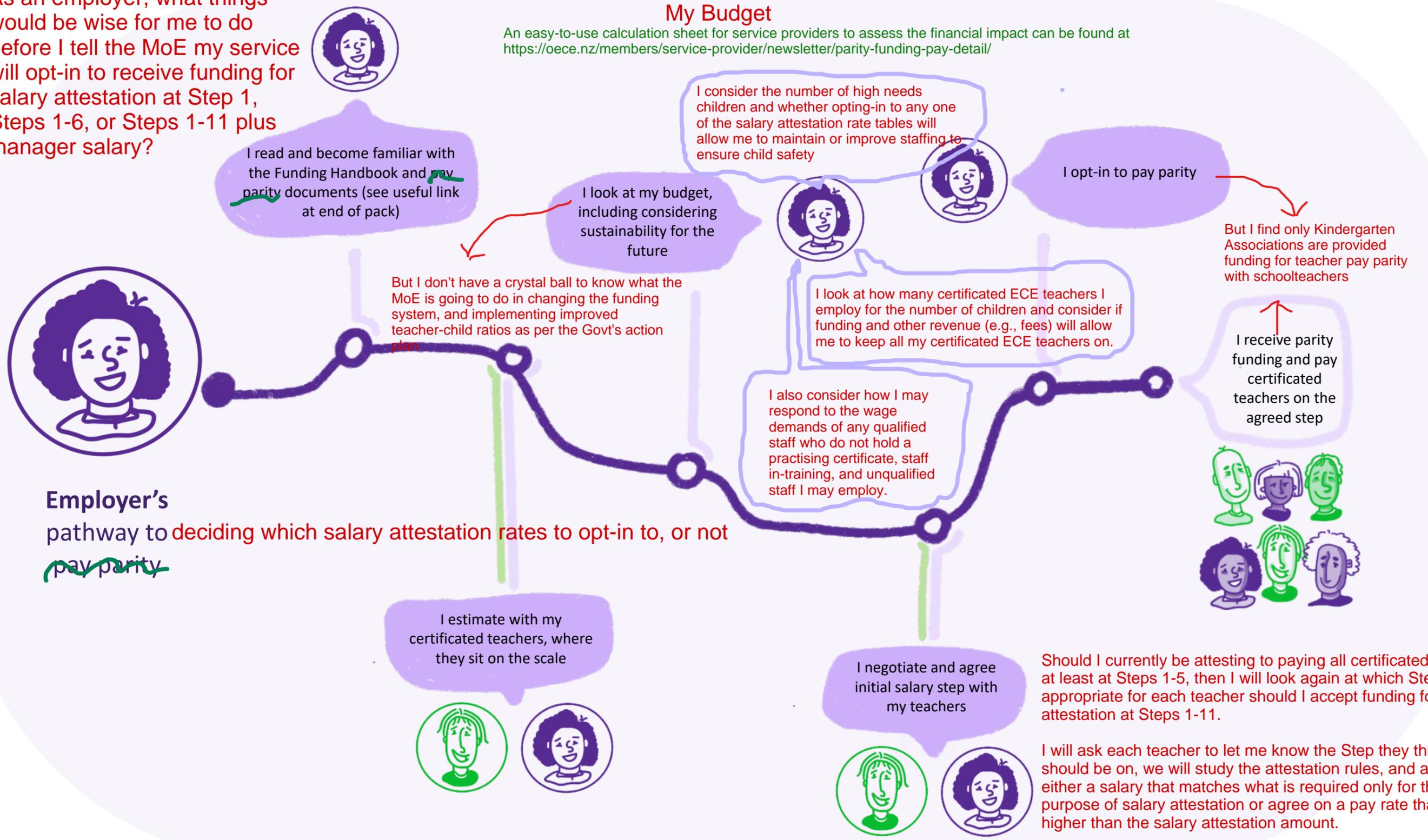
- From 1 January 2023 step 6 will need to be met to continue receiving the ~~Step 1 to 5 (to become Step 6) salary attestation funding parity funding rates.~~
- ~~The extended parity~~ funding rates will be available to services who meet Steps 1 – 11 + Management from 1 January 2023.

4 The Employer's pathway to pay parity

But we, the MoE, are not providing individual employers with pay parity or a pathway. Some employers may be certificated teachers who work in their centre/s and claim a salary - however, employers also include volunteers on their community centre board, company directors and other businesspeople

As an employer, what does my pathway to pay parity look like?

As an employer, what things would be wise for me to do before I tell the MoE my service will opt-in to receive funding for salary attestation at Step 1, Steps 1-6, or Steps 1-11 plus manager salary?



My Budget
An easy-to-use calculation sheet for service providers to assess the financial impact can be found at <https://oece.nz/members/service-provider/newsletter/parity-funding-pay-detail/>

Employer's pathway to deciding which salary attestation rates to opt-in to, or not pay parity

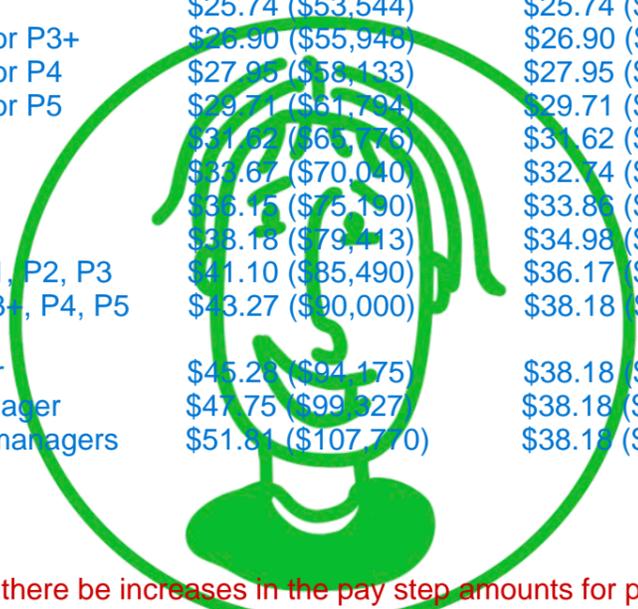
5

What are our responsibilities?

(NOTE: The MoE is responsible for designing and administering the funding system, and accountable for ensuring the correct use of public funds - but it is not yet making information publicly available on the number of centre audits covering salary attestation it does annually and the outcomes of these audits)

What are our responsibilities relating to ~~pay parity~~ ^{salary attestation} when setting the initial salary step?

STEP	QUAL LEVEL	WHAT IS PAY PARITY	MoE REQUIREMENT	PAY DIFFERENCE
1	Entry P1, P2, P3	\$24.69 (\$51,358)	\$24.69 (\$51,358)	-
2		\$25.74 (\$53,544)	\$25.74 (\$53,544)	-
3	Entry for P3+	\$26.90 (\$55,948)	\$26.90 (\$55,948)	-
4	Entry for P4	\$27.95 (\$58,133)	\$27.95 (\$58,133)	-
5	Entry for P5	\$29.71 (\$61,794)	\$29.71 (\$61,794)	-
6		\$31.62 (\$65,776)	\$31.62 (\$65,776)	-
7		\$33.67 (\$70,040)	\$32.74 (\$68,103)	2.8% less
8		\$36.15 (\$75,190)	\$33.85 (\$70,431)	6.3% less
9		\$38.18 (\$79,413)	\$34.98 (\$72,758)	8.4% less
10	Max P1, P2, P3	\$41.10 (\$85,490)	\$36.17 (\$75,230)	12.0% less
11	Max P3+, P4, P5	\$43.27 (\$90,000)	\$38.18 (\$79,413)	11.8% less
	Centre manager	\$45.25 (\$94,175)	\$38.18 (\$79,413)	15.7% less
	Senior prof manager	\$47.75 (\$99,527)	\$38.18 (\$79,413)	20.1% less
	Manager of all managers	\$51.81 (\$107,770)	\$38.18 (\$79,413)	26.3% less



Our, Ministry of Education Responsibilities

- * We conduct random audits to ensure employers correctly interpret and meet the requirements for salary attestation.
- * It is up to us to take all complaints seriously and investigate. Where a complaint relates to an alleged breach in the funding rules due to incorrect salary or wage amount, we check the service provider's compliance and refer affected teachers directly to Employment NZ, their local Community Law Centre for free legal help, or their lawyer.

Teacher Responsibilities

- It is up to you to provide evidence, to the satisfaction of your employer, of any factors used to determine your initial salary step.
- Factors may include your qualifications or work experience (recognised service and previous relevant work experience).

This is particularly relevant to new employees. (Employers that have appointed staff after accepting their C.V. and doing a background check should not need further evidence unless qualifications and prior experience was not listed in the CV or further qualifications have since been gained).

To find out what you can do if you are not being paid correctly
Go to: <https://oece.nz/public/news-and-views/stories/opt-in-pay-parity-rates/>

NOTE: Should there be increases in the pay step amounts for pay parity following negotiation this year of new collective contracts for Primary School Teachers and teachers who work within Kindergarten Associations, this will cause the percentage pay difference between pay parity rates and salary attestation rates for the various steps to grow. The Government and MoE have not promised to increase salary attestation rates (and funding) in line with any increases in teacher pay in schools and kindergarten associations.



Employer Responsibilities

- * Make it clear to every teacher that the assessment is a bureaucratic exercise for us at the MoE, and they have a right to negotiate a wage or salary above the attestation rate applicable to them.
- Consider all evidence presented (it is important that you are open to consider any evidence the teacher may have, no matter how old or irrelevant it may initially seem). ^{for new appointments, or evidence of further experience and quals gained since appointment}
- Transparent assessment process (it is important that all teachers understand the assessment process and that processes are not only transparent, but also fair). ^{Being a good employer and negotiating fairly are basic requirements under Employment Law}
- Maintaining records of the assessment process for Ministry of Education (see ^{audits} maintaining records ~~slide~~ on page 14)
- * You cannot now turn around and ask your current staff for evidence, for example, of employment and years worked or whatever at another centre or service if you checked their CV (which you should have done) before appointing them.

6 What is the Salary Scale?

For some centres the scale will be Step 1 only. Or it will comprise of Step 1 to 5 (and include Step 6 in 2023).

For other centres the scale will go from \$51,358 to \$79,413 and include a rate of \$79,413 for any certificated teachers who are service managers whatever high qualifications or experience they have or not

Minimum Salary Scale for Certificated Teachers

Form to support the assessment of a certificated teacher's initial salary step:

Step	Qualification group notations	Salary from 1 January 2022	Indicative Hourly rate
1	P1E, P2E, P3E	\$51,358	\$24.69
2		\$53,544	\$25.74
3	P3+E	\$55,948	\$26.90
4	P4E	\$58,133	\$27.95
5	P5E	\$61,794	\$29.71
6		\$65,776	\$31.62
7		\$68,103	\$32.74
8		\$70,431	\$33.86
9		\$72,758	\$34.98
10	P1M, P2M, P3M	\$75,230	\$36.17
11	P3+M, P4M, P5M	\$79,413	\$38.18

Steps 6 – 11 are effective from 1 January 2023

Step 11 is \$90,000 in the Primary Teachers Collective Agreement and for teachers working in Kindergarten Associations

Salary Scale Progression

A teacher should progress one salary step after:

- completing 2080 hours of work, and **or been employed as a full-time worker e.g., teachers employed full-time by kindergarten associations are required to be at the work around 28 - 35 hours per week, may not be required to work during school term breaks, and get six weeks paid annual leave.**
- they have been assessed as meeting the Teaching Council Standards | Ngā Paerawa for certification.

Where a teacher has been assessed as not meeting the appropriate Teaching Council Standards, salary progression may be deferred. A teacher must demonstrate that they meet the appropriate Professional Standards to progress through the salary scale.

Note E=entry and M=maximum

Certificated Teacher's Name

Name of Employer Representative

Certification Status	Evidence Includes:
Qualification/s	Evidence Includes:
Recognised Service	Evidence Includes:
Previous Relevant Work Experience	Evidence Includes:

Pay Step on Salary Scale

Hours not counted towards initial salary step but count toward next progression through the scale **or months of full-time employment**

Signature of Teacher
Date

Signature of Employer Representative
Date

Provide a copy of this to the teacher for the teacher's record.

Find this form for determining a teacher's initial salary step here

Remember your obligations under the Privacy Act - take care not to divulge personal details about a staff member to anyone other than those with authority to view the record (i.e., the MoE) and store this form securely

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What factors will determine your salary steps?

The first factor (separate to any agreement you have with your employer to pay you more than the minimum attestation rates) is whether your service decides to opt-in to salary attestation funding and what set of attestation rates it opts-in to.

All certificated teachers who are employed to work in the service need to be assessed and paid at the appropriate rate for a service to be eligible to receive the parity funding rates. ^{least at} for paying all of its teachers at least at Step 1 or Steps 1-5, and in 2023 Steps 1-6, or Steps 7-11

Factor 1: Qualification Groups

P1, P2, P3	A recognised ECE or primary teaching qualification and a current practising certificate issued by the Teaching Council <i>Note that this does not include a secondary teaching qual. Yet, training for teaching the school curriculum in primary school classrooms no more equips a person with the skills, knowledge, and practicums for teaching in ECE than secondary school teacher training.</i>
P3+	A recognised ECE or primary teaching qualification and a current practising certificate issued by the Teaching Council and: <ul style="list-style-type: none"> • Level 7 subject or specialist qualification, or • Honours degree of teaching, or • Equivalent overseas qualification for the above P3+ qualification group categories as assessed by the NZQA
P4	A recognised ECE or primary teaching qualification and current practising certificate issued by the Teaching Council and: <ul style="list-style-type: none"> • level 8 subject or specialist qualification, or • two level 7 subject or specialist qualifications, or • a Masters degree of teaching • Equivalent overseas qualification(s) for the above P4 qualification group categories as assessed by the NZQA
P5	A recognised ECE or primary teaching qualification a current practising certificate issued by the Teaching Council and: <ul style="list-style-type: none"> • level 9 subject or specialist qualification, or • Equivalent overseas qualification for the above P5 qualification group category as assessed by the NZQA

Does the qualification need to be related to teaching or education?

Qualifications that are not part of an Initial Teacher Education Programme are considered subject or specialist qualifications.

There is no requirement for subject or specialist qualifications to be directly related to teaching or education.

What qualifications are not recognised?

Qualifications that are registered on the New Zealand Qualifications Framework (NZQF) must be recognised. Overseas qualifications must be assessed by the New Zealand Qualifications Authority (NZQA) as comparable to a New Zealand qualification in order to be recognised.

What documentation might be useful when considering qualifications?

- Copies of Qualification Certificates
- Academic Transcripts
- NZQA assessments for overseas qualifications
- Practising certificates

For currently employed teachers, employers will have already done a qualification verification check so this may not need to be repeated

8

What factors will determine your salary steps?

All certificated teachers who are employed to work in the service need to be assessed and paid at the appropriate rate for ^{the} service to be eligible to receive the ~~party~~ funding rates, ^{least at} for paying all of its teachers at least at Step 1 or Steps 1-5, and in 2023 Steps 1-6, or Steps 7-11

Factor 2: ^{teaching} Recognised service

Experience that counts

Recognised service is time spent working as a certificated teacher in New Zealand. This service may include time spent as a:

- Qualified early childhood teacher working as a teacher in a licensed early childhood education and care centre or a licenced hospital based education and care service.
- Teacher, head or senior teacher in a kindergarten (a head or senior teacher IN A kindergarten, and not senior teachers supporting multiple kindergartens).
- Qualified certificated teacher in a teaching position in a school (It's not stated if this must be in a primary, intermediate, secondary school or any of the three)
- Qualified certificated relief teacher (it's not stated where the experience must take place, so this can be anywhere)

This definition of teaching experience that counts excludes working in Te Kohanga Reo and Playcentre even whilst holding a practising certificate. It also excludes working as a home-based coordinator, visiting teacher, or educator whilst holding a practising certificate.

The Funding Handbook says teaching service at a state or state integrated school is recognised, i.e., not a private school. This is inconsistent with recognition of service in a registered private school for teachers in the Primary Teachers' Collective Agreement. Therefore, a teacher who works in ECE and at a primary teacher will be paid at different steps for each workplace.

Does overseas experience count?

No, only teaching experience in New Zealand can count as recognised service

An ECE centre teacher with overseas teaching experience can therefore be paid at a lower step/s than a primary school teacher as under the Primary Teachers' Collective Agreement certificated teachers have their overseas teaching experience count as teaching experience

What are the limits placed?

No time limit is placed on when the service occurred except there is a time limit as service that occurred prior to the formation of the Teaching Council and the introduction of teacher registration is not defined here as recognised teaching service even if employed by a Kindergarten Association or state school

How does recognised service translate into a salary step?

2080 hours = 1 step
or more simply, a year's full-time employment = 1 pay step

What documentation might be useful when considering recognised service?

- Copies of Practising Certificate
 - Letter of Service
 - Payslips
 - Experience listed as part of a CV
- * Copies of old employment references from past employers that mention what the dates of employment were



9

What factors will determine your salary steps?

All certificated teachers who are employed to work in the service need to be assessed and paid at the appropriate rate for a service to be eligible to receive the parity funding rates for paying all of its teachers at least at Step 1 or Steps 1-5, and in 2023 Steps 1-6, or Steps 7-11

Factor 3: Previous relevant work experience

When determining a teacher's initial salary step, previous relevant work experience relates to time spent in a paid position, applying skills that are relevant to their current role. This may include:

Experience that counts

- Untrained employees in teaching positions in licensed early childhood education centres
- Teacher Aides / Kaiawhina;
- Family day care co-ordinators (i.e. visiting teachers) in licensed home-based education and care services.

Counselling, nursing and medical experience, and nannying and home-based educator experience, are valuable to have when working in the ECE context, more so than working as a government official in an office, but are not included as examples of work experience that counts

Does overseas experience count?

Yes overseas teaching experience does count.

- The funding handbook states in addition to the above:
- Voluntary Service Abroad - providing service was in a teaching position while the teacher held a teaching certificate.
 - Teacher education lecturers and community education tutors - providing service in a teaching position while the teacher held a teaching certificate.
 - Kaiarahi i te Reo.
 - Public sector employment with education focus, e.g., Ministry of Education, Early Childhood Development (note the ECDU was disestablished around 20 years ago!).
 - Education officer in Government and non-Government organisations.
 - Special Education; Teacher Aides / Kaiawhina;
 - Social worker employed by DSW or Board of Trustees; (Note that the DSW was rebranded some time ago and is known as the Ministry of Social Development)
 - Professional officer of NZEI Te Riu Roa/PPTA/TTANZ; Librarian; Museum, Art Gallery, Zoo education officers.

What are the limits placed?

Not when the teacher starts employment with you, but Any previous relevant work experience that has occurred within the past 10 years should be credited as half-service up to a maximum of two steps.

It is not made clear here if it is acceptable for relevant experience to be gained in other roles while working part or full-time in ECE as a certificated teacher and counted for the purpose of moving up a salary attestation pay step(s).

How does this translate into a salary step?

4160 hours = 1 step
Maximum of two salary steps

What documentation might be useful when considering previous relevant work experience?

- Letter of Service
- Payslips
- Experience listed as part of a CV

* Screenshots with dates, that were posted on social media, newspaper articles, showing you in your previous work experience roles.

* Copies of old employment references you may have saved from past employers



10

What about teachers in management positions?

Salary Attestation

From ^{1st} January 2023, services who wish to receive the Extended Parity Funding rates will need to pay all certificated teachers employed in a management position at least \$79,413 according to the Minimum Salary Scale for Management Positions. Note: There is no salary scale for managers

Let's put this simply: A manager is defined here, as someone who is a certificated and qualified ECE or primary teacher who also manages a centre or centres, a professional leader who is responsible for managing a centre manager/s, and the organisation's head who manages the managers.

Minimum Salary Scale for Management Positions: \$79,413

Managers can work on or off site, don't have to be counted in the adult-child ratio if on-site, and can include the service owner, office administrator, or chairman of the board - but do have to be paid at least \$79,413 in salary if they hold a current practising certificate and if you are claiming Step 1-11 funding as this funding includes management positions.

Do I need to pay the management salary if I only receive the Parity Funding Rates?

Services who wish to receive the Parity Funding Rates do not need to pay certificated teachers employed in a management position according to the management salary step.

Only services who wish to receive the ^{Step 1-11 funding} Extended Parity Funding Rates need to pay their certificated teachers in management positions according to the management salary step.

Salary from 1 January 2023

\$79,413

Should you have 'managers' who are not currently certificated teachers, you can still claim funding for Steps 1-11 and do not have to pay managers at least \$79,413.

What is a management position?

A certificated teacher who is employed to work in one of the three following positions is considered to be in a management position:

- K2 - employed to be in charge of a service, and who is not a K3 or K4 employee
- K3 - employed to carry out professional support, guidance, and administrative roles, and responsible for the management of K2 employees, under delegation from their employer
- K4 - employed to be responsible for the management of K3 employees

An example of an education and care role that typically may be considered a K2 position is a 'Centre Manager'.

Where does the K2, K3 and K4 notation come from?

The reference to K2, K3 and K4 comes from the management roles outlined in the KTCA. The MoE is attempting here to confuse you. It has not established a pay scale for managers and one that provides for parity of pay with kindergarten association centre head teachers, senior teachers, and managers of the senior teachers.

What step does a teacher in a management position start on?

Certificated teachers who are appointed to a management position will enter the salary scale on the K2, K3, K4 salary step.

Certificated teachers who are service managers or managers of the managers must be paid at least this amount. They will enter on this step regardless of their qualifications or teaching experience. A first-year teacher with a practising certificate who is placed in charge of a centre must be paid at least \$79,413. Teaching experience and higher qualifications do not come into this. The pay rate is for the management responsibility.

What roles are not considered a management position?

Certificated Teachers who are Persons' Responsible for Staff and Children at their service are not considered managers for the purpose of salary attestation, unless they are also the service manager. Employees who are employed with some leadership or management responsibilities but are not employed in a K2, K3 or K4 management positions, are not considered to hold a management position. Examples of these roles typically may include the assistant manager, second-in-charge, or other teachers with leadership responsibilities but are not in charge of the service. are not required to be paid for the extra work they do and responsibilities they hold.

Certificated teachers, in these positions ^{who are} still need to be paid ^{only need be paid at least at the} according to their agreed step ^{amount} on the Minimum Salary Scale for Certificated Teachers ^{our MoE} according to whether their service is claiming Step 1 only, Step 1-6 or Step 1-11

11 Funding and attestation dates for you to know

These are the dates ^{all} your service/s ~~would~~ receive parity funding from the Ministry, including those that opt-in to salary attestation funding

Funding Period	Attestation Period	RS7 Open Date	RS7 Close Date	First Pay Date
March	October – January	1 February	30 April	1 March
July	February – May	1 June	31 August	1 July
November	June – September	1 October	31 December	1 November

Attestation

The Attestation of Certificated Teachers’ Salaries records the salary conditions a service has met during the period of the RS7 return. Funding is paid based on this attestation response.

What is the Attestation Period?

The attestation period is the time that your service needs to pay your teachers at least the amount on the salary scale to qualify for higher rates of funding. For example, if your service opts-in to pay parity during the July funding round your service must pay your certificated teachers their appropriate salaries from 1 February until 31 May.

Attestation Rates

The increase to the parity funding rates and the ^{Step 1-11 including management salary} new extended parity funding rates come into effect from 1 January 2023. The earliest date services can opt into the extended parity funding rates will be during the November 2022 funding round. If they opt-in at that time, they will receive the updated rates as part of their January and February 2023 advances.

Services will confirm their opt-in status for the ^{salary} extended parity funding rates during the March 2023 funding round. This March opt-in gives services another opportunity to receive the ^{salary} extended parity funding rates from 1 January 2023 had they not opted in during the November 2022 funding round.

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What records do I need to maintain?

In practice, you may pay any teacher, including relief teachers, more than what is required for the purpose of salary attestation, as long as the record shows a pay rate for the teacher that is no lower than the MoE's requirement for the teacher.

Services must keep records that verify the pay rate at which each certificated teacher is paid and evidence of how a certificated teacher's initial and current salary was determined.

Records must be maintained and, at short notice, made available to the Ministry's Resourcing Auditors as part of the funding claim audit.

What types of records verify a teacher's pay rate?

A record of the date at which the teacher began to be paid by the service, the amounts paid, and the hours worked since if not on a full-time contract. This will help to show that the teacher is being moved up a pay step for each full-time year or 2080 hours (including paid leave) worked. Copies of pay slips, signed employment contracts and letter(s) confirming changes in salaries paid must be all kept and maintained to verify a teacher's pay rate. Copies of evidence that the teacher has annually met the standards expected of them by the Teaching Council.

What evidence could be used to show how a certificated teacher's initial salary step was determined?

Should the teacher have previously been employed at a service that claimed attestation funding you could ask the teacher for permission to contact their previous employer for a written assurance of their last salary step and hours/weeks/months worked.

Any information used when determining a teacher's initial salary step should be maintained. The following lists are the types of documents which may be used to verify each factor used when determining a teacher's initial salary step:

Qualification Groups:	Recognised Service:	Previous Relevant Work Experience:
<ul style="list-style-type: none"> Copies of Qualification Certificates Academic Transcripts NZQA assessments for overseas qualifications Practising certificates 	<ul style="list-style-type: none"> Copies of Practising Certificate Letter of Service Payslips Experience listed as part of a CV 	<ul style="list-style-type: none"> Letter of Service Payslip Experience listed as part of a CV

What evidence should be maintained for salary progression?

Where a teacher has progressed a step on the salary scale a letter confirming changes in salaries paid should be maintained.

If a teacher has been declined salary progression a copy of the letter to the teacher confirming why they have not progressed a salary step should be maintained. This letter should include a date for reassessment against the Teaching Standards and a salary step review.

What information do I need if I employ relief teachers from an agency?

If your service uses agency relievers, you will need to request written assurance from the agency that your certificated relievers are being paid the appropriate rate. This will allow you to count them as a certificated teacher for ECE funding purposes. You should also ask relievers to report to you if they are not being paid at least at the appropriate rate by the agency. You may need to make up the difference in pay, until the issue is sorted out with the agency.

What happens if I am not meeting the requirements of the salary scale?

To be eligible for ~~pay parity~~ ^{attestation funding} you will need to always meet the ~~pay parity~~ requirements of the Funding Handbook. If the Ministry determines you are not complying with these requirements, then you may be given the opportunity to adjust your teachers' pay, including back pay. Alternatively, you may be reverted to base funding rates (if the requirements for that level have been met). Any funding you were not entitled to will be recovered from your next funding payment. The attestation form is a legal document once signed. The Ministry will (will not?) prosecute a service provider for financial fraud - this is not stated here.

All Employed

All certificated teachers^{ECE trained, Primary school trained, but not Secondary school trained} who are employed to work in a teaching or management role in the service (i.e., they are working for hire or reward under ^{or across more than one centre in the organisation} a contract of service).
 What about service owners who teach and are owner-operators but are not technically 'employed'?

Attestation of Certificated Teachers' Salaries

The Attestation of Certificated Teachers' Salaries certifies what criteria an ^{a teacher-led centre that is not owned by a Free Kindergarten Association} education and care service or hospital-based service is using to determine the minimum salaries it pays to all employed certificated teachers.

Attestation period

The period of time that a service needs to pay their certificated teachers at least ~~at the amount on the salary scale to qualify for higher rates of funding.~~
^{specified for Step 1, Steps 1-6, and Steps 1-11 including managers depending on which set of attestation funding rates it claims}

Base Funding Rates

The set of funding rates ^{the Ministry pays to a teacher-led centres not owned by Kindergarten Assns} available to education and care and hospital-based services who pay all employed certificated teachers at least Step 1 of the salary scale described in 3-B-2 of the Funding Handbook.

Certificated Teacher

For funding purposes, to be considered a certificated teacher the teacher must hold a current practising certificate issued by the New Zealand Teaching Council (NZTC). They must also hold a NZ ECE or primary teaching qualification, or an overseas qualification assessed by the New Zealand Qualifications Authority (NZQA) as comparable to a NZ ECE or primary initial teacher education qualification or an ECE or primary endorsement from the NZTC.

Non-Kindergarten Association teacher-led centres

Education and care service

The Free Kindergarten Regulations 1959 and the Childcare Regulations 1960 no longer exist. We now have the Education (Early Childhood Services) Regulations 2008 under which all teacher-led centre including those called kindergartens are "education and care centres"

Extended Parity Funding Rates

The rates set by the Ministry of Education for funding different service types, based on age of children, sessional or all-day licence. This also includes:

- * Salary adjustments for teacher-led centres owned by Kindergarten Associations to provide pay parity, and
- * Funding incentives for non-kindergarten association teacher-led services to meet the MoE minimum specified salary amounts for attestation.

Hospital based service

Hours of Work

Just as important to include here are definitions for what constitutes 'full-time' employment and years of employment

Kindergarten funded for pay parity

NOTE: Any early childhood centre or service may call itself a kindergarten, as well as those owned by kindergarten assns.

A teacher-led centre-based service that is not controlled by a kindergarten association. ~~Education and care services~~ ^{These} are required to operate with high proportions of certificated teachers ^{exactly the same as centres owned by a Kindergarten Assn}. Individual centres can be known by many names, including creches, aoga amata ^{community or private Kindergartens} and childcare centres.

A higher set of funding rates available ^{non-kindergarten assn} to education and care and hospital-based services who pay all employed certificated teachers according to Steps 1 to 11 and the management step of the minimum salary scales described in 3-B-2 of the Funding Handbook.

A hospital-based service is a teacher-led service that provides education and care to children under the age of six who are receiving health services within premises under the control of the Ministry of Health.

The total hours required for a teacher to properly fulfil the duties and responsibilities connected with their employment. This includes, rostered hours, non-contact hours and any paid leave, excluding parental provisions.

^{Also, work taken home, required attendance at first-aid courses, required attendance at staff and other meetings, and professional development courses and conferences attended as part of being an employee of the service.}

A teacher-led centre-based service controlled by a kindergarten association, ^{for which the kindergarten assn has chosen to claim the higher funding rate to provide the teachers in that centre with pay parity with school teachers}

Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement (KTCA)

By continuing to be party to this agreement and not to any other collective agreement for the Early Childhood Sector, the Ministry of Education confirms its historical bias toward this form of ECE service remains. This is despite there being no difference in the legal requirements that Kindergarten Assns must meet compared with other centre providers and no differences in curriculum, staffing, teacher qualification and certification requirements. Kindergarten Association kindergartens can also charge fees and operate all-day to provide childcare for working parents, just like other ECE services.

Management Position

Let's put this simply: A manager does not have to be a certificated teacher. But if the manager/s is then salary attestation requirements must be met for that person/s.

If a certificated teacher has the role of centre manager, the role of professional leader who oversees one or more centre managers or is the manager of all managers (head of the ECE organisation) then that teacher/s is deemed to hold a management position for the purpose of salary attestation for a management position.

Minimum Salary Scale for Certificated Teachers

salaries

Minimum Salary Scale for Management Positions

The Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement (KTCA) is an agreement negotiated by members of the New Zealand Education Institute (NZEI) Te Riu Roa and the ^{MoE} Secretary for Education.

Note that teachers covered by the KTCA are employees of their Assn and not the Ministry of Edn or the State.

A certificated teacher who is employed to work in one of the three following positions in an education and care service:

- ~~K2~~ - employed to be in charge of a service, ~~and who is not a K3 or K4 employee~~
- ~~K3~~ - employed to carry out professional support, guidance, and administrative roles, and responsible for the management of ~~K2 employees,~~ ^{the centre manager/s} ~~under delegation from their employer~~ ^{managers}
- ~~K4~~ - employed to be responsible for the management of ~~K3 employees~~

Minimum pay steps for certificated teachers working in an ~~education and care~~ ^{teacher-led centres/hospital ECE service not funded for pay parity} ~~service~~ based on the teachers' ^{level of} qualification and years of experience.

Minimum pay ^{amount} ~~step~~ for certificated teachers working in a management position ^{at a teacher-led centre/hospital ECE service or multiple services not funded for pay parity} ~~at an education and care service.~~

Pay Parity Funding Rates

Kindergarten Associations only
A higher set of funding rates available to ~~education and care and hospital-based services who pay all employed certificated teachers according to Steps 1 to 11 and the management step of the minimum salary scales described in 3-B-2 of the Funding Handbook.~~

Previous relevant work experience

Time spent in a paid position, applying skills that are relevant to a teacher's current role.

Qualification group

The assessment criteria for qualifications used when determining a certificated teacher's initial salary step. **and which may be revised on gaining a further qualification/s only for admin purposes for salary attestation**

Recognised service

Time spent working as a certificated teacher in New Zealand. **but see the limitations on where this work may be carried out**

RS7 Early Childhood Funding Return

All ECE services (or the administrators of a service provider) must complete the RS7 Return in order to receive funding.

Subject or specialist qualifications

Qualifications that are not part of an Initial Teacher Education Programme are considered subject or specialist qualifications.

ECE Funding Handbook | Education.govt.nz

Funding conditions and information about the pay parity scheme can be found in the following chapters of the ECE Funding Handbook:

- Chapter 3-B-2: Minimum Salaries and related conditions
- Chapter 9-6: Completing the RS7 attestation
- Chapter 11-1: Recording keeping requirements
- Chapter 11-2: Funding claim audits
- Appendix One: ECE funding rates

Attestation salary levels | Education.govt.nz

For information about the attestation salary levels and frequently asked questions.

ECE Staffing | Education Counts

Attestation Pay Parity opt-in response can be found as part of the Attestation for Certificated Teachers' Salaries data sets.

Template to assess a certified teachers' initial salary step

A template that services can use to assess a certificated teacher's initial salary step

Service budget and affordability of opting-in

A calculation sheet to estimate the potential financial impact of opting into funding for salary attestation
See <https://oece.nz/members/service-provider/newsletter/parity-funding-pay-detail/>

Employer guidance on how to do a pay review

See <https://oece.nz/members/service-provider/staffing-and-employment-relations/pay-reviews/>

Teaching Council

For information or guidance about teacher registration and certification, you can contact the Teaching Council.

Email: enquiries@teachingcouncil.nz

Qualifications - Advanced Search – NZQA

To search for your qualification on the New Zealand Qualifications Framework, go to the NZQA page.

Employment New Zealand

For information on employment matters, you can go to the Employment New Zealand website. ^{and free advice} Community Law Centres also provide free legal advice for teachers

For general queries on the ^{salary attestation requirements} pay parity scheme, contact ECE.Funding@education.govt.nz.

Check if Your Centre is Funded for Steps 1- 5 (or 6 in 2023) or Steps 1 -11 and manager

Go to <https://oece.nz/public/news-and-views/stories/opt-in-pay-parity-rates/>

Teacher information on preparing to negotiate and what you can expect

Go to <https://oece.nz/members/educator/job-guidance/asking-more-pay/>



STEP	QUAL LEVEL	WHAT IS PAY PARITY	MoE REQUIREMENT	PAY DIFFERENCE
1	Entry P1, P2, P3	\$24.69 (\$51,358)	\$24.69 (\$51,358)	-
2		\$25.74 (\$53,544)	\$25.74 (\$53,544)	-
3	Entry for P3+	\$26.90 (\$55,948)	\$26.90 (\$55,948)	-
4	Entry for P4	\$27.95 (\$58,133)	\$27.95 (\$58,133)	-
5	Entry for P5	\$29.71 (\$61,794)	\$29.71 (\$61,794)	-
6		\$31.62 (\$65,776)	\$31.62 (\$65,776)	-
7		\$33.67 (\$70,040)	\$32.74 (\$68,103)	2.8% less
8		\$36.15 (\$75,190)	\$33.86 (\$70,431)	6.3% less
9		\$38.18 (\$79,413)	\$34.98 (\$72,758)	8.4% less
10	Max P1, P2, P3	\$41.10 (\$85,490)	\$36.17 (\$75,230)	12.0% less
11	Max P3+, P4, P5	\$43.27 (\$90,000)	\$38.18 (\$79,413)	11.8% less
	Centre manager	\$45.28 (\$94,175)	\$38.18 (\$79,413)	15.7% less
	Senior prof manager	\$47.75 (\$99,327)	\$38.18 (\$79,413)	20.1% less
	Manager of all managers	\$51.81 (\$107,770)	\$38.18 (\$79,413)	26.3% less

NOTE: Should there be increases in the pay step amounts for pay parity following negotiation this year of new collective contracts for Primary School Teachers and teachers who work within Kindergarten Associations, this will cause the percentage pay difference for the various steps to grow. The Government and Ministry of Education have not promised to increase salary attestation rates (and funding) in line with any increases in teacher pay in schools and kindergarten associations.

See the explainer: "Why Pay Parity and Funding is a Dog's Breakfast" available online at: <https://oece.nz/public/news-and-views/stories/pay-parity-dogs-breakfast/>