



**THE TECHNICAL INSTITUTES REGULATIONS 1968,
AMENDMENT NO. 5**

DAVID BEATTIE, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington this 2nd day of June 1981

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to sections 69, 165, and 203 of the Education Act 1964, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

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REGULATIONS

1. Title and commencement—(1) These regulations may be cited as the Technical Institutes Regulations 1968, Amendment No. 5, and shall be read together with and deemed part of the Technical Institutes Regulations 1968* (hereinafter referred to as the principal regulations).

(2) These regulations shall come into force on the 14th day after the date of their notification in the *Gazette*.

2. Interpretation—(1) Regulation 2 of the principal regulations (as amended by regulation 2 of the Technical Institutes Regulations 1968, Amendment No. 1) is hereby amended—

- (a) By omitting the definition of the terms “approved class” and “approved course”;
- (b) By omitting from the definition of the term “assignment” the words “an approved”, and substituting the words “a recognised”;
- (c) By inserting, after the definition of the term “Minister”, the following definition:

“‘Recognised class’ and ‘recognised course’ mean any class or course in a technical institute recognised by the Director-General under section 91 of the Act:”;
- (d) By omitting from the definition of the term “tutor” the words “and Deputy Principal”, and substituting the words “, Deputy Principal, and Second Deputy Principal”.

(2) Regulation 2 (2) (a) of the Technical Institutes Regulations 1968, Amendment No. 1 is hereby revoked.

3. New regulations substituted—(1) The principal regulations are hereby amended by revoking regulations 2A (as inserted by regulation 3 of the Technical Institutes Regulations 1968, Amendment No. 1), 2B (as inserted by regulation 2 of the Technical Institutes Regulations 1968, Amendment No. 4), and 3 to 5, and substituting the following regulations:

“2A. Application of regulations to community colleges—These regulations shall apply to community colleges as if they were technical institutes.

*S.R. 1968/108

Amendment No. 1: S.R. 1971/192

Amendment No. 2: S.R. 1972/29

Amendment No. 3: S.R. 1975/67

Amendment No. 4: S.R. 1977/183

“PART II

“STAFFING ENTITLEMENT IN TECHNICAL INSTITUTES

“3. **This Part not to apply to technical correspondence institutes—** Nothing in this Part of these regulations shall apply to a technical correspondence institute; and the expression “technical institute”, wherever used in this Part, shall not include a technical correspondence institute.

“4. **Director-General to classify recognised classes and courses—** (1) For the purposes of regulation 5 of these regulations, the Director-General shall prepare and maintain a schedule of recognised classes and recognised courses, in which each recognised class and recognised course shall be classified as belonging to one of 3 classes (to be referred to in that schedule as Group I, Group II, and Group III), and may from time to time amend that schedule.

“(2) In recognising any class or course under section 91 of the Act, the Director-General shall specify the group into which the class or course is classified and the maximum number of student hours relating to that class or course that may be included in the calculation of the total number of student hours of the institute under regulation 5 (1) of these regulations.

“(3) The Director-General shall send a copy of each such schedule, and every amendment to each such schedule, to the controlling authorities of all institutes forthwith after preparing it.

“5. **Assessment of student hours—**(1) At the end of every year, the controlling authority of each institute shall ascertain the total number of student hours that have taken place during that year.

“(2) The annual weighted student hours for an institute in respect of any year shall be the sum of—

“(a) The total number of student hours ascertained under subclause (1) of this regulation in respect of the immediately preceding year for Group I classes and courses; and

“(b) The total number of student hours ascertained under subclause (1) of this regulation in respect of the immediately preceding year for Group II classes and courses, increased by one-third; and

“(c) The total number of student hours ascertained under subclause (1) of this regulation in respect of the immediately preceding year for Group III classes and courses, increased by one-half.

“(3) Where—

“(a) The Minister is satisfied that—

“(i) The number of students in a class or course is small; and

“(ii) It is desirable that the class or course be encouraged,— he may direct that the number of students in that class or course be deemed to have been increased by one-half during any specified period; or

“(b) The average number of students in directed classes or courses for any trade is, for any period, less than 13.6, the Director-General may direct that the number of students in those classes or courses be deemed to have been increased by one-twelfth during that period;—

and in any such case, for the purposes of subclause (1) of this regulation, that number shall be deemed so to have been increased during that period.

“(4) Where during any year the recognition of a course or class has been withdrawn, or a recognition limited as to duration has expired, the Director-General may determine that the student hours attributed to that course or class during that year shall not be taken into account in ascertaining the total number of student hours under subclause (1) of this regulation.

“5A. **Determination of staffing entitlement**—(1) The staffing entitlement of every institute with a total of 400,001 or more annual weighted student hours shall be in addition to the Principal and the Deputy Principal, and in addition to the Second Deputy Principal in the case of an institute classified as Grade III or Grade IV, and shall comprise—

“(a) 25.3 tutors for the first 200,000 weighted student hours (including part-time tutors appointed instead of full-time tutors in accordance with the scale set out in regulation 14 of these regulations); and

“(b) Additional tutors at the rate of 1 tutor for each 11,700 weighted student hours by which the total number of weighted student hours exceeds 200,000.

“(2) The staffing entitlement of every institute with less than 400,001 annual weighted student hours shall be in addition to the Principal and Deputy Principal and shall be at the rate of 1 tutor for each 9,880 weighted student hours.

“(3) The staffing entitlement of any institute as determined in accordance with this regulation may be increased by the employment of such additional tutors as the Director-General may approve, if—

“(a) New courses are being introduced in that year; or

“(b) The weighted student hours for all recognised classes in any department of the institute during the period beginning with the 1st day of January and ending with the 30th day of April in any year exceed by 10 percent or more the weighted student hours for the same period of the immediately preceding year; or

“(c) The Director-General has established a tutor training unit within the institute.

“(4) Where any institute is first established, the staffing entitlement of that institute shall, for the first year of its operation, be determined by the Director-General, after consultation with the controlling authority.

“(5) The appointment under section 149 (1) of the Act of any person as a tutor for special purposes in any institute shall constitute an increase in the staffing entitlement of that institute.”

(2) The following regulations are hereby consequentially revoked:

(a) Regulation 3 of the Technical Institutes Regulations 1968, Amendment No. 1;

(b) The Technical Institutes Regulations 1968, Amendment No. 4.

4. New regulations relating to staffing entitlement for technical correspondence institutes substituted—(1) The principal regulations are hereby amended by revoking Part IIA (as inserted by regulation 4 of the Technical Institutes Regulations 1968, Amendment No. 1), and substituting the following Part:

“PART IIA

“STAFFING ENTITLEMENT IN TECHNICAL CORRESPONDENCE INSTITUTES

“5B. Director-General to classify recognised correspondence courses—(1) For the purposes of regulation 5C of these regulations the Director-General shall, from time to time, prepare a schedule of recognised correspondence courses, in which each recognised correspondence course shall be classified as belonging to one of 3 classes (to be referred to in that schedule as Group I, Group II, and Group III), and may from time to time amend that schedule.

“(2) The Director-General shall send a copy of each such schedule, and every amendment to each such schedule, to the controlling authorities of all technical correspondence institutes forthwith after preparing it.

“5C. Determination of staffing entitlement for technical correspondence institutes—(1) The staffing entitlement of every technical correspondence institute shall be in addition to the Principal, Deputy Principal, Second Deputy Principal (in the case of an institute classified as Grade III or Grade IV), and Heads of Departments, and shall be determined in accordance with subclauses (2) to (7) of this regulation.

“(2) The staffing entitlement of every technical correspondence institute shall comprise—

“(a) One tutor for each 1200 weighted scripts marked; and

“(b) One tutor for each 10 unweighted assignments to be written; and

“(c) One tutor for each 17 unweighted assignments to be revised.

“(3) The staffing entitlement determined under subclause (2) of this regulation shall be increased or decreased by the net average percentage of increase or decrease in the number of weighted scripts marked within the current year and the immediately preceding year.

“(4) The staffing entitlement determined under subclauses (2) and (3) of this regulation shall be—

“(a) Increased by 0.2 of a tutor for each Course Supervisor of Grade I on the staff of the institute; and

“(b) Increased by 0.3 of a tutor for each Course Supervisor of Grade II on the staff of the institute.

“(5) Where part-time tutors or outside markers are appointed, their appointments shall be counted as equivalent employment within the staffing entitlement.

“(6) For the purpose of determining the staffing entitlement of any technical correspondence institute under this regulation,—

“(a) The number of weighted scripts marked shall be—

“(i) The total number of scripts marked in any subject of a Group I course; and

“(ii) The total number of scripts marked in any subject of a Group II course, increased by one-third; and

“(iii) The total number of scripts marked in any subject of a Group III course, increased by one-half—
for the year that ended with the immediately preceding 1st day of December:

“(b) The expression ‘unweighted assignment’ means an assignment approved by the Director-General in respect of that year for the purposes of this regulation:

“(c) The total number of unweighted assignments to be written in any year shall be the assignments approved by the Director-General in respect of that year:

“(d) The number of assignments to be revised shall be 5 percent of all unweighted assignments used in the year that ended with the immediately preceding 1st day of December:

“(e) The first 4 weeks’ service of any tutor appointed to a technical correspondence institute for the first time shall not be treated as service by a tutor in a technical correspondence institute.”

(2) Regulation 4 of the Technical Institutes Regulations 1968, Amendment No. 1 is hereby consequentially revoked.

5. Advertising of positions—The principal regulations are hereby amended by revoking regulation 8, and substituting the following regulation:

“8. (1) Subject to subclause (2) of this regulation, no tutor shall be permanently appointed to a full-time teaching position in an institute unless applications for appointment to the position have been invited by the controlling authority by advertisement published in the *Education Gazette*, and in such other manner as the Director-General may require, at least 14 days before a date to be specified in the advertisement as the date of closing of applications.

“(2) Nothing in subclause (1) of this regulation shall apply in the case of—

“(a) The appointment of a part-time or relieving tutor under regulation 14 or regulation 14A of these regulations; or

“(b) The appointment of a Course Supervisor under regulation 15 of these regulations.”

6. Appointment of Principal—The principal regulations are hereby amended by revoking regulation 10, and substituting the following regulation:

“10. (1) Before the controlling authority of a technical institute selects any applicant for appointment to the position of Principal, it shall provide the Director-General with a list of the names and qualifications of all the applicants for appointment to the position.

“(2) The Director-General may, within 21 days after receiving the list of applicants, convey to the controlling authority such comments as he thinks proper as to the fitness or otherwise of the applicants for appointment to the position.

“(3) Before the controlling authority selects any applicant for appointment to the position of Principal, it shall—

“(a) Consider any comments made by the Director-General pursuant to subclause (2) of this regulation; and

“(b) Consult with a person nominated by the New Zealand Association of Teachers in Technical Institutes.

“(4) The persons referred to in subclause (3) of this regulation shall be provided with a list of the names of all applicants and shall be entitled to be present and to speak at any interview of applicants conducted by the controlling authority and at the discussions of the merits of the applicants by the controlling authority.

“(5) The Director-General shall be entitled to be present at the selection by the controlling authority of the person to be appointed.”

7. New regulations relating to certain appointments substituted—

(1) The principal regulations are hereby amended by revoking regulation 11, and substituting the following regulations:

“**11. Appointment of Deputy Principal—**(1) The controlling authority of a technical institute may, after considering any recommendation of the Principal, establish the position of Deputy Principal and may appoint a person to that position.

“(2) Every appointment under this regulation shall be made after considering any recommendation of the Principal.

“**11A. Appointment of Second Deputy Principal—**(1) The controlling authority of a technical institute that is classified in Grade III or Grade IV may, after considering any recommendation of the Principal, establish the position of Second Deputy Principal and may appoint a person to that position.

“(2) Every appointment under this regulation shall be made after considering any recommendation of the Principal.”

(2) Regulation 2 of the Technical Institutes Regulations 1968, Amendment No. 3 is hereby consequentially revoked.

8. New regulations relating to appointment of tutors substituted—

(1) The principal regulations are hereby amended by revoking regulation 13, and substituting the following regulations:

“**13. Maximum class contact hours for institute—**(1) The total number of class contact hours for which tutors are employed in any institute shall not exceed the maximum number of class contact hours that could be required in the event of employment throughout the year of the full staffing entitlement of that institute.

“(2) In assessing the total number of class contact hours for which tutors are employed in any year,—

“(a) Every full-time tutor employed throughout the year shall be deemed to have been employed for the maximum class contact hours for a tutor of his grade:

“(b) The class contact hours of any newly appointed full-time tutor who has had no previous full-time teaching experience shall not be taken into account for the first 4 weeks following his appointment:

“(c) The class contact hours of any newly appointed full-time tutor who attends a course of tutor training conducted under regulation 20A of these regulations shall not be taken into account for the duration of that training.

“13A. **Grading of tutors**—Every tutor not holding the position of Principal, Deputy Principal, Second Deputy Principal in a grade III or grade IV institute, or Head of Department shall be graded in one of the following grades—

“(a) Grade I:

“(b) Grade II:

“(c) Grade III:

“(d) Senior Tutor Grade.

“13B. **Appointment of tutors of various grades**—(1) The controlling authority of every technical institute having fewer than 400,001 weighted student hours, and every technical correspondence institute, shall employ tutors in accordance with the staffing entitlement of the institute so that tutors of the various grades are appointed as near as practicable to the following proportions:

“Tutor, Grade I	30 percent
“Tutor, Grade II	40 percent
“Tutor, Grade III	25 percent
“Senior Tutor	5 percent

“(2) The controlling authority of every technical institute having 400,001 or more weighted student hours shall employ tutors in accordance with the staffing entitlement of the institute so that tutors of the appropriate grades are appointed as near as practicable in accordance with the following formula:

$$\begin{aligned} \text{“Tutors Grade I} &= \frac{0.5 \text{ wsh I}}{\text{wsh}} \\ \text{“Tutors Grade II} &= \frac{0.1 \text{ wsh III} + 0.35 \text{ wsh II} + 0.45 \text{ wsh I}}{\text{wsh}} \\ \text{“Tutors Grade III} &= \frac{0.6 \text{ wsh III} + 0.6 \text{ wsh II} + 0.05 \text{ wsh I}}{\text{wsh}} \\ \text{“Senior Tutors} &= \frac{0.3 \text{ wsh III} + 0.05 \text{ wsh II}}{\text{wsh}} \end{aligned}$$

where ‘wsh’ means the total weighted student hours for the institute for the year, and the numerals I, II, and III refer to the classes of recognised courses and recognised classes specified in the schedule prepared by the Director-General under regulation 4 of these regulations.”

(2) Regulation 14 of the principal regulations is hereby amended by omitting the words “regulation 13”, and substituting the words “regulation 13B”.

(3) Regulation 5 of the Technical Institutes Regulations 1968, Amendment No. 1 is hereby consequentially revoked.

9. Part-time tutors—(1) The principal regulations are hereby further amended by revoking regulation 14, and substituting the following regulation:

“14. The controlling authority of a technical institute other than a technical correspondence institute may in any year appoint, instead of full-time tutors, part-time tutors of the appropriate grades in accordance with regulation 13 of these regulations.”

(2) Regulation 6 of the Technical Institutes Regulations 1968, Amendment No. 1 is hereby consequentially revoked.

10. Appointment of Course Supervisors—The principal regulations are hereby amended by revoking regulation 15, and substituting the following regulation:

“15. (1) The controlling authority may appoint Course Supervisors in the ratio of 1 Course Supervisor for every 7 members of the basic staffing entitlement (excluding Heads of Departments and special staffing allowances).

“(2) The controlling authority may appoint not more than 1 in every 4 Course Supervisors as Course Supervisors of Grade II, and shall appoint all other Course Supervisors as Course Supervisors of Grade I.

“(3) No person may be appointed to be a Course Supervisor unless he is a tutor of Grade I, Grade II, or Grade III.

“(4) No controlling authority shall create any position of Course Supervisor without first advising the Director-General of its intention to create the position and the intended area of responsibility of the Course Supervisor.

“(5) A Course Supervisor may be appointed for such period as the controlling authority determines in each case, but every such appointment shall be reviewed annually by the controlling authority and may be terminated by that authority by giving 1 month’s notice in writing to the tutor.

“(6) A tutor who is appointed as a Course Supervisor in accordance with the foregoing provisions of this regulation shall, under the direction of the Principal, Deputy Principal, Second Deputy Principal, or a Head of Department, have such responsibilities pertaining to classes or related matters connected with the particular course or area of study or other activity within the institute or a department of that institute in respect of which he has been appointed as may from time to time be assigned to him.”

11. New regulations relating to tutors substituted—The principal regulations are hereby amended by revoking regulation 20, and substituting the following regulations:

“20. **Probationary period for tutors**—(1) Except in the case of a person who is permanently appointed to a position in an institute under regulation 16 of these regulations, every tutor appointed for the first time to a permanent teaching position shall serve a probationary period of 1 year in that position.

“(2) Notwithstanding subclause (1) of this regulation, the controlling authority may extend the probation period for up to 1 further year if it thinks fit.

“(3) For the purposes of this regulation, continuous service as a relieving tutor at an institute for not less than 3 months nor more than 6 months immediately prior to the appointment shall be credited towards the probationary period.

“(4) The controlling authority may, during any such probationary period, terminate the appointment of the tutor so appointed by giving that tutor 1 month’s notice in writing, signed by the Chairman or the Secretary of the controlling authority, of its intention to terminate his appointment.

“(5) Any tutor appointed for the first time to a permanent teaching position in an institute may, during any such probationary period, terminate his appointment by giving to the controlling authority 1¹ month’s notice in writing of his intention to terminate the appointment.

“(6) At the end of the first 6 months of the probationary period (excluding any period of service credited to the probationary period under subclause (3) of this regulation), the controlling authority shall give the tutor a written report on his performance as a tutor.

“(7) At the end of the probationary period, the controlling authority shall terminate or confirm the appointment in writing.

“20A. Tutors to undergo training—(1) Subject to subclause (2) of this regulation, every full-time tutor appointed for the first time to an institute shall undergo a course or courses of up to 12 weeks’ teacher training.

“(2) An exemption from the obligation to undergo all or part of a course of tutor training may be granted by the Director-General in respect of any tutor if the Director-General, after having regard to the tutor’s teaching experience or previous attendance at a course of teacher training, is of the opinion that an exemption is justified.”

12. Travelling expenses and travelling allowances—(1) Regulation 24 of the principal regulations is hereby revoked.

(2) Regulation 4 of the Technical Institutes Regulations 1968, Amendment No. 3 is hereby consequentially revoked.

13. New regulations relating to hours of institutes and organisation of courses substituted—(1) The principal regulations are hereby amended by revoking regulations 28 to 31, and substituting the following regulations:

“28. Normal hours of institutes—(1) Subject to regulations 28A and 63 of these regulations, every technical institute other than a technical correspondence institute may be open for instruction between the hours of 8 a.m. and 9.30 p.m. on weekdays and 8 a.m. and 5 p.m. on weekends for 48 consecutive weeks in each year.

“(2) Subject to regulations 28A and 63 of these regulations, every technical correspondence institute may be open for instruction between the hours of 8 a.m. and 5 p.m. on weekdays for 48 consecutive weeks in any year.

“28A. Institutes may observe additional hours in special circumstances—(1) Notwithstanding regulation 28 of these regulations, an institute may be open for instruction at times other than those specified

in that regulation if the controlling authority and the Director-General agree that there are special circumstances that make it necessary or desirable that the institute should be open at those times.

“(2) Nothing in subclause (1) of this regulation shall empower the controlling authority to require the attendance of any tutor at an institute that is open under an agreement made under that subclause.

“29. **Total duty hours**—The controlling authority shall administer the institute in such a manner that no tutor is required to be on duty for more than 1,360 hours in any year.

“30. **Organisation of courses**—(1) Except with the prior approval of the Director-General, and subject to regulations 30B to 30D of these regulations, the controlling authority shall organise the courses at the institute so that no tutor is required to undertake class contact for more than—

“(a) 6 hours in any day; or

“(b) 24 hours in any week; or

“(c) 800 hours in any year.

“(2) Notwithstanding subclause (1) (a) of this regulation, the controlling authority may organise courses so that a tutor is required to undertake up to 8 class contact hours on 1 day only in any week.

“(3) The controlling authority shall organise the courses at the institute so that no tutor who holds the position of Head of Department is required to undertake class contact for more than 200 hours in any year.

“(4) The controlling authority shall organise the courses at the institute so that no tutor who holds the position of Course Supervisor is required to undertake class contact for more than—

“(a) 680 hours in the case of a Course Supervisor, Grade I; and

“(b) 640 hours in the case of a Course Supervisor, Grade II.

“(5) This regulation shall apply to the controlling authority of every institute that is not a technical correspondence institute.

“30A. **Organisation of teaching duties in technical correspondence institutes**—(1) Subject to subclause (2) of this regulation, the controlling authority shall organise the teaching duties at the technical correspondence institute so that no tutor is required to undertake teaching duties for more than—

“(a) 30 hours in any week; or

“(b) 1176 hours in any year.

“(2) The controlling authority shall organise the teaching duties at the technical correspondence institute so that no tutor who is a Course Supervisor is required to undertake teaching duties for more than—

“(a) 1000 hours in the case of a Course Supervisor of Grade I; and

“(b) 940 in the case of a Course Supervisor of Grade II.

“30B. **Organisation of field trips**—The controlling authority may organise field trips on which a tutor is required to undertake up to 8 hours class contact in any day, and more than 24 hours class contact in any week.

“30C. **Organisation of courses involving health science clinical teaching outside institute**—The controlling authority of any technical

institute that requires a tutor to engage in health science clinical teaching duties outside that institute shall organise the courses so that no such tutor is required to undertake class contact for more than—

“(a) 8 hours in any day; or

“(b) 34 hours in any week; or

“(c) 288 hours in any continuous 12 week period; or

“(d) 144 hours outside the hours of 8 a.m. to 5 p.m. in any continuous 12 week period.

“30d. **Organisation of courses involving newly appointed tutor—**

(1) The controlling authority of any technical institute that employs a tutor who has less than 1 year of full-time teaching experience in a technical institute, community college, or senior technical division of a secondary school shall organise the courses so that no such tutor is required to undertake more than 720 hours of class contact in the year in which he is first appointed to a full-time teaching position at a technical institute.

“(2) The controlling authority of any technical institute that employs a tutor who has less than 1 year of full-time teaching experience in a technical institute, community college, or senior technical division of a secondary school shall organise the teaching duties so that no such tutor is required to undertake more than 1050 hours of teaching duty in the year in which he is first appointed to a full-time teaching position at a technical correspondence institute.”

(2) Regulations 10 to 14 of the Technical Institutes Regulations 1968, Amendment No. 1 are hereby consequentially revoked.

14. Tutor training units—The principal regulations are hereby amended by inserting, after regulation 30d (as substituted by regulation 13 of these regulations), the following regulation:

“31. (1) The Director-General shall establish, maintain, and control units to provide tutor training and related research and development services.

“(2) The Director-General may from time to time appoint such advisory committees as he thinks fit to advise and make recommendations on all matters pertaining to tutor training units.”

15. Powers of Principal—(1) Regulation 62 of the principal regulations is hereby amended by inserting, after the word “powers”, the words “, duties, and functions”.

(2) Regulation 62 of the principal regulations is hereby further amended by adding the following paragraph:

“(e) He shall be responsible to the controlling authority for the keeping of attendance registers in such a form as may be required from time to time by the Director-General; and for making such returns to the Director-General as may be required from time to time by the Director-General.”

P. G. MILLEN,
Clerk of the Executive Council.

EXPLANATORY NOTE

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations amend the Technical Institutes Regulations 1968.

Regulation 2 amends the definitions of terms used in the principal regulations and adds a definition of the terms "recognised class" and "recognised course".

Regulation 3 substitutes a new regulation 2A and Part II in the principal regulations. The new regulation 2A is similar to the former regulation 2B and provides that the regulations are to apply to community colleges as if they were technical institutes.

The new regulation 3 is similar to the former regulation 2A and provides that Part II of the regulations is not to apply generally to a technical correspondence institute.

The new regulation 4 requires the Director-General to prepare and distribute a schedule of recognised classes and recognised courses. The Director-General is required to specify the group into which the class or course is classified and the maximum number of student hours relating to that class or course that may be counted in calculating the total student hours of the institute.

The new regulation 5 relates to the assessment of student hours and weighted student hours for each institute. The principal change is that the assessment is to be made at the end of the year and will no longer involve an estimate for the third period based on the corresponding period of the previous year.

The new regulation 5A relates to the determination of the staffing entitlement of technical institutes. Where an institute has 400 001 or more weighted student hours the entitlement of 25.3 tutors for the first 200 000 hours remains the same, but the entitlement is increased to 1 additional tutor for each additional 11 700 weighted student hours, not 1 additional tutor for each additional 12 250 such hours as at present.

The staffing entitlement of an institute with less than 400 001 weighted student hours is set at 1 tutor for every 9880 weighted student hours. At present the staffing entitlement of such institutes is set by the Director-General after consultation with the controlling authority.

Regulation 4 substitutes a new Part IIA in the principal regulations, relating to the staffing entitlement of technical correspondence institutes.

The new regulation 5B requires the Director-General to prepare and distribute a schedule of recognised classes and recognised courses.

The new regulation 5C relates to the determination of the staffing entitlement of technical correspondence institutes. The method of determining the staffing entitlements is based on weighted scripts marked and unweighted assignments to be written and revised, not, as previously, on weighted enrolments, weighted assignments assessed, and assignments to be revised.

Regulation 5 substitutes a new regulation relating to the advertising of vacancies. The principal change is that the requirements for advertising are not to apply to the appointment of part-time or relieving tutors, or Course Supervisors.

Regulation 6 relates to the appointment of a Principal. The principal changes from the present provision are:

- (a) Before making an appointment the controlling authority must consult with a person nominated by the New Zealand Association of Teachers in Technical Institutes; and
- (b) That person and the Director-General are to be entitled to be present at any interview of the applicants and discussion of their merits; and
- (c) The Director-General is entitled to be present at the selection of the applicant for appointment.

Regulation 7 substitutes new provisions relating to the appointment of Deputy Principals and Second Deputy Principals.

The new regulation 11 empowers the controlling authority to appoint a Deputy Principal after considering the recommendation of the Principal. The previous regulation required that the appointments be made on the recommendation of the Principal, and in the case of certain institutes the appointee had to be a Head of Department in that institute, unless the Minister otherwise approved.

The new regulation 11A empowers the controlling authority of a Grade III or Grade IV institute to appoint a Second Deputy Principal, after considering the recommendation of the Principal.

Regulation 8 substitutes new provisions relating to the appointment of tutors. Tutors are to be graded, and appointments of tutors of the appropriate grades are to be made in accordance with stated formulae.

Regulation 9 empowers a controlling authority to appoint part-time tutors instead of full-time tutors. The previous provisions relating to the number of class contact hours for which a part-time tutor may be appointed have been removed.

Regulation 10 relates to the appointment of Course Supervisors. The principal change is that a position of Course Supervisor can only be created by a controlling authority after it has advised the Director-General of its intention and the intended areas of responsibility of the Course Supervisor. The previous power of the Director-General to revoke the appointment of a Course Supervisor has been removed.

Regulation 11 substitutes a new provision relating to probationary periods for new tutors. The principal changes are that some service as a relieving tutor can be credited towards the probationary period, and at the end of the probationary period, the controlling authority must give the tutor a written report on his performance as a tutor.

Regulation 12 substitutes new regulations relating to the hours of institutes and the organisation of courses.

The new *regulation 28* sets out the usual hours of institutes. Technical institutes may be open from 8 a.m. to 9.30 p.m. weekdays and 8 a.m. to 5 p.m. on weekends for 48 consecutive weeks. The previous hours were 8 a.m. to 9.30 p.m. on weekdays and 8 a.m. to noon on Saturdays for up to 44 weeks in any year. The daily hours of technical correspondence institutes are unchanged but they too may now be open for 48 consecutive weeks in any year.

The new *regulation 28A* relates to the opening of an institute at other times, and is similar to previous provisions.

The new *regulation 29* requires the controlling authority to administer the institute so that no tutor is required to be on duty for more than 1360 hours in any year.

The new *regulation 30* requires the controlling authority to organise the courses at the institute so that the class contact hours of tutors do not exceed stated maxima.

The new *regulation 30A* is of similar effect in relation to the organisation of technical correspondence institutes and the teaching duties of tutors.

The new *regulation 30B* empowers a controlling authority to organise field trips involving tutors in class contact for up to 8 hours in any day and more than 24 hours in any week.

The new *regulation 30C* requires the controlling authority of an institute that requires a tutor to undertake health service clinical teaching duties outside the institute to organise the classes so that the class contact hours of a tutor do not exceed the stated maxima.

The new *regulation 30D* requires the controlling authority of an institute or correspondence institute that employs a tutor with limited experience to organise the courses or teaching duties so that they do not exceed stated maxima.

Regulation 13 revokes regulations relating to travelling expenses and travelling allowances.

Regulation 14 substitutes a new regulation that empowers the Director-General to establish tutor training units and advisory committees relating to them.

Regulation 15 provides that the Principal is to be responsible for the keeping of attendance registers and furnishing returns to the Director-General.

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These regulations are administered in the Department of Education.