

# PPTA

NEW ZEALAND POST PRIMARY  
TEACHERS' ASSOCIATION  
TE WEHENGARUA

[www.ppta.org.nz](http://www.ppta.org.nz)



# Beginning Teachers' Handbook

August 2009



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## Welcome

As you begin your career as a professional teacher, it is important that you know your union can support and protect you.

PPTA Te Wehengarua is here to support you in your introduction to teaching and throughout your teaching career.

It is with great pleasure that we introduce you to the *Beginning Teachers' Handbook*. This handbook provides you with the vital information you require in starting your teaching career and the reasons why you should join your colleagues and become a member of the union.

The information contained in this publication is a quick reference only. More detailed information about all of the issues contained in this book are available from the PPTA branch at your workplace, the PPTA website [www.ppta.org.nz](http://www.ppta.org.nz) or you can contact the PPTA office in your area (see directory at the back of this publication).

We extend to you our best wishes for your teaching career.



**Kevin Bunker**  
**General Secretary**



**Kate Gainsford**  
**President**

Welcome



## Join PPTA

The Post Primary Teachers' Association Te Wehengarua is the union representing 17,000 teachers and principals in secondary, area and intermediate schools, technology centres, community education and itinerant music positions.

PPTA provides ongoing advice, guidance and advocacy for members about their conditions of employment. As a PPTA member you will enjoy the following benefits.

- Collective agreements that guarantee your pay and conditions.
- Professional advice, legal advice, employment relations education and dispute resolution.
- Professional networks where you can take part in decision-making and influence the debate on crucial education issues.
- Accommodation, health and insurance discounts.

Membership of PPTA gives you the opportunity to participate in a range of debates currently shaping our education system.

Each secondary or area school or technology centre has its own PPTA branch and these are grouped into 24 regions. The regions are represented on a national executive and at PPTA's annual conference.



PPTA's executive and its Māori partner, Te Huarahi Māori Motuhake, comprise elected representatives who work for members nationally. There are also networks for women, Pasifika teachers, young and new teachers, principals, deputy and assistant principals, gay, lesbian, bisexual and transgender teachers and other groups.

Complete a membership form that you can obtain from your branch secretary or local field office, or you can download one from [www.ppta.org.nz](http://www.ppta.org.nz).



The subscription rate for full membership is 1% of your fortnightly base salary (GST incl). ("Base salary" includes the sum of all full-time or part-time earnings, but excludes units and allowances.)

Membership for adult and community education (ACE) teachers is \$50 per annum (GST incl). ACE teachers have full voting rights and the right to be nominated as a delegate to the PPTA annual conference.

Subscription is free for trainee teachers. However, teacher trainee members do not have voting rights and cannot act as delegates.



Join PPTA



## PPTA member benefits

PPTA members are entitled to join two different health insurance schemes. The Education Benevolent Society (EBS) is a health insurer owned by education unions in New Zealand. EBS offers a variety of packages at cheaper rates than private insurers. PPTA members are also entitled to join a Southern Cross group scheme. Like EBS there is a variety of packages available at discounted rates.

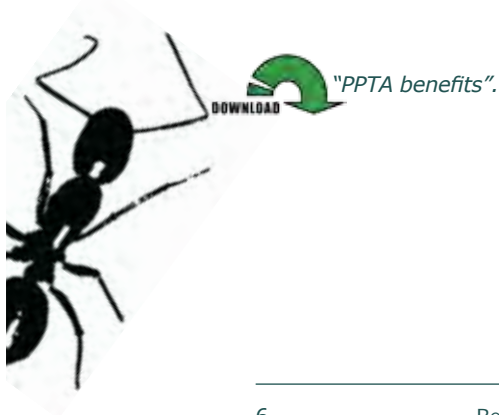
### Contact details

EBS 0800 800 441 [www.ebs.org.nz](http://www.ebs.org.nz)

Southern Cross 0800 100 777

When calling either insurer, state that you are a PPTA member and have your MoE number available (from your pay advice).

There are additional benefits PPTA members receive. For example, 10% at Whitcoulls (excluding airport stores) and free entry to many Te Papa exhibitions.



## Young and new teachers (YANTs)

PPTA's young and new teachers (YANTs) network is a source of support for beginning teachers.

The YANT network is for young (under 35) and new (less than two years teaching or until registration) teachers and was formally established by PPTA at its annual conference in 2000. The network has the following goals.

- To provide a support network for young and new teachers.
- To establish national and regional networks of young and new teachers.
- To nurture activism.
- To support recruitment and retention initiatives.

The YANTs network is represented by a committee that is highly active in the PPTA, meeting regularly, and advancing the concerns of beginning teachers at a national level.

The committee has contributed to the following successes.

- Lobbying government for interest free student loans.
- Student loan bonding scheme.

YANTs



- Closure of the Teachers Council's provisionally registered teacher (PRT) audit system that focused solely on PRTs.
- Lump sum payments for PPTA members only in collective agreement settlements.
- Larger pay increases for entry-level teacher salaries.

To join the network, email a brief request to [membership@ppta.org.nz](mailto:membership@ppta.org.nz) or tick the box on PPTA's membership application form.

If you want to be put in touch with your school or regional contact person email us at: [yant@ppta.org.nz](mailto:yant@ppta.org.nz).

YANTS



## Visit [www.ppta.org.nz](http://www.ppta.org.nz)

PPTA's website has extensive information about all aspects of teaching and being active within the union.

You can now log-in to the PPTA website, update your details and access resources only available to PPTA members.

You can also contribute to forums.

To log-in your username can be either your MoE number (on your payslip) or your email address (if it matches the address we have on the membership database).

Your password is lowercase and consists of the first two letters of your first name combined with the first two letters of your surname plus the numerals 01. So John Smith's password would be josm01.

When you have successfully logged-in to the site please change your password and update your details if this is required.

Visit [www.ppta.org.nz](http://www.ppta.org.nz)



## Maximum teaching hours

Non-contact time for all teachers has been improved significantly since 2002. This is especially the case for new teachers in their first two years' work as a secondary teacher. Sections 5.2.2 and 5.2.3(a) of the STCA states that no teacher shall be timetabled to teach more than 20 hours per week. Clause 3.8 of the STCA gives a further five hours non-contact time for first year teachers (0.2 FTTE) and 2.5 hours (0.1 FTTE) for second year teachers in full-time positions.

Non-contact time for secondary teachers in area schools can be found in sub-section 4.2 of the ASTCA.

This means no full-time first-year teacher should be teaching more than 15 hours per week (an average of 3.0 hours per day). Second year full-time teachers should be teaching no more than 17.5 hours per week (an average of 3.5 hours per day).

Part-time first-year teachers who are employed for 12.5 (an average of 2.5 hours per day) or more hours per week are entitled to an additional 2.5 hours paid non-contact time (an average of 0.5 hours per day). This should be either part of their 12.5 hours or an extra paid 2.5 hours non-teaching time.

Schools often use complicated time-tabling systems. For example a six-day, 30-hour time table.



When applying STCA provisions, you need to use the average daily time to work out the maximum teaching time over the cycle.

Thus, in a six-day timetable:

- A first-year teacher should be teaching no more than 18 hours (6 x 3.0 hours).
- A second-year teacher would be teaching no more than 21 hours (6 x 3.5).
- A first-year part-time teacher employed for 15 hours (6 x 2.5) or more should be getting three hours non-contact (6 x 0.5) either as part of their 15 hours or in addition to them.

Duty, form time, and meetings are not considered contact time unless actual teaching of students takes place.

Part three of the STCA details other time allowances that may be of interest to beginning teachers. For example, the one hour per week heads of department have for each first-year teacher in their department. Overseas teachers new to New Zealand schools attract an allowance of 0.1 FTTE (2.5 hours) per week for the school to use in consultation with them for a maximum of two terms.

Permanent management units (PMUs) attract an allowance of one hour per unit up to a maximum of three hours per week.



## Pay scales

Section 4.1 of the STCA and 3.1 of the ASTCA displays the pay scales for teachers in state and state integrated schools. At first this table may appear complicated, as a lot of information is presented in a small space. Most first-year teachers with a subject specialist bachelor degree and graduate diploma in teaching start on step 7 (G3+ E) which equates to a salary of \$45,653 per annum.

A secondary teacher's starting salary may be higher if they have work experience related to their position or a higher degree. In fact, some first-year teachers have started at the top of the basic scale due to their type of degree and previous work experience.

It is a good idea to fill out a Ministry of Education salary assessment form as early as possible when you are first appointed, as they tend to take a long time to process. It is at this point you should present all the documentary evidence of your relevant qualifications and work experience. If you feel that you are being paid incorrectly, contact your PPTA field officer who can double-check any salary assessment and advise on a course of action to take if required.

It is also important to be aware that the Ministry of Education sees a salary assessment as a "one-time-only assessment" in some circumstances. Occasionally beginning teachers get caught in this trap by completing a salary assessment before



they graduate from their college of education, often because a school wants them to do some relief work late in the year. The ministry assesses teachers in these positions as untrained and will not allow them to complete a second salary assessment when they start work as a qualified teacher the following year. New teachers will be on the first step of the salary scale until their qualifications are assessed.

### Decoding the Salary Scale

Step	Rates effective 2 July 2008	Rates effective 1 July 2009
1	\$28,846*	\$30,000*
2	\$30,101	\$31,305
3	\$32,610 G1E	\$33,914 G1E
4	\$35,118 G2E#	\$36,523 G2E#
5	\$38,879	\$40,434
6	\$42,642 G3E	\$44,348 G3E
7	\$43,897 G3+E	\$45,653 G3+E
8	\$45,779 G4E	\$47,610 G4E
9	\$48,286 G5E	\$50,217 G5E
10	\$52,050 G1M	\$54,132 G1M
11	\$55,812 G2M	\$58,044 G2M
12	\$60,954	\$63,392
13	\$63,086 G3M^	\$65,609 G3M^
14	\$66,327 G3+M	\$68,980 G3+M

\* Entry point for teachers who lack both recognised training and qualifications.

# Maximum for teachers who lack both recognised training and qualifications.

^ Maximum for teachers without a recognised teaching qualification.

E Entry step for qualifications group.

M Maximum step for qualifications group.

Pay scales



The 'G' notations relate to the entry points and qualifications maxima for teachers who have successfully completed a recognised course of teacher education. The qualification groups for salary purposes are as follows.

- G1 Level 5 qualification.
- G2 Level 6 qualification.
- G3 Level 7 qualification (For example, a BEd).
- G3+ Level 7 subject/specialist qualification and recognised teaching qualification (G3+ includes conjoint subject/specialist and teaching qualifications) - For example, a specialist subject bachelor degree and teaching diploma).
- G4 Level 8 qualification (or 2 level 7 subject/specialist qualifications) – An honours degree.
- G5 Level 9 and 10 qualifications – masters or PhD.

## Units

Rate effective 2 July 2008	3,800
Rate effective 1 July 2009	4,000



## Sick leave

Section 6.2 of the STCA and section 5.1 of the ASTCA demonstrate the entitlements of sick leave for teachers.

Length of service	Entitlement
Up to 3 months	7 days
Over 3 months and up to 6 months	14 days
Over 6 months and up to 9 months	31 days
Over 9 months and up to 5 years	46 days
Over 5 years and up to 10 years	92 days
Over 10 years and up to 20 years	154 days
Over 20 years and up to 30 years	229 days
Over 30 years	306 days

The table above shows that sick leave accumulates to a total entitlement of 306 paid sick leave days after 30 years' service. Your total entitlement is always less any sick days you have already taken.

It is important not to attend school when sick, due to the high amount of contact teachers have with people on a daily basis. It is also harder to recover from an illness in a stressful work environment like teaching. Schools receive a payment from the Ministry of Education every year to pay for relief while teachers are sick.

When you start work at a new school, you should be informed of who to contact if you are sick and unable to attend work and what the school's

Sick leave



## Sick leave

expectations are if you are away sick for a day or so. A medical certificate is only required after five days. The certificate need not contain a reason for your absence, but should provide some idea of when you are likely return to work.

Sick leave includes leave taken for stress related illness.

The STCA and ASTCA contain a number of other leave provisions. These provisions include:

- bereavement/tangihanga leave.
- leave for family reasons.
- refreshment leave.



*"STCA part six leave" and "ASTCA part five leave".*



## Provisional registration

It is most important for new teachers to become provisionally registered with the New Zealand Teachers Council. This can be done by downloading the TC1 form from [www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz) once you are about to graduate from teachers training.

On the website you can also check the online register to see that your application has been approved. The process can take 4-6 weeks. You should follow up promptly on any communication from the council. If there is any suggestion that full registration will be declined you need to contact your local field officer.

The Teachers Council has a valuable kit called *Towards Full Registration*. A copy of the kit should be available in all schools.

At the end of two years, and subject to satisfactory performance as a teacher, the school will recommend to the Teachers Council that you are granted full registration. The cost of applying for a practising certificate is currently \$120 for three years.

Providing that part-time teachers are employed for 12.5 hours or more a week they too may qualify for full registration after two years.



# Provisional registration

Both full-time and part-time teachers need to be employed for at least 10 consecutive school weeks for this service to count towards full registration.

Boards of trustees have a responsibility to ensure that schools maintain a scheme of advice and guidance for beginning teachers over a two-year period in order to assist them to achieve a satisfactory level of competence and to gain full registration.

Beginning teachers should maintain a folder of records of their advice and guidance programme such as lesson observations, professional development, reflections and any other relevant material.

This record must be taken by the teacher to the next school, if necessary, to complete full registration.

All lesson observations should be dated and signed clearly by the observer and teacher, who may add clarifying comments.

 Towards Full Registration *can also be found online.*  
*"Teachers Council registration forms".*

 *"Teachers Council TC3".*

 *"Teachers Council TC1".*



## Education outside the classroom

Sound judgement is required by provisionally registered teachers (PRTs) when dealing with students in and outside of the classroom. Ideally, no PRT should be without a fully registered teacher on events such as field trips and school camps.

This of course is difficult for PE and Outdoor Education teachers who are expected to take students outside the classroom in the course of normal lessons. PRTs should always exercise caution when it comes to education outside the classroom. Read and discuss any school policies with your head of department or supervising teacher.

Most schools require teachers to complete some form of hazard identification and analysis when planning lessons outside the classroom. A member of the senior management team then checks the form and makes any necessary changes before approving it. Any accidents or near misses while outside the classroom with students should be reported to your head of department or a member of senior management.

While participation in extra curricular activities is not compulsory, many teachers do choose to become involved. PPTA advises that all members, including beginning teachers, do not overload themselves with extra curricular activities as teaching is very demanding.



## Appointments and tenure

Part 3 of the STCA and Part 2 of ASTCA reflect the State Sector Act 1988 s. 77A and determine how appointments to teaching positions should be advertised and made.

All permanent positions, and non-permanent positions of longer than one term, must be advertised in the *Education Gazette*.

In appointing the best person for the position, the employer will have regard to the experience, qualifications and abilities relevant to the position and such other relevant matters as it determines.

On appointment, a teacher must receive a letter of appointment outlining the details of the position. Such details include the position start date, the hours of work (if part-time) and the curriculum areas to be taught. If the position is fixed-term or long-term relieving in nature, then section 66 of the Employment Relations Act 2000 applies. This means there must be “a genuine reason based on reasonable grounds” for using a fixed-term employment agreement. The reasons must be communicated in writing to the successful applicant. Genuine reasons in teaching include relieving for another teacher while they are away on maternity, refreshment or study leave.



Following New Zealand Teachers Council research into PRTs, and concerns from the PPTA YANTs network, the PPTA launched a “memory stick campaign” to educate members and teacher trainees about the pitfalls of fixed-term employment. The information on the memory sticks is now available on the PPTA website.



*“PPTA conditions of employment”.*

If you suspect you have been offered a fixed-term or long-term relieving position that may have breached the points noted above, you should contact your local PPTA field officer (details on page 31).



## Managing student behaviour

All schools and their communities have different policies and expectations when it comes to student behaviour. New teachers should familiarise themselves with their school's policies about student discipline.

If you are having trouble with a particular student, it is prudent to make notes of significant incidents and alert your head of department and/or dean about what is happening.

It would also be a good idea to ask a more experienced colleague how the policies work in practice. Any new teacher attempting to change school policies or culture relating to student discipline will face an uphill battle.

In all relationships with students, teachers must be aware of the authority they have, which derives both from their professional position and the difference in age. Because of the power imbalance which exists between teacher and student, teachers must accept that it is their responsibility to control the nature of the relationships.

Guidelines for professional conduct are set out in the Code of Ethics section of the PPTA constitution and in the Teachers Council Code of Ethics.



## Claiming expenses

Teachers can claim for a range of expenses, especially for work undertaken outside the classroom.

Some common claims to look out for include the 62 cents per/km a teacher is entitled to for using his or her private motor vehicle for official business when authorised by the school. Another is the field allowance of \$19.86 per day which is most commonly claimed on field trips or school camps.

Beginning teachers should enquire as to how expenses can be claimed in their school. Often a school bursar or executive officer is used in this area.

Part 7 and Appendix D of the STCA, and Part 6 and Appendix 1 of the ASTCA, deal with the expenses, allowances and reimbursements a teacher is entitled to.



## Removal expenses

For teachers taking up their first permanent appointment, expenses are covered in 8.1.1(d) of the STCA and 7.1 of the ASTCA. You must be moving to a new region to claim these expenses.

Beginning teachers are entitled to basic removal costs but need to check with the Ministry of Education or a field officer regarding their precise entitlements. The teacher must use the company contracted by the ministry. New teachers are advised to apply for removal costs as early as possible to avoid processing delays, especially over the Christmas and New Year period.

Teachers already holding a permanent or long-term relieving position of 12 months or more have their entitlements to removal expenses outlined in Part 8 and Appendix C of the STCA and Part 7 and Appendix 2 of the ASTCA, where various costs involved in moving an established home are listed and covered.



*For further information and an application form, go to the ministry's transfer and removal provisions website at [www.minedu.govt.nz/transferremoval](http://www.minedu.govt.nz/transferremoval).*



## Parental leave

Before making any decisions about parental leave you may like to consult your local field officer and read PPTA's parental leave booklet available at [www.ppta.org.nz](http://www.ppta.org.nz).



"PPTA parental leave".

Female teachers may apply for up to 14 weeks' paid parental leave administered by the Inland Revenue Department. Your school should have application forms.

Permanently appointed male teachers will be granted two days' paid leave to attend their partner at the birth of their child.

Maternity leave and a maternity grant are available to female teachers who meet the following criteria.

- Teachers appointed to full-time and part-time permanent positions.
- Teachers appointed to long-term relieving or fixed-term full-time vacancies advertised in the *Education Gazette*.

**Maternity leave** – Up to two years unpaid leave. You should apply in writing to your principal to access this leave.

**Maternity grant** – A payment equivalent to six weeks salary. You should provide a copy of the child's birth certificate to access this payment.



## Voluntary workforce bonding

The Ministry of Education administers a voluntary workforce bonding scheme available to some new teachers.

The scheme is designed to recognise teachers who choose to enter teaching in schools and subjects where there is high need. Eligible teachers will receive an annual taxable amount of \$3,500 for up to five years.

Payments are made at the end of a teacher's third, fourth and fifth year of teaching.

This payment will assist teachers in paying back student loans, but will be paid to any teacher meeting the eligibility criteria, regardless of whether they have a loan.

Teachers will not be required to sign an up-front "bonding" agreement. In order to receive payments, teachers will need to apply after three years of teaching, and then annually for the fourth and fifth years.

For information on how this scheme will interact with TeachNZ scholarships, visit the Ministry of Education's website.



*"Ministry of Education voluntary bonding".*

## Frequently used acronyms

<b>ACE</b>	Adult and community education
<b>AEU</b>	Australian Education Union
<b>AO</b>	Advisory officer (PPTA)
<b>AP</b>	Assistant principal
<b>ASTCA</b>	Area Schools Collective Agreement
<b>CTU</b>	Council of Trade Unions
<b>BOT</b>	Board of trustees
<b>BTTA</b>	Beginning teacher time allowance
<b>CAC</b>	Complaints assessment committee (Teachers Council)
<b>CAPNA</b>	Curriculum and pastoral needs analysis (used for falling rolls process in schools)
<b>CA</b>	Collective Agreement
<b>DGS</b>	Deputy general secretary (PPTA)
<b>DP</b>	Deputy principal
<b>DT</b>	Disciplinary tribunal (Teachers Council)
<b>EAP</b>	Employee Assistance Programme
<b>EBS</b>	Education Benevolent Society Health Care
<b>EEO</b>	Equal employment opportunity
<b>ERA</b>	Employment Relations Act
<b>EREL</b>	Employment related education leave
<b>ERO</b>	Education Review Office
<b>ESOL</b>	English for speakers of other languages
<b>FO</b>	Field officer (PPTA)
<b>FTTE</b>	Full-time teaching equivalent
<b>FT</b>	Fixed term
<b>FTU</b>	Fixed term unit
<b>GMFS</b>	Guaranteed minimum formula staffing
<b>HPSTA</b>	High priority teacher supply allowance



## Frequently used acronyms

<b>ISEA</b>	Independent Schools Education Association
<b>MMA</b>	Middle management allowance
<b>MOE</b>	Ministry of Education
<b>MT</b>	Mahi tika (PPTA employment relations education courses)
<b>NZEI</b>	New Zealand Educational Institute
<b>NZQA</b>	New Zealand Qualifications Authority
<b>NZSPC</b>	New Zealand Secondary Principals' Council
<b>PD</b>	Professional development
<b>PG</b>	Personal grievance
<b>PPTA</b>	Post Primary Teachers' Association
<b>PRT</b>	Provisionally registered teacher
<b>PUM</b>	Paid union meeting
<b>RTLB</b>	Resource teacher learning and behaviour
<b>SCT</b>	Senior classroom teacher
<b>STA</b>	School Trustees Association
<b>STCA</b>	Secondary Teachers' Collective Agreement
<b>TC</b>	Teachers Council
<b>TKI</b>	Te Kete Ipurangi (On-line resource system for teachers)
<b>YANT</b>	Young and new teachers' network (PPTA)



## Year-start checklist

- Salary Assessment completed
- Letter of appointment received
- Correct non-contact time
- PPTA branch chair identified and membership form completed.
- Registration roles clarified
- Key school policies accessed and read (student management, leave, PD etc).
- Computer/lap top log-in information
- Classroom keys
- Other PRTs identified
- School and PRT meeting scheduled accessed

Year-start checklist



## Help!

- Your school branch chair is the first PPTA point of contact in school. Each school has its own PPTA branch.
- PPTA field officers can assist with employment issues, such as pay and working conditions.
- The PPTA support service provides individual counsel by members for members.
- Specialist classroom teachers can provide confidential advice on your teaching practice.
- Your local PPTA region takes issues to the annual conference on your behalf.
- Your PPTA executive member represents the region at national meetings in Wellington six times a year.
- The PPTA YANTs network makes sure the voice of beginning teachers is heard at a policy level.

Help!



## PPTA field office contacts

### Auckland

4 Western Springs Road, Morningside  
P O Box 52 006, Auckland 1352  
ph (09) 815 8610 fax (09) 815 8612  
email: [auckland@ppta.org.nz](mailto:auckland@ppta.org.nz)

### Hamilton

Level 1, ANZ Building, 650 Te Rapa Rd, Te Rapa  
P O Box 20 294, Hamilton 3241  
ph (07) 849 0168 fax (07) 849 1794  
email: [hamilton@ppta.org.nz](mailto:hamilton@ppta.org.nz)

### Palmerston North

Level 2, Guardian Trust House, cnr The Square and  
Main Street  
P O Box 168, Palmerston North 4440  
ph (06) 358 4036 fax (06) 358 4055  
email: [palmerston@ppta.org.nz](mailto:palmerston@ppta.org.nz)

### Christchurch

Latimer View House, 215 Gloucester Street  
P O Box 13-005, Christchurch 8141  
ph (03) 366 6524 fax (03) 379 4011  
email: [christchurch@ppta.org.nz](mailto:christchurch@ppta.org.nz)

### Dunedin

Level 1, Queens Garden Court, 3 Crawford Street  
P O Box 1561, Dunedin 9054  
ph (03) 477 1311 fax (03) 477 1804  
email: [dunedin@ppta.org.nz](mailto:dunedin@ppta.org.nz)



## Young and new teachers speak out ...

**"PPTA provides an invaluable source of support and knowledge for issues that can arise for young and new teachers. The union has also provided a forum for young and new teachers' voices to be heard and allows participation in activities that can initiate positive change within the teaching profession."**

*Katrina Wickham*

*Whangamata Area School*

**"People say there is strength in numbers. With over 90% of teachers being PPTA members, why wouldn't you sign up?"**

*Steven Kelly*

*Otahuhu College*

**"As a young teacher in what seems to be an increasingly stressful working environment, PPTA strives to ensure that I am well supported and well cared for."**

*Thomas Newton*

*St Thomas of Canterbury College*

**"As a YANT, being a member of PPTA is vital! PPTA serves as an on-going support for you. They are readily available and provide you with invaluable professional development opportunities regarding what your employment rights are and your employer's obligations in ensuring you become fully registered. PPTA is also a powerful way of networking with other YANTs in your region and from around the country."**

*Emma Cooper*

*Western Heights High School*

**"Knowledge is power."**

*Angela Roberts*

*Stratford High School*

**"Reject the complacency of your generation."**

*Barack Obama*

*President of somewhere between Canada and Mexico*