

NZASE POLICIES

The Policies inform and guide the annual work plan.

The Executive will report on the action items at the NZASE AGM. The action items will be reviewed every two years.

The JVP will take responsibility for policy achievement and review.

The Policies are to be reviewed every two years following the AGM. Comment on them could be sought through the newsletter and discussion about changes and developments to take place at SciCon.

They are written in the following format:

Rationale

Goal(s)

Objective(s)

Actions

Date: Review by 2006

Activity Documents

The activity documents detail the procedures to be used for key areas of NZASE activity.

They are written in the following format:

Overall statement of intent/purpose of the activity and how it contributes to the goals and objectives of the NZASE;

Procedures/explanation of how the activity will be implemented.

NZASE PRIMARY SCIENCE POLICY

Rationale

NZASE recognises the significant place given to science within the primary curriculum through the identification of science as one of the seven essential learning areas. The National Education Guidelines place particular emphasis on science with a requirement that schools provide a balanced curriculum with high levels of basic literacy and numeracy, science and technology. NZASE as an association that exists to support teachers of science should provide all possible support to teachers in the primary sector as they develop and implement science programmes.

Goal

To support teachers of primary science and so enhance teaching and learning of science in the primary school.

Objectives

To promote the development of primary school science by:

Increasing awareness of the existence and activities of NZASE and encouraging active participation as members;

Advocating for adequate time to be allocated for the implementation of the science curriculum;

Advocating for appropriate resources to be available for the implementation of the science curriculum.

To support activities within primary schools by:

Advocate the importance of Science in pre-service teacher education programme.

Promoting schemes and events such as the First Crest, Science and Technology Fairs that are aimed to increase the interest and involvement of primary students in science.

To support the professional development of teachers of primary science by:

Continued development of links between local science teacher associations with primary teachers;

Encouraging initiatives between primary schools and their local secondary schools to allow teachers from each sector to share their expertise and resources;

Encouraging primary teachers to take advantage of schemes such as the Science and Technology Teacher Fellowships.

Actions:

- (a) Present displays at relevant meetings of primary teachers.
 - (b) Annually contact all Science Advisers and the Science Departments of Colleges of Education to supply information regarding the advantages of membership.
 - (c) Encourage primary teachers to register on the NZASE database.
 - (d) Support examples of good practice and exemplify and promote in the Newsletter, NZ Science Teacher, and on the relevant websites.
 - (e) Encourage the SciCon Committee to seek financial support for primary teachers attending the conference.
 - (f) Encourage the SciCon Committee to structure the conference to encourage primary participation.
- Date: April 2002
 Review: April 2002
 Review: 2006

NZASE COMMERCIAL ACTIVITY POLICY

Rationale

Quality support that is of benefit to members of NZASE is costly. While membership fees contribute to the activities of NZASE the organisation requires a larger income if it is to achieve its stated aims.

Goal

To undertake a range of commercial activities that build on the sound financial base of the Association and that are of benefit to the membership. Any activity undertaken must complement the existing activities of members and the regional association.

Objectives

Support the distribution and/or publication of resource material that is NZ specific and/or is not available to teachers.

Seek contracts in areas of science education that support existing NZASE policies.

Provide services for a fee to other agencies.

Actions

Advertise and distribute resources that are NZ specific and/or are not available to teachers and that support existing NZASE policies.

Produce and publish appropriate resources such as those that may result from the Science and Technology Teacher Fellowships and collaborative projects such as the Poster Projects.

Prepare and submit to The Ministry of Education a proposal for a contract to develop a resource to support and inform school science technicians.

To administer and continue to develop the NZASE Certificate in Science.

Date: April 2002

Review: April 2002

Review: 2006

NZASE PROFESSIONAL DEVELOPMENT POLICY

Rationale

The success of any education system depends primarily on the quality of the teaching. This quality is determined by the teachers' theoretical and practical knowledge, their understanding and sensitivity to the needs of their students and the pre- and in-service teacher education they receive. In-service education is crucial to enable science teachers to keep up to date with their rapidly changing fields and to maintain the essential enthusiasm for their subjects.

Goals

To promote and provide support for the professional development of NZASE members.

To identify critical contemporary issues in professional development and lobby for the required action.

Objectives

Support science conferences such as Scicon, ChemEd, Biolive, Physikos, and specialist subject associations such as BEANZ.

To support ongoing professional development of science teachers by promoting initiatives such

as industry secondments, The British Council Award and the Science and Technology Teacher Fellowships.

To facilitate communication within and between regions on their professional development programmes.

To advocate for participation of NZASE members in regional and national initiatives e.g. Certificate in Science Development Group.

To support teachers in the first 5 years of teaching to continue in the profession.

Actions

Provide organisational support for/and underwrite approved science conferences and events.

Continue to update the NZASE database.

Request reports on regional professional development initiatives for publication in the Newsletter and/or NZ Science Teacher.

Continue to support Science and Technology Teacher Fellowships through the promotion of them in the Newsletter and NZST.

Work to establish a stronger NZASE presence in the regions.

Liaise with specialist subject groups and with the regions via teleconferences.

Prepare a report that identifies issues influencing career choices of science teachers with a particular emphasis on teachers in the first five years.

Facilitate reporting of insights gained from involvement in regional and national initiatives e.g. reports to AGM and journal articles.

Provide editorial advice to the NZST journal editor.

Date: April 2002

Review: April 2002

Review: 2006

NZASE PUBLICITY POLICY

Rationale

The implementation of the aims of NZASE requires a high profile for the organisation so that it is perceived to be an effective voice for teachers of science. The publicity should be aimed to promote the Association as a national body with active links to the regional associations. It should also seek to advertise the activities of teachers of science and to promote science and science education.

Goal

To establish a profile for NZASE as the spokesperson for science educators and to promote science teachers, science and science education.

Objectives

1. To promote a positive public image of science teaching and science teachers.
2. To maintain and develop NZASE membership and effective communication to the membership.
3. To promote NZASE through on-going networking with relevant agencies such as Ministry of Education, Crown Research Institutions, Ministry of Science and Technology, NZQA, Corporations interested in science etc.
4. To have active involvement in the promotion of science related activities such as Science and Technology Fairs, CREST, BP Challenges etc.
5. To seek opportunities in the media and science related publications to advertise the activities of NZASE.
6. To advocate for students and teachers of science through the promotion of awards and/or events for teachers, students and schools. To also seek publicity about such awards.

Actions

1. The publication of a newsletter four times a year (once a term) and the publication of the NZST three times a year.
2. Ensure the NZASE brochure is up-to-date and includes all relevant information regarding NZASE and the advantages of membership.
3. Provide sponsorship for attendance by members at conferences, and the National Science Fair awards.
4. Advertise resources available from NZASE.

5. Organise the selection of people for science related awards and disseminate publicity material related to these.
6. Initiate contact with science related professional bodies to advertise the advocacy role of NZASE in relation to the teaching of science.
7. Promote a positive image of science teachers and science teaching e.g. poster series, press responses, lobbying against stereotyping.
8. Rebuild the NZASE website to facilitate two way communication with individual members.
9. The President will write an editorial highlighting NZASE issues for each edition of NZST.

Date: April 2002

Review: April 2002

Review: 2006

NZASE CURRICULUM AND ASSESSMENT POLICY

Rationale

Teachers of science have the professional expertise required to lead ongoing developments in science curricula and associated assessment. Involvement in such developments provides essential professional development. NZASE as a national organisation is well placed to advocate for the involvement of science teachers in developments that involve the science curricula.

Goal

To ensure active participating of NZASE members at all levels of development associated with science curricula and assessment.

Objectives

1. Respond effectively to curriculum and assessment related issues.
2. Make submissions to the Ministry of Education and NZQA about areas of interest and concern related to science curriculum and assessment.
3. Ensure NZASE representation on Ministry and NZQA groups who are involved in developments in science curricula and assessment.
4. Take a leadership role to ensure on-going curriculum development in science.

Action

1. Advocate for science teachers in any curriculum and assessment issue that emerges (for example, in relation to standards of teaching, examinations etc).
2. Make submissions to the Ministry of Education for the publication of resources to support the science curricula.
3. Monitor member concerns about assessment.
4. Respond to consultative documents regarding curriculum and assessment in science.
5. Initiate contact with science related professional bodies to ensure constructive dialogue is established between NZASE and such organisations regarding developments associated with science curriculum and assessment.

Date: April 2002

Review: April 2002

Review: 2006

CRITERIA FOR DECISION MAKING

NEW ZEALAND SCIENCE TEACHER

Proposal for Production

The production of NZST is to be carried out by The Royal Society with an NZASE editorial board. Administration within The Royal Society would be the responsibility of the Executive Officer.

The editorial board will consist of 6-8 people.

The role of the editorial board will be to review material submitted for publication and:

Assess materials for inclusion/rejection/modification

Provide comment on any necessary modification

Identify possible themes or issues for adoption by each issue of NZST

The members of the Editorial Board will serve for a two year period, with the option for renewal.

The term will be from the AGM held in an even year to the next AGM in an even year. The editor

will be required to report to the AGM.
The Royal Society will undertake to:
Receive material for publication
Acknowledge receipt of material submitted for publication
Copy and distribute to particular members of the editorial board for comment
Ensure that the range of accepted articles enables each journal to reflect the established criteria
Type-set materials accepted for publication
Communicate with contributors regarding acceptance/non-acceptance of material
Return formatted material to authors for approval
Produce draft of each issue and send to senior members of editorial board for checking balance
Arrange for printing and distribution
Seek advertising for NZST
Maintain relationships with advertisers
Gain editorial board approval for long term advertising

THE NEWSLETTER

Purpose:

A regular newsletter serves to publicise the activities of NZASE and to keep members informed on current issues and events.

Procedures

A newsletter will be published at the beginning of each term, that is four times a year.

It will be sent to all members and the president of each regional association.

It will include an editorial written by the Executive Officer.

The front page will indicate action items and dates for responses will be clearly given.

It will include advertisements for upcoming events and information about relevant resources.

Where possible, it will include items of current interest. In this way, the newsletter serves to complement, rather than to compete with, the NZ Science Teacher.

NZASE ENDORSEMENT OF PRODUCTS AND SERVICES

Purpose:

NZASE supports the production of local resources that are aimed at supporting teachers and students of science. As people and/or organisations seek sponsorship for the writing of such resources NZASE is often asked for their support. NZASE is also asked to give its endorsement to material that has already been published. In response to issues such as these the following procedures will be used.

Procedures

This section is still being worked on and will be finalised shortly.

RECOGNITION OF CONTRIBUTION TO NZASE

Purpose:

The success of NZASE relies on contribution of time, energy and expertise of its members. It is important to acknowledge this support.

Procedures

Members will be asked to nominate people whom they think have made a significant contribution to NZASE.

A selection panel including two Executive and one other member will select recipients for an award.

The awards will be announced and presented at appropriate occasions.

SELECTION FOR REPRESENTATIVE POSITIONS AND SPECIAL AWARDS

Purpose:

NZASE has representatives on a number of related committees. For example, The Royal Society Science and Technology Committee and The Science and Technology Fairs Board. Representation is also required on selection panels for awards. In making selections for any position or award NZASE will use the following procedures.

Procedures

An advertisement will be placed in a newsletter giving details of the position or award. The criteria for selection will be published with the advertisement.

The NZASE Executive will be the selection panel.

The Executive Officer will inform all applicants of the outcome of their application.

SCIENCE EDUCATION CONFERENCES

Purpose:

NZASE supports a number of science educational special interest groups conferences. These conferences serve to enhance the knowledge, skills and interests of members in specific areas of science education. One way that this support can be provided is to direct a proportion of any profit made in such conferences into activities/resources that are directly related to the areas of specific interest.

Procedures

(A) An initial projected budget for the conference must be submitted to the Executive not less than 9 months prior to the conference. Thereafter 3 monthly updates must be submitted. The Executive reserves the right to cancel if it will not be financially viable.

(B) At the completion of the conference that accounts will be audited and the profits determined.

In determining the use of any profit the following procedures will be used:

The Special Interest Group organising the conference can then either return the full profit to NZASE or prepare a proposal for the NZASE Executive to allocate a proportion of the profit (no more than 65%) to be allocated to specific projects within two years of the conference.

The proposal needs to include a rationale for the project, a time frame, budget, personnel involved and a description of any input that would be required from NZASE.

The NZASE Executive will endorse the project plan once it is satisfied that it is consistent with current policy. At the completion of the project the Special Interest Group will send a brief report to the Executive regarding the project with recommendations if appropriate (such as for further work, changes to procedures, etc).

SPECIAL CASE FINANCIAL SUPPORT TO MEMBERS

Purpose:

The financial support to members for activities that support the work of the Association can have benefits both for the recipients and the Association. In supporting individuals or groups who are applying for support for activities related to implementation of NZASE Policy, the Executive needs to have a clearly stated rationale for the decisions made.

Policy Reference

NZASE Professional Development, Primary Science, Publicity, Commercial Activity

Procedures

Requests from NZASE members for financial support should be sent to the Executive with a clearly stated purpose for the support. Requests must be accompanied by a letter of support

from at least one other NZASE member.

The Executive will consider applications for financial support using the NZASE policies as criteria for making a decision. That is, the support must be consistent with policy and the action items.

Accountability - Report

The person/group should be requested to write a brief description of how the financial support was used. Details of the report will be recorded in the Executive Minutes.