

Please return this form to your Student Support Advisor.

Additional Information B

Tauira Representatives Agreement Form

(Note: the Student Support Advisor will provide you with a copy of this form.)

SECTION A – My individual details

I agree to my contact details below being shared with my classmates and other Tauira Representatives for Tauira Representative purposes.

I understand that if I disagree with this requirement, I cannot be a Tauira Representative.

A1	Full name	
A2	TWoA Student ID no.	
A3	Contact Phone No.	
A4	Contact Email	

Details of class I am the representative for:

A5	Name of programme	
A6	Name of Kaiako	

SECTION B – My eligibility to be a Tauira Representative

I confirm that I:

B1	Am enrolled in the programme and class that I will represent.
B2	Do not have a family or other close personal relationship with the Kaiako of the class I will represent.
B3	Am not a Te Wānanga o Aotearoa staff member.

SECTION C – My responsibilities as a Tauira Representative

I agree that I:

C1	Will tell my classmates my contact details above. I understand my classmates do not have to share their contact details with me. If they do, I will not share their details with other people.
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C2	Will not approach or contact tauira or other Tauira Representatives about tauira representative business while they are participating in learning activities in the classroom, on noho or other learning situations. I will wait for an appropriate opportunity to make contact at a time that does not interfere with their learning.
C3	Will regularly check with my classmates if they have feedback, they wish me to take further. I will do this during regular class or noho time when there is a break in the teaching, or immediately after the class or noho has finished. If I and/or they are unable to talk at that time, I will try to arrange another mutually convenient time for us to talk - or we can email each other.
C4	Will bring to the attention of our Kaiako any feedback affecting our class my classmates want them to consider. I will do this immediately after the class or noho has finished. If the Kaiako and I are unable to talk at that time, I will try to arrange a mutually convenient time for us to talk - or I will email them.
C5	Will report back to my classmates the response of our Kaiako to the feedback I raised on their behalf. Contact protocols as for C.3.
C6	Will attend every Tauira Representative Committee hui – unless I'm unable to for reasons beyond my control e.g. illness etc. If I am unable to attend a hui, I will forward my apologies + collated class feedback to my SSA before the hui. *
C7	Will take to the Tauira Representative Committee hui any relative feedback provided by my classmates (matters that may affect more than one class or the campus as a whole). *
C8	Will report back to my classmates what happened at the Tauira Representative Committee hui relating to the feedback I raised on their behalf, and any other matters from the hui I need to tell them. Contact protocols as for C.3. *
C9	Will not become involved with the concerns of a tauira who isn't in my class. I will direct them to their own class representative or Student Support Advisor for assistance.
C10	Will not become involved with the personal grievance or personal problems of a tauira. I will direct them to the Student Support Advisor for assistance.
C11	Will notify the Student Support Advisor if I withdraw from my programme or want to resign from my Tauira Representative position so my class can elect my replacement.
C12	Will cease to be involved in Tauira Representative business when I am no longer a Tauira Representative. I will direct all Tauira Representative related enquiries I receive to the new class representative (if applicable) or the Student Support Advisor.
C13	Will abide by all tikanga, procedures and protocols set out in the Tauira Representative's Handbook.

Tauira signature	
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Date	
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*Not applicable for Tauira Representatives on sites / campuses without Tauira Representative Committees – unless they have been able to join a Tauira Representative Committee at another site / campus in their area.