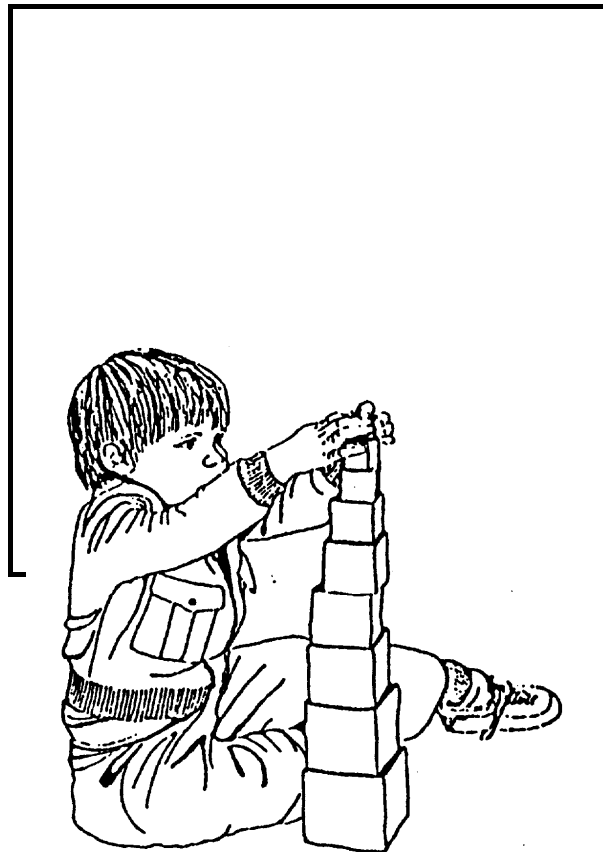


Prospectus  
of  
The Aperfield Montessori  
Diploma in  
Early Childhood Education

NZQA  
Level 5



approved:

Aperfield Montessori Trust



# The Aperfield Montessori Diploma (Early Childhood Education)

## Level 5

### Montessori Education

Montessori Education is based on a lifetime of observation and study on the part of Dr Maria Montessori. She was among the first Italian women doctors (born 1870, died 1952), who became an eminent educationalist. Dr Montessori revealed the true nature of how children develop and learn. She sought to meet their needs by providing appropriate activities, opportunities and environments.

She defined four Stages of Development, which correspond to the current school system.

0 – 6 years Early Childhood

6 – 12 years Primary

12 – 18 years Secondary

18 – 24 years Tertiary

Each stage has particular characteristics. The environment, activities and programmes vary accordingly. The children are given freedom to choose from a wide range of specially designed activities, which help them to acquire concepts, knowledge and skills.

The children develop:

- competence
- self-esteem
- self-discipline
- caring
- a deep interest and enjoyment in learning

The Montessori Method has been in existence since early last century. In New Zealand there have been Montessori schools since 1920, with a considerable upsurge of interest since the 1970's. Interest and commitment to Montessori education as a choice for parents has continued to grow to the point that we now have many Montessori services throughout New Zealand.

### Status of the Diploma

This programme is a locally approved **New Zealand Qualifications Authority** diploma. From August 2003, the programme has complied with diploma requirements for the New Zealand Register of Quality Assured Qualifications – *KiwiQuals Te Ahurutanga*.

The Aperfield Montessori Diploma is predominately a course of study for those already holding an Early Childhood Education qualification. The course can be studied via distance.

## NZQA Quality Assurance Rating

In 2012 Aperfield was awarded “confident” for both Educational Performance and Self-Assessment in the External Evaluation and Review (EER) undertaken every four years by the Quality Assurance division of NZQA: <http://www.nzqa.govt.nz/nqfdocs/provider-reports/8941.pdf>  
To quote the written EER report:

*“There is good evidence from a variety of sources that learners are achieving relevant skills and knowledge and desired employment outcomes. Aperfield reports consistently high course completion rates (more than 80 per cent each year since 2005) which are comparable with other benchmarked providers of early childhood training.”<sup>1</sup>*

From 2004, the Trust has been partially funded by the government to deliver the diploma programme. Students are advised that generally enrolments will occur during the academic year from January – December. There are times, however, when the Trustees can provide some flexibility. Re-enrolments occur on the completion of book one.

### 1. THE AUTHOR (1912 - 2008)

The author of the Montessori component of the Diploma, Binda Goldsbrough was a well respected Montessori educator. She trained under Dr Montessori and held UK and NZ Primary Teaching Diplomas.

In addition Binda:

- taught children aged 2½ to 12 years in schools in England and New Zealand;
- was awarded an MBE for services to children with physical challenges in New Zealand;
- spent many years teaching Montessori teachers, was an assistant demonstrator at Dr Montessori's International Courses in London and ran a series of workshops;
- spent time in Montessori schools across Europe, United States, Canada and Pacific;

*Please note that the Ministerial module was written by Norah Fryer and Kristi Daly.*

## **2. THE OVERALL AIMS OF THE DIPLOMA ARE:**

It is designed as a distance, self-study course:

- a. to provide a quality New Zealand Montessori Diploma in Early Childhood Education;
- b. to ensure that Aperfield Montessori teacher training is consistent across New Zealand;.
- d. To provide teachers with an opportunity to connect the Montessori philosophy with the ECE Ministerial requirements and current neuroscience research.
- e. To ensure that New Zealand's bicultural heritage is explicit through Aperfield Montessori training.

## **3. THE LEARNING OUTCOMES OF THE DIPLOMA ARE:**

By the end of the training, teachers will be able to:

- a. Discuss the life of Maria Montessori and how her philosophy contributed to early childhood learning today;
- b. Describe the stages of child development as defined by Dr Montessori, with special emphasis on her theories on learning in the first stage (0 - 6 years);
- c. Describe the role, tasks and desired qualities of the teacher;
- d. Describe the importance of the Montessori prepared environment, and be able to assist in setting up and maintaining such an environment and the Montessori teaching materials;
- e. Describe the Montessori curriculum for early childhood education from 3 to 6 years, and demonstrate activities from all areas of the curriculum;
- f. Within The Module: Ministerial Requirements and Expectations, 'Aspirations for the Child and the Teacher'. Teachers will have the opportunity to explore and investigate for the purpose of discovering the coalescent value of:
  - (i) Present day scientific research suggestions
  - (ii) The Early Childhood Education Curriculum Framework expectations
  - (iii) The Ministerial Requirements and Expectations

#### **4. Components of the Aperfield Montessori Diploma**

- Book 1 - Introductory course: Practical Life and Sensorial Activities
- Book 2 - Core Curriculum: Language and Mathematics
- Book 3 - Environmental Studies
- Book 4 - The Arts, School, Classroom Diversity, & Management
- Book 5 - The Ministerial Module: Requirements and Expectations
- Practical workshops and assessment for each of the four Montessori books; and
- Oral assessment

To be successful in the Aperfield Montessori Diploma, students should:

- Complete the assignments and exercises in each book in the timeframe allocated;
- Use the Aperfield Text Books as reference;
- Complete albums or materials as required for each of the courses in the Diploma;
- Attend the Aperfield Practical Workshops
- Complete and pass the Module: Ministerial Requirements and Expectations.
- Complete oral assessment taken at the completion of study;

NB : If the Tutor considers the work does not meet the required standard, the student shall be given the opportunity to resubmit the work.

## 5. Enrolment: Student Eligibility

This Level 5 Diploma requires students to have a good standard in the English language and commitment to study. Students who are *New Zealand or Australian citizens and permanent residents* who have the pre-requisites stated below, are eligible to enrol.

### Eligibility to Enrol:

- 18 years and over.
- NCEA Level 2 English minimum requirement “*achieved*” or if you do not hold Level 2 English, you will need to pass in a piece of preliminary work as set by the Aperfield Montessori Trust. Please contact the Coordinator for the requirements.
- Non registered (Education Council) Students are required to undergo the police vetting procedure. Refer to the Coordinator for the appropriate forms.
- If a student does not pass the vetting procedure in accordance with the Trust’s policies, then the student is ineligible to study and the enrolment fee will be returned less 10%.(administration costs)

### Additional Enrolment Criteria required:

- Names of two referees with their email addresses.
- A cover letter outlining why you wish to study the Montessori Method through Aperfield Montessori. You will be required to talk about the philosophy and possible outcomes when you complete the Diploma i.e. what you intend to do once you have completed the qualification.

The student must –

- engage in paid or voluntary employment in a Montessori preschool \*
- Attend practical workshops for each book for distance students only

Applicants who have already completed a tertiary qualification, which is satisfactory to the Trust, may have direct entry to the Diploma if they meet other criteria.

*\*The Trust reserves the right to waive this requirement if vacancies exist on the Diploma course(s) and special conditions are met.*

1.

### **Re-Enrolment: for Books 2,3,4 and 5**

Re-enrolment in subsequent courses is dependent on successful course completion of the previous book within the timeframe. Please re enrol by:

- Completing the re-enrolment form for the relevant academic year;
- Signing the identity declaration;
- Indicating which book you intend to enrol in.

### **Academic Year:**

Enrolments will start from the beginning of the academic year in January unless students are enrolling in multiple courses to complete the diploma in the same academic year. Students who re-enrol by 9th December will be sent their material by early January of the following year.

### **Enquiries and Enrolments** should be made to

The Coordinator:

Aperfield Montessori Trust

303, Lyttelton Street,

Christchurch 8024

Telephone (03) 942 3697

Email: [administrator@aperfield-montessori.co.nz](mailto:administrator@aperfield-montessori.co.nz)

Website: [www.aperfield-montessori.co.nz](http://www.aperfield-montessori.co.nz)

## **Overview of the Diploma Content**

## **Level 5, 1200 Hours**

The Diploma is presented in Five Books including the Ministerial Module.

To achieve the Diploma all 5 books must be completed. When Book one has been completed, books 2,3,4 and 5 can be studied in sequence.

### **When to Study the Module**

To complete the Aperfield Montessori Diploma, students are required to enrol in the Ministerial Module course which links the ECE requirements to Montessori theory and practice with a focus on the aspirations for the child and teacher.

Teachers who do not hold a recognised ECE teaching qualification will be required to complete **an introductory course**, which explains the Early Childhood Education Curriculum Framework and Te Whāriki prior to enrolment in the Module. For further information, please contact the Coordinator.

### **Book 1**

#### **Practical Life and Sensorial Activities**

#### **Sections**

- i. History of the Montessori Movement
- ii. Montessori Theory of Child Development
- iii. Teacher Facilitator
- iv. Prepared Environment
- v. Practical Life Activities
- vi. Sensorial Education

#### **Required Assignments**

Three essays, two exercises, one Practical Life album, two activities, practical workshop component and practical assessment.



## **Book 2** Language and Mathematics

- Section 1 Language
- i. Introduction
  - ii. Pre Reading Activities
  - iii. Preparation for Handwriting
  - iv. Preparation for Spelling
  - v. Preparation for Reading
  - vi. Preparation for Grammar
- Special Aspects of Montessori Theory

### Section 2 Bi-cultural New Zealand and Maori Language

- Section 3 Mathematics
- i. Introduction
  - ii. Learning Numbers 0 to 10
  - iii. The Decimal System  
First Presentations & the Four Operations  
Learning the Teens and Tens
  - iv. Number Combinations (Learning the Tables)
  - v. Geometry

Required Assignments Three Essays, four exercises, three practical activities.  
Samples of teaching materials.  
Beginning of the theory reference file, practical workshop component and practical assessment.

## **Book 3** Environmental Studies

- Sections
- i. Geography
  - ii. Biology
  - iii. Pure Science
  - iv. History

Required Assignments Two essays, three short essays, one practical activity, three plans for topics, and many samples of teaching materials, practical workshop component and practical assessment.

## **Book 4** The Arts

- Sections
- I. Art and Craft
  - ii. Music
  - iii. Children's Literature
  - iv. Classroom Diversity & Management
  - v. Peace & Conclusion

Required Assignments Five essays, one shorter text, and two practical activities.  
Music reference file.  
Completion of theory reference file, practical workshop component, practical and oral assessment.

*Recognition of Prior Learning (RPL)* for the Montessori Content is available for consideration on completed NZQA recognized Montessori qualifications. Contact the Coordinator for the application forms. A fee for this process applies.

## **Book 5**      The Module: Ministerial Requirements and Expectations

1. Exploration of research suggestions from the fields of Neuroscience and Neurobiology
2. Self-Review Exploration
3. Licensing Criteria for Early Childhood Education and Care Centres 2008 and Early Childhood Education Curriculum Framework

Required Assignment      A series of Tasks contained in the workbook and a copy of a self review undertaken in the students early childhood service.

The student is required to submit the Ministerial Module task book with the self-review assignment to the tutor for assessment.

### **6.      Practical Workshops**

The Practical Workshops are held at a designated Montessori Preschool across New Zealand every year or when there are sufficient students ready to attend. The Workshops are generally run during the holiday period.

Students are responsible for making their own travel and accommodation arrangements plus living costs incurred while attending the workshop.  
Students will be notified of the details at least four weeks prior to the workshop.

Eligibility to attend a Practical Workshop is as follows:

- Students may attend the workshop for all four books if Books 1 and 2 have been completed.  
*The Practical Assessment is included in the workshop attendance fees*

*Please refer to the Schedule of Fees for the additional costs for workshops.*

### **7.      Oral Assessment**

- The oral assessment is taken when all five books and their subsequent assignments, practical demonstrations and workshops have been completed.

Oral Assessment Details

The Oral Assessment is held at the end of a practical workshop.

Students are notified of the oral assessment details via the Student Newsletter and Workshop Programme.

Students are notified of the oral assessment at the beginning of Book 4.

## **Fees**

Fees for the course and textbooks are set by the Board of Trustees and are listed in full in the enclosed Schedule of Fees. Note that in addition to the Enrolment Fees, students are required to:

- pay for the postage to courier the assignments/materials to their Tutor
- buy own stationery and books
- finance their attendance at the Practical Workshops including airfares and accommodation

In the event of students needing to re-sit practical assessment, they are required to pay an extra fee. Refer Schedule of Fees. All Fees are GST inclusive.

## **Study Commitment for All Students**

Students are expected to study **at least 6 - 10 hours a week** during term time. Skill is essential in:

- Essay writing
- Making card materials
- Assessment practices
- Practical Assessment

## **Support and Guidance Systems:**

1. Each student is allocated to a personal tutor who offers one to one feedback and guidance where appropriate.
2. The Coordinator offers extra support and guidance to those students who require additional support due to a variety of reasons e.g. English as a second language, learning challenges.
3. Regional tutors/personnel offer extra help if and when required.
4. The Module: Ministerial Requirements and Expectations is self-paced. Your tutor will be available for support and guidance.

## **Duration of the Diploma**

The Diploma needs to be completed by 9<sup>th</sup> December 2019. This includes all assignments, practical workshop and the Module, practical and oral assessments.

### Completion of Course:

Students must complete each book within the academic year of enrolment, with all assignment work submitted to your tutor. Students can complete the Module: Ministerial Requirements and Expectations after the completion of any book.

## Re-Sits & Re-Assessment of Assignments and Examinations

For assignments, album, or pieces of materials contained in the four course books, students are allowed a maximum of two re-submits. The second re-submission should only consist of minor adjustments to the original work. Students are required to return the original versions of the assignment with the re-submission for marking to their tutor.

If a student receives a 'not achieved' classification for the practical assessment, the opinion of two assessors will be sought.

Re-sits for the practical or oral assessment are available. Students are informed of the requirements at the time of results notification.

Practical Assessment re-sits are arranged at the time of a workshop for individual sections where the requirements have not been met. If a full re-sit is required, the Trust arranges for a suitable time, locality and tutor to perform the full re-sit of the practical assessment.

## Appeals of Result

Should the student appeal a result, the following procedures apply:

1. A dissatisfied student should first write, stating the nature of the appeal, to -

The Chairperson  
74 Halswell Road  
Hillmorton  
Christchurch 8024  
Email: [e.low@xtra.co.nz](mailto:e.low@xtra.co.nz)

## Further Requirement

The Aperfield Montessori Diploma students are encouraged to arrange work in a Montessori early childhood service

Observation and Practice in Montessori Preschools is also an important part of training to be a Montessori Teacher. Students who are not working full time in a Montessori Preschool need to make arrangements themselves or through their Tutor, to work under an experienced Montessori Teacher whenever possible.

## Text Books

Students are required to purchase all five Aperfield Montessori textbooks. *Please refer to the enclosed Fees Schedule for the current list of prices.*

In addition students should familiarize themselves with the philosophy of Maria Montessori,

from the list provided.

#### For Book 1

1. The Aperfield Text Book 1 Introduction Course.
2. One of the following Books by Dr Maria Montessori.  
*The Secret of Childhood* Ballantine (1966)  
*The Absorbent Mind* Clio or Dell Books (1964)  
*The Discovery of the Child* Clio Books or Ballantine (1967)

#### For Book 2

1. The Aperfield Text Books 1 and 2.
2. One or more books by Dr Maria Montessori.
3. *Montessori - A Modern Approach* by Paula Polk Lillard.  
Use this for reference as topics arise.  
For additional reading see Book 1, and take note of the recommended books throughout the subject areas.

#### For Books 3 and Book 4

1. The Aperfield Text Books 1, 2, 3 and 4.
2. Two or more books by Dr Maria Montessori.
3. *Montessori - A Modern Approach* by Paula Polk Lillard.
4. Other Montessori Books or Journals of the Student's choice.

#### For Book 5 Module: Ministerial Requirements and Expectations

One self-study workbook and Readings booklet which includes reference to:  
Websites:

- Ministry of Education. (2008). ***Licensing Criteria for Early Childhood Education and Care Centres 2008 and Early Childhood Education Curriculum Framework***- MOE website: <http://www.lead.ece.govt.nz/>
- Ministry of Education. (1996). ***Te Whaariki, he whariki matauranga mo nga mokopuna o Aotearoa: Early Childhood Curriculum*** –Ministry of Education Publications [http://www.dji.de/bibs/320\\_whariki.pdf](http://www.dji.de/bibs/320_whariki.pdf)
- **Ministry of Education. (2009).** *Nga Arohaehae Whai Hua/Self-review Guidelines for Early Childhood Education*  
<http://www.lead.ece.govt.nz/.../SelfReviewGuidelinesForEarlyChildhoodSector>

#### Optional Textbooks:

- Shanker, S. G. (2013). *Calm, Alert and Learning: Classroom Strategies for Self-Regulation*. Toronto: Pearson Canada Inc.
- Lillard, A.S. (2007). *Montessori The Science Behind The Genius*. New York: Oxford University Press, Inc.

## Library

The Aperfield Montessori Trust has a collection of books, journals and videos which we make available on loan to all our tutors or students on request. A full list is available on the Trust's website: [www.aperfield-montessori.co.nz](http://www.aperfield-montessori.co.nz)

**The Terms of Borrowing:** Items can be borrowed for six weeks at a cost of \$5.00 per book. Students will need to pay return postage.

## **Trustees**

The Trust, which consists of up to four Board members, has been registered successfully with the Charities Commission since 2008. For details please refer [www.charities.govt.nz](http://www.charities.govt.nz)

## **Staff**

The staff consists of:

- The Coordinator and  
Tutors of who mark assignments and offer support to the students.

## **Complaints**

Complaints by students about the course, the staff or the management should first be made within 90 days to:

The Chairperson  
74 Halswell Road  
Hoon Hay  
Christchurch 8025  
Ph: (03) 339 8052  
Email: [e.low@xtra.co.nz](mailto:e.low@xtra.co.nz)

or for unresolved complaints, students may refer to:

NZQA  
Box 160  
Wellington  
Ph: 0800 697 296  
Email: [helpdesk@nzqa.govt.nz](mailto:helpdesk@nzqa.govt.nz)

**Enquiries and Enrolments for the Course** should be made to:

The Coordinator  
Aperfield Montessori Trust  
Ph: (03) 942 3697  
Email : [administrator@aperfield-montessori.co.nz](mailto:administrator@aperfield-montessori.co.nz)