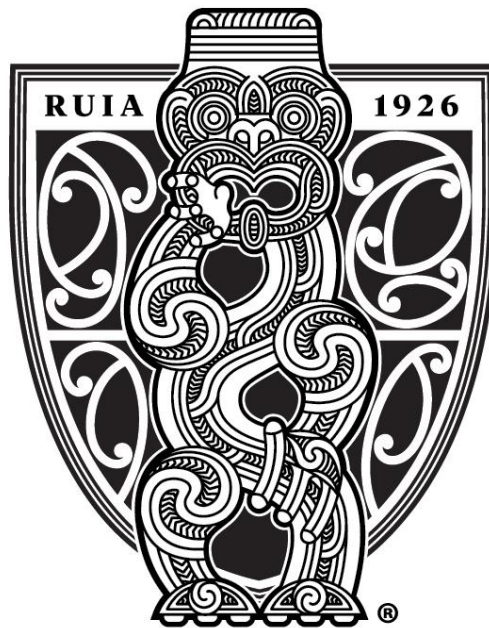




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# NEW ZEALAND

## MĀORI ARTS & CRAFTS INSTITUTE

— NGĀ KETE TUKU IHO —

**APPLICATION FORM 2023**

Te Takapū o Rotowhio  
*(National Bone & Stone School)*

## INTRODUCTION

We are now seeking applications for

**Te Takapū o Rotowhio** (*National Bone & Stone School*).

Applicants must be of Māori descent, Male 18 years old or over and be able to demonstrate a competency in Māori art and/or design and have an ability and willingness to interpret and understand the theory component of this qualification.

To maintain the standard and quality of our graduates, places are strictly limited.

Applications for these positions close **6<sup>th</sup> October 2023 5pm**

## QUALIFICATION

Under section 15(k) of the New Zealand Māori Arts and Crafts Institute Act (1963), the New Zealand Māori Arts and Crafts Institute (NZMACI) has the ability to *‘Confer diplomas on or give certificates to any person having special training or qualifications in respect of Māori arts or crafts or Māori culture generally’*.

Successful graduates of **Te Takapū o Rotowhio** qualification will receive a NZMACI Pōkairua (Diploma).

This qualification including a scholarship for each successful applicant is solely funded by NZMACI.

This qualification is delivered onsite at Te Puia, Rotorua, New Zealand.

## REQUIREMENTS

- This is a two-year fulltime (40 hours per week) qualification. Each year of the qualification must be completed successfully to proceed into the next years study.
- A third year of study is available to students who successfully complete years one and two. A separate application for the third year will be required.
- Students are entitled to three study breaks between terms and one Christmas holiday break each year.
- Students are required to arrange their own accommodation and transport requirements.
- Applicants must be Male of Māori descent aged 18 years or over.
- Applications must be made on the form provided by NZMACI (attached). The applicant must attach all required documentation to support their application.
- It is **compulsory** that applicants provide a portfolio of their own drawings, designs and/or images to illustrate their previous experience and/or skill level.
- Please do not send originals as portfolios will not be returned.

## PROCESS

- Applicants will be assessed based on information identified in the ***Te Takapū o Rotowhio Application for Enrolment Form and Iwi Tono Form*** (if applicable).
- Applications close **6<sup>th</sup> October 2023 5pm**
- Shortlisted applicants will be contacted, and an interview arranged.
- Applicants will be interviewed by a NZMACI panel comprising of the NZMACI General Manager, Tumu, Pouako and Te Puia HR and advised in writing about the outcome. Up to two support people are welcome to attend the interview.
- As part of the interview process, each applicant will be required to attend a practical & drawing exercise in the Te Takapū o Rotowhio workshop. This will be for half a day.
- Successful and unsuccessful applicants will be notified in writing.

## IWI TONO

- The Iwi Tono form is **only applicable if you have been nominated by your iwi** to apply for entry into **Te Takapū o Rotowhio**.
- An iwi representative must complete the Iwi Tono form. This will be submitted **in addition** to a completed **Te Takapū o Rotowhio Application for Enrolment Form**.

## SCHOLARSHIP & FEES

- There are no course fees for this qualification.
- All successful applicants will receive a NZMACI scholarship to cover tuition and assist with living costs for the duration of this qualification (these generous scholarships have been solely supplied by NZMACI).

## APPLICATION CLOSING DATE

**6<sup>th</sup> October 2023 5pm**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## APPLICATION FOR ENROLMENT FOR

## Te Takapū o Rotowhio

**NOTE:**

- Applicants are required to **return a completed form in their own handwriting.** Incomplete forms will be returned.
- A **curriculum-vitae must** accompany this form.
- A portfolio **that includes the following;**
  - Your own drawings.
  - Photographs/images of any previous 3-Dimensional work and/or carvings.
  - Any related art or creativity projects.
  - Drawings of historical and/or modern adornment pieces, e.g. Hei Tiki, Hei Matau.
  - Demonstration of shading techniques to make drawings 3-D
  - Drawings of your own Iwi style whakairo rākau miniaturised to pendant format & size.
- Successful applicants will be required to **pass onsite pre-employment drug and alcohol assessment.**

### NGĀ KŌRERO MŌU ANAKE

*(Personal Information)*

Please print in **BLOCK LETTERS**. If there is insufficient room to complete a question, use additional pages – please ensure your name is on any additional pages, and that they are stapled to this form.

<b>INGOA WHĀNAU</b> (Surname)	<b>INGOA TUATAHI</b> (First name)
<b>KĀINGA NOHO</b> (Residential Address)	<b>POUAKA</b> (Postal Address)
<b>RĀ WHĀNAU</b> (Date of Birth)	<b>NAMA WĀEA</b> (Telephone number)

**ĪMĒRA** (Email)

**ALTERNATIVE CONTACT DETAILS:**

**INGOA TUATAHI** (First Name) \_\_\_\_\_

**INGOA WHĀNAU** (Surname) \_\_\_\_\_

**NAMA WĀEA** (Telephone Number) \_\_\_\_\_

**PĒPĒHĀ**  
*(Your Identity)*

<b>IWI</b> (Tribal Affiliation/s)	<b>HAPŪ</b> (Sub-Tribal Affiliation/s)
<b>MAUNGA</b> (Mountain)	<b>AWA/ROTO/MOANA</b> (River/Lake/Ocean)
<b>WAKA</b> (Canoe)	<b>MARAE</b> (Meeting place/house)

**ME WHAKAWĀHIA TŌ MŌHIO KI TE KŌRERO MĀORI**  
 Please rate your ability to communicate in Te Reo Māori  
*(Please circle one)*

**LOW**

**MEDIUM**

**HIGH**

**FLUENT**

### MEDICAL INFORMATION

Declaration of a medical condition does not necessarily exclude employment opportunities within Te Puia | NZMACI.

The following questions are to ensure you can safely carry out the duties of the position.

***(Note: this information is required to assist us in meeting our obligations to provide a safe workplace for staff & students).***

***(Please circle)***

Do you agree to undergo a medical examination if required?

**Yes No**

Are you at present receiving medical treatment and/or medication?

**Yes No**

Do you have any learning disabilities?

**Yes No**

If yes, please detail;

**Please declare any current health issues, including but not limited to, physical or psychological matters including depressive disorders and mental illness which are relevant to your ability to perform the role you have applied for.**

**This includes any impairment issue which may be aggravated by the duties of the role you have applied for such as hearing loss, eyesight, back injury, sensitivity to chemicals, repetitive strain injuries, heart problems, or any physical injury.**

If yes, please detail;



**Will you have a permanent residence in or around Rotorua whilst studying with NZMACI?**

*If no, will you need some support with gaining a permanent residence?*

**Will you have adequate transport whilst studying with NZMACI?**

*If no, will you need some support with gaining adequate transport?*

**Do you require any other pastoral support whilst you study with us at NZMACI?**

*If yes, please explain.*

### TAHA MĀTAURANGA

(Education)

You may wish to use a separate sheet of paper for this section of the application form. Please ensure that each page is titled, numbered and that your name and signature is at the bottom of each page and is stapled to this application form with appropriate record of learning.

SCHOOL/INSTITUTION(S)	DATE FROM:	DATE TO:	QUALIFICATIONS

TERTIARY OR TRADE QUALIFICATIONS	
TYPE OF QUALIFICATION	DATE OF COMPLETION

### NGĀ TAKE MĀORI – INVOLVEMENT

**NOTE:** This will include iwi, hapū and whānau group(s) or school(s). Use a separate sheet of paper (if required) ensuring that each page is titled, numbered, your name and signature is at the bottom of each page and is stapled to this *Application for Enrolment* form.

GROUP / ORGANISATION	NATURE AND LENGTH OF INVOLVEMENT

### LETTER TO THE INTERVIEW PANEL

Please supply in your own handwriting a letter to the interview panel covering the following points:

- Personal goals
- Hobbies & interests
- Family history/whakapapa
- What you hope to achieve by attending *Te Takapū o Rotowhio*
- Your vision following the successful completion of this qualification
- What your knowledge is of the New Zealand Māori Arts & Crafts Institute
- Any other points that you feel are relevant



PLEASE REMEMBER TO FILL IN ALL SECTIONS OF THE APPLICATION FORM

#### DECLARATION

I, \_\_\_\_\_ declare that the information provided in this application form and any additional enclosed information is true and correct. I accept that should my application be successful and the foregoing information, including any additional information is proved false or material facts suppressed, I may not be accepted or having been so, I may be dismissed.

DATE:        /        /

SIGNATURE: \_\_\_\_\_

#### YOUR APPLICATION IS TO BE POSTED TO:

**ATTN: Serene Moke**  
**serene@nzmaci.com**

New Zealand Māori Arts & Crafts Institute  
Mailing: PO Box 334, ROTORUA 3040 or Courier: Te Puia, Hemo Road,  
Rotorua

#### IWI TONO APPLICATIONS

- The Iwi Tono form is **only applicable if you have been nominated by your iwi** to apply for entry into **Te Takapū o Rotowhio**.
- An iwi representative must complete the Iwi Tono form.
- This will be submitted **in addition** to a completed **Te Takapū o Rotowhio Application for Enrolment Form**.

## IWI TONO FOR TE TAKAPŪ O ROTOWHIO

**NOTE:**

- This form is **only to be completed** if you have been **nominated by your iwi** to apply for entry into Te Takapū o Rotowhio
- **This must be completed by an iwi representative and endorsed by iwi kaumātua/leaders.**

### NGĀ KŌRERO MŌU ANAKE (Personal Information)

Please print in **BLOCK LETTERS**. If there is insufficient room to complete a question, use additional pages – please ensure your name is on any additional pages, and that they are stapled to this form.

<b>INGOA WHĀNAU</b> (Surname)	<b>INGOA TUATAHI</b> (First name)
<b>YOUR ROLE WITHIN YOUR IWI:</b>	<b>NAME OF THE PERSON YOU ARE ENDORSING:</b>
<b>ĪMĒRA</b> (Email)	<b>NAMA WĀEA</b> (Telephone number)  Home:  Mobile:
<b>ĪMĒRA</b> (Email)	

### IWI INVOLVEMENT

How do you know this person and what is their involvement within the iwi?

### IWI ENDORSEMENT

Why have you nominated them to represent your iwi within Te Takapū o Rotowhio?

### SUCCESSION PLANNING

If this person is successful, how will the iwi support them post-graduation?

### IWI TONO DECLARATION

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ iwi declare that \_\_\_\_\_ has been nominated by the iwi to apply for entry into Te Takapū o Rotowhio and that the information provided in this form and any additional enclosed information is true and correct.

DATE:        /        /                      SIGNATURE: \_\_\_\_\_

### FULLY COMPLETED APPLICATION IS TO BE POSTED TO:

**ATTN: Serene Moke**  
**serene@nzmaci.com**

New Zealand Māori Arts & Crafts Institute  
Mailing: PO Box 334, ROTORUA 3040 or Courier: Te Puia, Hemo Road,  
Rotorua

### APPLICATION CLOSING DATE

**6<sup>th</sup> October 2023 5pm**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**