

Voluntary Bonding Scheme Guide

What is the Voluntary Bonding Scheme?

The Voluntary Bonding Scheme (VBS) was introduced in 2009 to encourage newly graduated teachers to teach in certain areas of need.

In 2018 as part of the Teacher Supply Package, the scheme has been expanded to newly graduated teachers who start teaching in an eligible school, setting or subject from 2018.

The table below describes eligibility for each of the two VBS schemes:

Important

Please read this Guide before filling in the payment application form. It contains important information to help you:

- » decide whether or not you're eligible to apply for the Voluntary Bonding Scheme
- » ensure you have the documents you need to support your application
- » fill out the payment application form.

	Voluntary Bonding Scheme (ongoing)	Voluntary Bonding Scheme expansion (from 2018)
Eligible full-time teaching equivalent (FTTE)	0.5 of a full-time teacher equivalent (0.5 FTTE)	0.5 of a full-time teacher equivalent (0.5 FTTE)
Eligible schools	Decile 1 (nationwide) Isolated schools (nationwide)	Decile 2 (Auckland region*) Decile 3 (Auckland region*) Māori medium settings* (nationwide) Defined subjects* (nationwide): <ul style="list-style-type: none"> » Science (Science, Biology, Chemistry, Physics, Earth Science, Geology) » Technology (Textiles, Materials Technology, Digital Technology, Computer Science) » Mathematics (Mathematics, Statistics, Calculus) » Te Reo Māori * Refer to Glossary of Voluntary Bonding Scheme terms
Payments	\$10,500 after the third year of consecutive employment at 0.5 FTTE or more \$3,500 after the fourth year of consecutive employment at 0.5 FTTE or more \$3,500 after the fifth year of consecutive employment at 0.5 FTTE or more	\$10,500 one-off payment after the third year of consecutive employment at 0.5 FTTE or more. NOTE - to meet the 'defined subjects' eligibility criteria, the teacher must have taught this subject at 0.5 FTTE or more NOTE - for those applying for payment under 'defined subjects' or a Māori medium setting, the Principal's declaration must be completed.
Applications	Applications are due within 12 months of completing three years consecutive employment	Applications are due within six months of completing three years consecutive employment

See pages 3 and 4 for more information about VBS (ongoing). See page 5 for more information about the VBS expansion..

VBS Eligible Schools List

You can find the VBS Eligible Schools list for VBS (ongoing) scheme and VBS expansion on the TeachNZ website: www.TeachNZ.govt.nz/vbs.

Note: You can move schools, however, payments only qualify for eligible schools.

VBS Payment Application Form

The VBS Payment Application Form is available at www.TeachNZ.govt.nz/vbs.

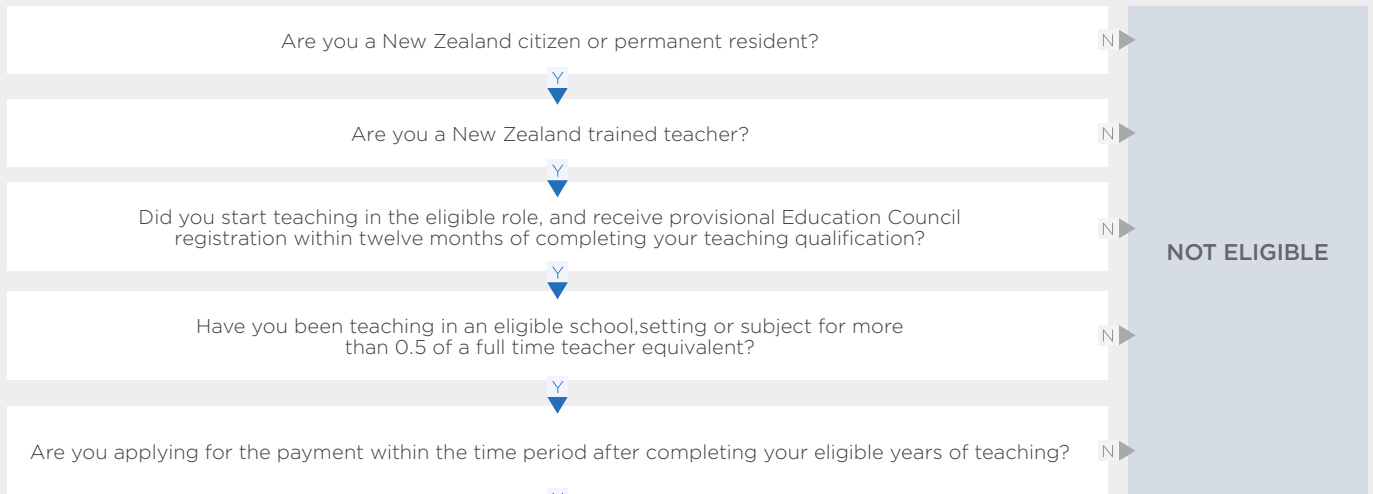
If you have any questions, call us (free) on 0800 550 790, weekdays between 8.30am and 5.00pm, or email voluntary.bonding@education.govt.nz.

Remember to let us know if your contact details change.

ARE YOU ELIGIBLE?

Critical dates to be aware of:

- » **The date you were awarded provisional registration**
- » **The date you commenced employment to teach in an eligible school, setting or subject**
- » **The date you made an application to the Ministry for a VBS payment**



	VBS (ongoing)	VBS expansion (from 2018)
Payments	The Ministry receives the application for payment within 12 months of completing: <ul style="list-style-type: none"> » three years of consecutive teaching » four years of consecutive teaching » five years of consecutive teaching 	The Ministry receives the application for payment within six months of completing three years of consecutive teaching.
Start date of employment	<ul style="list-style-type: none"> » three years before first payment » four years before second payment » five years before third (final) payment 	» From 2018, three years before the one-off payment



YOU COULD BE ELIGIBLE

If you have answered 'yes' to all the questions, you could be eligible for a payment.

Please complete a payment application form, and post it to:
 TeachNZ, Ministry of Education, PO Box 1666, Wellington 6140,
 or email to: VoluntaryBonding@education.govt.nz.

We'll let you know if you're eligible.

PLEASE NOTE

Your eligibility could be affected if:

- ▶ you've changed jobs and have moved out of the teaching profession
- ▶ you've moved to an ineligible school
- ▶ you're bonded by a TeachNZ scholarship
- ▶ you take unpaid leave or leave associated with study awards

Voluntary Bonding Scheme (ongoing)

Eligibility

What teachers are eligible?

You are eligible for the Voluntary Bonding Scheme (ongoing) if you:

- » Are a New Zealand citizen or permanent resident
- » Completed your teaching qualification* in New Zealand

And

- » Were a provisionally registered teacher

And

- » Began teaching within 12 months of completing your qualification in an eligible school (decile 1 and isolated schools - nation wide)

And

- » Were teaching in an eligible school in a position that was at least 0.5 of a full-time teacher equivalent (FTTE).

**This is based on the date of your statement of completion of studies, for a course that qualifies you to receive provisional registration with the Education Council for the first time.*

Note: To receive your payments, you must have continued to teach in an eligible school for at least three years.

Does service need to be continuous?

Yes. In order to continue your eligibility to receive payments you must not take a break in service, or a break from an eligible position, of more than 14 weeks.

You can move schools during your continuous service. To maintain eligibility for the Voluntary Bonding Scheme, you must be employed in eligible schools throughout the period.

If you take paid leave, it counts as part of your three, four or five years' service.

Any unpaid leave you take that lasts more than 90 days in any year, and any unpaid parental leave lasting more than 14 weeks in any year, is considered a 'pause' in your service and doesn't count toward your payment. You can, however, resume teaching in an eligible school and complete more service towards your payment.

If you have a pause in your service, you must complete:

- » your first three years' eligible service within five years of starting teaching
- » the full five years' eligible service within eight years of starting teaching.

What are the eligible schools?

You can find a list of the eligible schools on the TeachNZ website: www.TeachNZ.govt.nz/vbs.

Each year the list of eligible schools is reviewed and may change, so make sure you check that your school is included in the list.

Following the 2013 Census, there have been significant changes to the list of eligible schools. A number of schools are no longer eligible beyond the 2014 school year, and a number of schools have become eligible from 2015.

Scenario one

You graduated in December 2018, gained provisional registration in January 2019 and started teaching in an eligible school in January 2019. Your teaching contributes to your first payment when you started this role. If you taught in an eligible role continuously until the end of 2021, you would be eligible to apply for your first payment of \$10,500.

Scenario two

If you start teaching within 12 months after completing your teaching qualification, in a school that later becomes eligible for the scheme, you'll qualify for payments to reflect your service from the time that the school comes into the scheme, until the end of your fifth year of teaching (assuming the school you are working in continues to be eligible).

Scenario three

If you teach in a decile 2 school in your first year of teaching, and in your third year that school's decile decreases to decile one, you'll qualify for:

- » a payment at the end of your third year, to cover that year only
- » further payments in your fourth and fifth years (assuming the school you are working in continues to be eligible).

Scenario four

If your school stops being eligible for the scheme, you'll still qualify for your next payment, but you won't receive any subsequent payments. By 'next payment', we mean the payment you're working towards when the change is announced.

Voluntary Bonding Scheme (ongoing)

Payments - for teaching in an eligible decile 1 or isolated school

If you're eligible for payment/s from the Voluntary Bonding Scheme, an application for your first payment is required within 12 months of finishing your third year of teaching, and then again at the end of each of your fourth and fifth years of teaching. The application forms are available at www.TeachNZ.govt.nz/vbs.

How do the payments work?

You get a payment of \$10,500 before tax after three years of teaching, then \$3,500 after your fourth and fifth years. That's a maximum of \$17,500.

The payments will be made at the end of three, four and five years consecutive employment as long as you continue to teach in eligible schools across the period.

If you have a student loan, the money will go towards paying it back; if you don't, it will go into your salary bank account and the amount paid will show on your payslip.

What are the payment criteria?

The Ministry of Education will assess your application for payment using the following information:

- » your teaching qualification completion date

- » your provisional registration date
- » the date you started working in an eligible school
- » how long you've been teaching in the eligible school
- » your citizenship or residency status. (You must be a New Zealand citizen or permanent resident to apply for and receive the payments)
- » confirmation that you were employed for at least 0.5 FTTE in an eligible school.

How are the payments made?

Your payment application must be made within twelve months of being eligible. If your payment application is accepted, the Ministry of Education will pay the money into your student loan account. If you don't have a student loan, it will go into your salary bank account and the amount paid will show on your payslip.

Note the amount you receive will have had tax deducted. For more information about tax rates, visit the Inland Revenue Department's website at www.ird.govt.nz

VOLUNTARY BONDING PAYMENT(S)

	Year One Teaching	Year Two Teaching	Year Three Teaching	Year Four Teaching	Year Five Teaching
2016	Application time expired	Application time expired	Application time expired	Application time expired	Application time expiring*
2017	Application time expired	Application time expired	Application time expired	Application time expired	Can apply for the third and final VBS payment of \$3,500 after completing the fifth year of eligible teaching
2018	Application time expired	Application time expired	Application time expired	Can apply for the second VBS payment of \$3,500 after completing the fourth year of eligible teaching	Can apply for the third and final VBS payment of \$3,500 after completing the fifth year of eligible teaching
2019	Working towards first payment	Working towards first payment	Yes - can apply for first VBS payment of \$10,500 after 3 years teaching at an eligible school	Can apply for the second VBS payment of \$3,500 after completing the fourth year of eligible teaching	
2020	Working towards first payment	Working towards first payment	Working towards first payment. Can apply for first VBS payment of \$10,500 after 3 years teaching at an eligible school		
2021	Working towards first payment	Working towards first payment. Can apply for first VBS payment of \$10,500 after 3 years teaching at an eligible school			
2022	Working towards first payment. Can apply for first VBS payment of \$10,500 after 3 years teaching at an eligible school				

* Depending on each teacher's specific start date of eligible teaching

Voluntary Bonding Scheme expansion (from 2018)

Eligibility

What teachers are eligible?

You are eligible for the Voluntary Bonding Scheme expansion (from 2018) if you:

- » Are a New Zealand citizen or permanent resident
- » Completed your teaching qualification* in New Zealand

And

- » Were a provisionally registered teacher

And

- » Began teaching within 12 months of completing your qualification in an eligible school, setting or subject

And

- » Were teaching in an eligible school, setting or subject for three years, in a position that was at least 0.5 of a full-time teacher equivalent (FTTE).

* This is based on the date of your statement of completion of studies, for a course that qualifies you to receive provisional registration with the Education Council for the first time.

Note: To receive your payments, you must have continued to teach in an eligible school for at least three years.

Does service need to be continuous?

Yes. In order to continue your eligibility to receive payments you must not take a break in service, or a break from an eligible position, of more than 14 weeks.

You can move schools during your continuous service. To maintain eligibility for the Voluntary Bonding Scheme, you must be employed in eligible schools throughout the period.

If you take paid leave, it counts as part of your three, four or five years' service.

Any unpaid leave you take that lasts more than 90 days in any year, and any unpaid parental leave lasting more than 14 weeks in any year, is considered a 'pause' in your service and doesn't count toward your payment. You can, however, resume teaching in an eligible school and complete more service towards your payment.

If you have a pause in your service, you must complete:

- » your first three years' eligible service within five years of starting teaching

What are the eligible schools?

You can find a list of the eligible schools on the TeachNZ website: www.TeachNZ.govt.nz/vbs.

Each year the list of eligible schools is reviewed and may change, so make sure you check that your school is included in the list.

Payments - for teaching under the VBS expansion (from 2018)

If you're eligible for the VBS expansion (from 2018), an application is required for the one-off payment of \$10,500 at the end of your third year of teaching (2020). The application form is available at www.TeachNZ.govt.nz/vbs.

How does the payments work?

You get a payment of \$10,500 before tax after three years of eligible teaching. The payment will be made at the end of three years consecutive employment as long as you have continued to teach in an eligible school, setting or subject.

If you have a student loan, the money will go towards paying it back; if you don't, it will go into your salary bank account and the amount paid will show on your payslip.

What are the payment criteria?

The Ministry of Education will assess your application for payment using the following information:

- » your teaching qualification completion date
- » your provisional registration date
- » the date you started working in an eligible role
- » how long you've been teaching in the eligible role
- » your citizenship or residency status (You must be a New Zealand citizen or permanent resident to receive the payment).

- » confirmation that you were employed for at least 0.5 FTTE in an eligible school setting or teaching a defined subject.

When can I apply for the VBS expansion payment?

The earliest you can apply for your one-off \$10,500 payment is once you have completed three years of consecutive employment in an eligible school, setting or teaching a defined subject at 0.5 FTTE or more.

When is the latest I can apply for the VBS expansion payment?

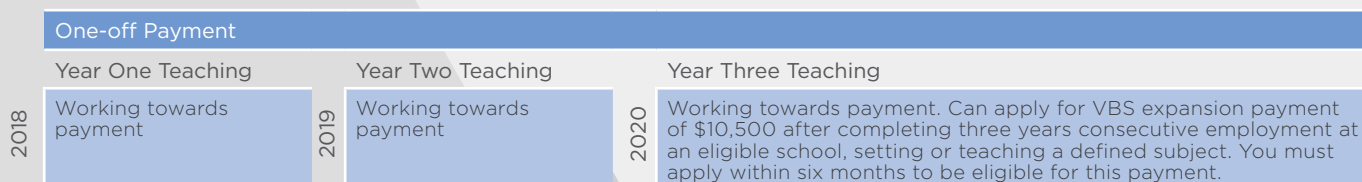
You must apply for the one-off \$10,500 payment within six months of completing three years consecutive employment.

How are the payments made?

If your application is accepted, the Ministry of Education will pay the money into your student loan account. If you don't have a student loan, it will go into your salary bank account and the amount paid will show on your payslip.

Note: the amount you receive will have had tax deducted.

For more information about tax rates, visit the Inland Revenue Department's website at www.ird.govt.nz.



Completing the Voluntary Bonding Scheme - payment application form

There is one payment application form for the Voluntary Bonding Scheme:

Voluntary Bonding Payment Application Form

VBS (ongoing)

Use the form to apply for VBS (ongoing) payment(s) within twelve months of completing three, four and five years' service.

VBS expansion (from 2018)

Use the form to apply for VBS expansion (from 2018) one-off payment within six months of completing three years' service.

Name and contact details

Make sure you enter your name and contact details on the payment application form. Use the name you're known by for school payroll purposes.

Citizenship or residency status

You must be a New Zealand citizen or permanent resident to apply for and receive the payment(s).

You'll need to supply proof of your current citizenship or permanent residency status when you apply for payment.

Note: If you have a TeachNZ scholarship and have already provided this proof, you don't need to provide it again.

What proof is required?

If you're a New Zealand citizen, you'll need to provide a certified copy of:

- your New Zealand passport, or
- your New Zealand birth certificate, or
- your certificate of New Zealand citizenship.

If you're a permanent resident, you'll need to provide certified copies of two pages in your passport:

- the main identification page, and
- the page showing your indefinite New Zealand permanent residency stamp or sticker.

Teaching history

When filling out the forms, please provide your graduation date(s), the date of your first provisional registration and the details of your teaching history.

This information will be used to establish when you apply for the Voluntary Bonding Scheme and any service you have completed that entitles you to a payment(s).

TeachNZ scholarships and payments received

If you're bonded because you received a TeachNZ scholarship, you won't qualify for voluntary bonding scheme payment(s) until you've completed your scholarship bonding period.

Example:

You received a TeachNZ scholarship requiring you to be bonded for two years. You graduated in January 2018. You will be able to apply for your first voluntary bonding scheme payment after three years in January 2021. Please Note: Due to your two year scholarship bonding, the payment for year three will only be \$3,500 (before tax).

Applicant declaration

Please read and tick each statement to confirm it's true, then sign and date the declaration.

If you don't sign the declaration, your application won't be considered.

Document checklist

Use the checklist to confirm you've attached signed or certified copies of all the relevant documents for your application.



IMPORTANT

Certified copies

Certified copies are A4-size photocopies that have been stamped on **every page** of all documents and endorsed as true copies of the originals. Any one of the following people can certify a photocopy:

- School principal
- Registrar of a tertiary education provider
- Barrister or Solicitor
- District Court Registrar or Deputy Registrar
- Justice of the Peace (you can find a list of local Justices of the Peace in the Yellow Pages).

Please note: The person who certifies your documents must not be your spouse or partner, or a member of your family.

Glossary of Voluntary Bonding Scheme terms

0.5 FTTE

0.5 of a full-time teacher equivalent.

Entry to the Voluntary Bonding Scheme

Becoming eligible for voluntary bonding through taking a voluntary bonded role.

Graduated

For the Voluntary Bonding Scheme, graduated is defined as having completed your teaching qualification and being eligible to graduate.

Note: Your date of completion will be the date given on your statement of completion of studies from your tertiary provider.

Paid Leave

Any paid leave of the types specified in any of the teacher collective agreements.

Statement of Completion

Any letter or document issued by a tertiary provider to indicate the date on which a teacher completed their studies and was eligible to graduate.

Teacher

Someone working in a New Zealand state or state-integrated school as a teacher.

Education Council

New Zealand Teachers Council is now known as Education Council of Aotearoa New Zealand.

Teacher Collective Agreement

Any of the primary, secondary or area teacher or principal collective agreements.

Unpaid Leave

Any unpaid leave of the types specified in any of the teacher collective agreements.

Voluntary bonding period

The first three years and each of the fourth and fifth years of voluntary bonding.

VBS Expansion

Auckland region

The Auckland region is as set by the Government through the Local Government Act 2002.

Defined subjects

- » Science (Science, Biology, Chemistry, Physics, Earth Science, Geology)
- » Technology (Textiles, Materials Technology, Digital Technology, Computer Science)
- » Mathematics (Mathematics, Statistics, Calculus)
- » Te Reo Māori.

Note: Where the applicant has taught a STM subject but is not included in this list, state what the subject is. This will be assessed on a case by case basis.

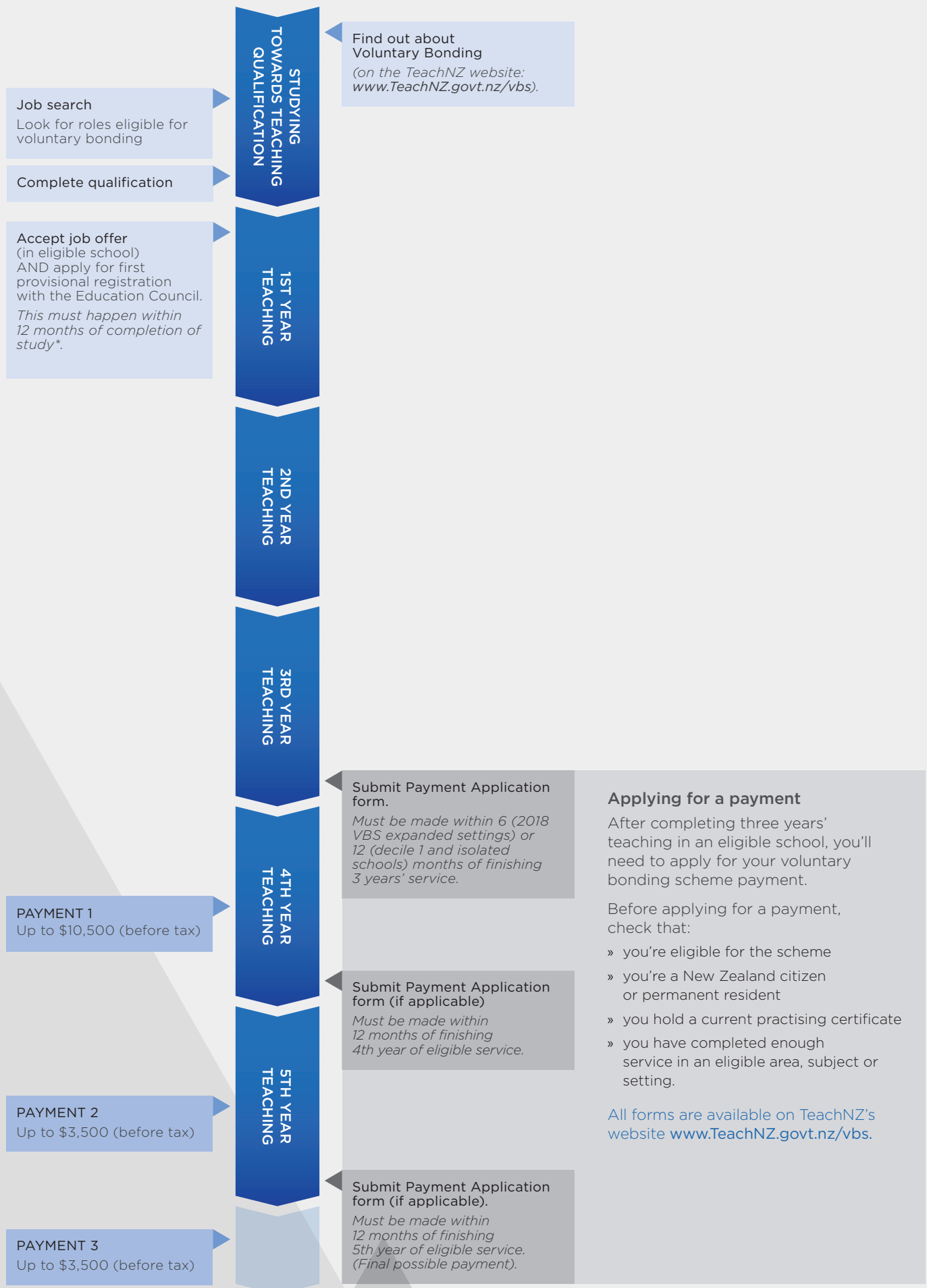
Where applicants under STM may not fall directly under these categories, applications shall be assessed on a case by case basis.

Definition of Māori medium setting for the 2018 expansion

Māori medium settings are defined as educational settings where the curriculum is delivered to some or all students in and through Te Reo Māori for more than 51% of the time, ie. Māori language immersion levels 1 and 2. This definition is provided in the Ministry's 'Tau Mai Te Reo' strategy.

Students in these settings include those in both Māori medium schools and English medium schools with Māori medium units.

¹ *Tau Mai Te Reo The Māori Language in Education Strategy 2013-2017 p.20*



Applying for a payment

After completing three years' teaching in an eligible school, you'll need to apply for your voluntary bonding scheme payment.

Before applying for a payment, check that:

- » you're eligible for the scheme
- » you're a New Zealand citizen or permanent resident
- » you hold a current practising certificate
- » you have completed enough service in an eligible area, subject or setting.

All forms are available on TeachNZ's website www.TeachNZ.govt.nz/vbs.