

Early Childhood Education Teachers' Professional Records Online (TPRO®)

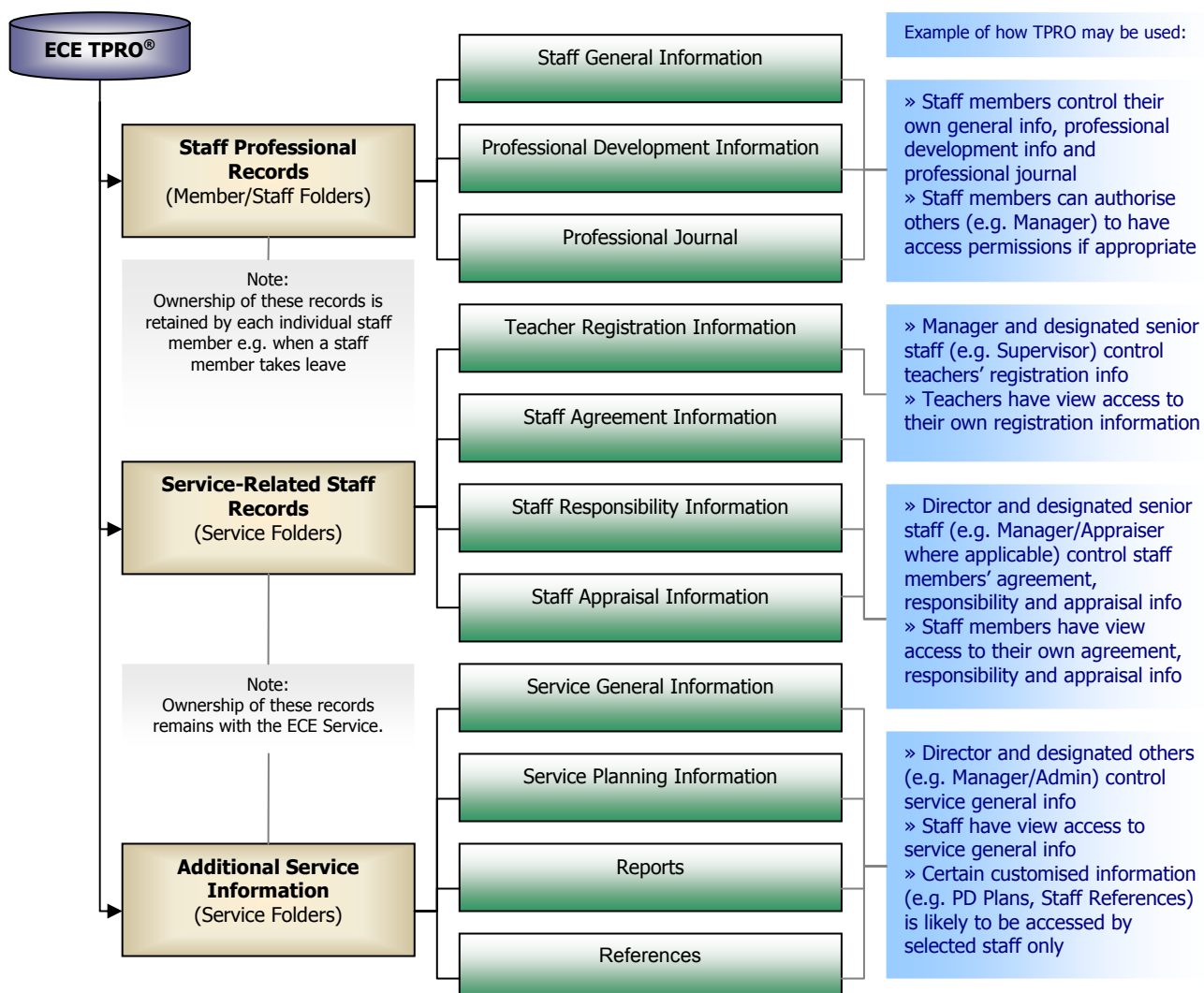
TPRO® is a secure Web application that can be used by ECE services to manage:

- ❖ **Staff Professional Records:** Staff General Info, Professional Development Info, Professional Journal
- ❖ **Service-Related Staff Records:** Teacher Registration Info, Staff Agreement Info, Staff Responsibility Info, Staff Appraisal Info
- ❖ **Additional Service Information:** Service General Info, Service Planning Info, Reports and References

TPRO can be accessed by authorised users at any time using a Web browser at work or at home. It does not require the use of a server or an IT specialist.

TPRO:

- ❖ enables ECE service staff (teaching and non-teaching) to access, maintain and control their own *Professional Records* - including their professional development information - efficiently and effectively
- ❖ enables ECE services to control and manage *Service-Related Staff Records* and *Additional Service Information* in a secure manner
- ❖ allows ECE services/staff to choose which records (and which fields within each record) they wish to use
- ❖ enables staff to use *Professional Records* securely between ECE services
- ❖ includes Teachers Council and Ministry of Education standards and facilitates compliance with these, together with ERO's requirements
- ❖ uses a content management system that is easy for non-technical people to use e.g. enables people to easily and collaboratively (if required) add to, edit and manage individual records
- ❖ has appropriate physical, electronic and procedural safeguards that protect the security and privacy of information
- ❖ saves time and costs
- ❖ comes with training and support, if required



What scenarios are supported by TPRO?

A teacher:

- ❖ works in one ECE service, accessing and maintaining her/his own *Professional Records*
- ❖ moves to a new ECE service (supported by the TPRO system) and continues to manage her/his own *Professional Records*
- ❖ works part-time in several ECE services concurrently (in ECE services supported by the TPRO system). (Each ECE service would need to register the teacher for TPRO in order to create their *Service-Related Staff Records*.)
- ❖ takes some time off from teaching (e.g. study leave) or moves to a non-TPRO ECE service but wishes to maintain their own *Professional Records*
- ❖ applies for a job at another ECE service (supported by the TPRO system) and wishes to allow the interviewing manager temporary viewing access to some of their *Professional Records*
- ❖ provides written permission to their previous ECE service to allow themselves or a new manager temporary viewing access to their former *Service-Related Staff Records* (e.g. to assist with checking registration requirements)

Who can use TPRO?

Early Childhood Teacher / Kaiako, Registration Supervisor, Team Leader, Head Teacher, Senior Teacher / Supervisor / Tumuaki, Manager, Director, Non-Teaching Staff e.g. Administrator, Teacher Aide.

Who developed TPRO?

The Biddulph Group (www.thebiddulphgroup.net.nz) developed TPRO as an independent, efficient and secure online professional records system which supports ECE services staff. The development process included ongoing consultation with and detailed feedback from a range of Early Childhood educators (including service managers), the New Zealand Childcare Association, a large Kindergarten Association, NZEI, Teachers Council and the Ministry of Education.

Who manages TPRO?

TPRO is managed centrally by Trend Technologies NZ Limited and is used under licence to The Biddulph Group.

Further Information

For further information, including the benefits, features and steps for getting started with TPRO, see www.tpro.info

Contact Information

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Trend Technologies NZ Limited

Trend Technologies (www.trendtechnologies.co.nz) is an information technology services company which specialises in Web application development, maintenance and support. It provides software as a service, that is, it offers clients access over the internet to applications (and related services) hosted in a centrally managed facility. This makes it easier and more cost effective for a client because they don't incur the expense of buying software licenses, don't have to install the software on their computers and don't have to undertake software upgrades or data backups.

The Biddulph Group

The Biddulph Group (www.thebiddulphgroup.net.nz) is a family partnership (est. 1990) that provides professional services in the fields of Education, Information Technology and Human Rights. The Biddulph Group's consultancy work informs and supports the work undertaken by Trend Technologies.