



# SPELD NZ Inc

*Meeting the learning needs of those with Specific Learning Disabilities*

## Kōwae ako Phonemic and Phonological Awareness Handbook

### **Disclaimer**

The information contained in this handbook replaces all information contained in any previous handbook and is intended as a guide only. SPELD NZ Incorporated is committed to innovation and continuous improvement and reserves the right to change any aspect(s) of the Kōwae, which may affect the currency of the information contained in this handbook.

# CONTENTS

<b>Welcome</b>	<b>2</b>
<b>Contacts</b>	<b>2</b>
<b>Aim</b>	<b>2</b>
<b>Requirements</b>	<b>2</b>
<b>Time &amp; Structure</b>	<b>3</b>
<b>Te Reo Maori</b>	<b>3</b>
<b>Extensions</b>	<b>3</b>
<b>Evaluations</b>	<b>4</b>
<b>Privacy Act</b>	<b>4</b>
<b>Health &amp; Safety</b>	<b>4</b>
<b>Complaints</b>	<b>4</b>
<b>Use of SPELD NZ Name</b>	<b>4</b>



## Welcome to SPELD NZ

SPELD NZ is a Category 1 provider registered as a private training establishment by the New Zealand Qualifications Authority (NZQA) under the provisions of the Education and Training Act 2020 and its subsequent amendments. SPELD NZ is approved and accredited to deliver a Level 3 and Level 5 programme, however, this Kōwae Ako/Learning Capsule is not an NZQA approved course.

To get you started with your learning with SPELD NZ we have put this handbook together. We hope it includes all the information you need to have a rewarding experience with us.

SPELD NZ's vision is *Meeting the learning needs of those with Specific Learning Disabilities (SLD)*. By enrolling in and successfully completing this kōwae ako, you ensure that our community takes a step closer to the vision being realised. Thank you!

If you have any questions or concerns at any time or need assistance - please ask. We hope that you enjoy your time with us and wish you every success throughout your study.

## Contacts

**Lyn Davis** is your 'port of call' regarding any questions you have about the kōwae ako. Moodle, the online delivery platform, is provided by an external contractor. If you have any issues with Moodle or need other technical support, please contact **Lyn Davis**:

[training@speld.org.nz](mailto:training@speld.org.nz) or phone DDI **028 25507415**.

## Kōwae Ako Aim

The aim of this kōwae ako is to promote awareness of the importance for beginning readers to develop phonological awareness.

## Kōwae Ako Requirements

- To avoid compatibility issues with Moodle, a computer or laptop must be used (not mobile phone or iPad).
- You may wish to download Text to Speech software if you have reading challenges.

## Time Commitment & Structure

Depending on your prior knowledge this kōwae ako will take approximately six hours to complete. To be awarded the completion certificate you need to have successfully completed each section of the kōwae ako.

### Welcome & Introduction

#### Overview

Quiz .....	Section 1
Defining phonological and phonemic awareness .....	Section 2
Impact of phonological awareness on literacy .....	Section 3
The four areas of phonological awareness .....	Section 4
Resource – Activity .....	Section 5
What is phonemic awareness? .....	Section 6
Pronunciation .....	Section 7
Assessment of phonological awareness .....	Section 8
How does the brain read? .....	Section 9
Teaching phonological awareness .....	Section 10
Summary .....	Section 11
References / Conclusion / Evaluation / Certification	

## Te Reo Māori

SPELD NZ acknowledges the dual heritage of Aotearoa/New Zealand and upholds the spirit and intent of Te Tiriti o Waitangi. We value ongoing partnerships between whānau, teachers, and management. Our dream is for an education sector that includes all learners and their whānau.

## Extensions

SPELD NZ allows a **three-week period** to complete this kōwae ako. After this time, your access to the kōwae ako ends. In extenuating circumstances, an ‘extension application’ may be considered. Please contact Lyn Davis.

## Evaluations

You will be asked to complete an evaluation of the kōwae ako, at its conclusion. You may also be contacted after completion for further feedback. We encourage you to complete the evaluation as this helps us to review our kōwae ako and its delivery.

## Privacy Act 2020

We take our obligations under the Privacy Act seriously in the way we collect, update, use, store, disclose and exchange personal information. We do our absolute best to ensure the information we hold is accurate. If you think it may not be accurate, you can ask to check the information and we will correct it if necessary.

The enrolment information will be held by SPELD NZ and used in the following ways:

- Within SPELD NZ relevant personal information from your enrolment form will be available to those members of the SPELD NZ staff responsible for enrolment, maintaining kōwae ako records and promoting other professional learning options.
- SPELD NZ is also required by the Privacy Act 2020, to provide some personal information (such as name, current address, date of birth, ethnicity) to specified government agencies like the Ministry of Education and NZQA.

## Health and Safety Policy

SPELD NZ is committed to providing a safe and healthy environment for everyone using or providing our services. We encourage you to work safely and effectively, and with due regard to the effects and impact of attending an online kōwae ako.

## Complaints

SPELD NZ aims to provide high quality services. However, should you be unhappy with any aspect of our service, we value your comments so we can continue to improve.

## Use of the SPELD NZ name

'SPELD NZ' is a registered trademark. Candidates who have completed a kōwae ako may not say they are SPELD NZ 'trained'.