

# Better Start Literacy Approach Teacher Aide Enrolment Guide

A step-by-step guide to enrolling in Better Start Literacy Approach (BSLA) Teacher Aide courses at UC



## **Expected time frame:**

Steps 1-6 may take approximately 15-20 minutes to complete online.

## **Before you start:**

Your Principal will need to sign and stamp a photocopy of your official identity documents and confirm in writing that they have sighted the original ID.

Please refer to [Page 3-4](#) to confirm what ID you need to provide, based on your citizenship/residency status. If you have ever used another name, you will need to provide a name change document (i.e. marriage certificate) also.

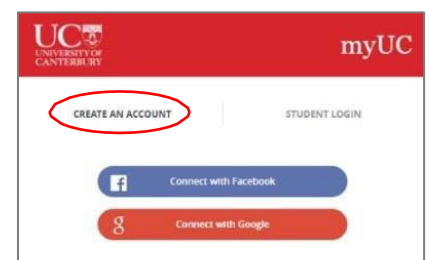
You will need to scan and upload these verified documents as part of the online application process in myUC – see Step 4 below.

## **1. Log in to myUC**

Go to <https://myuc.canterbury.ac.nz/login> and create an account using your **school email address**. Don't use the 'Connect with Facebook' or 'Connect with Google' options.

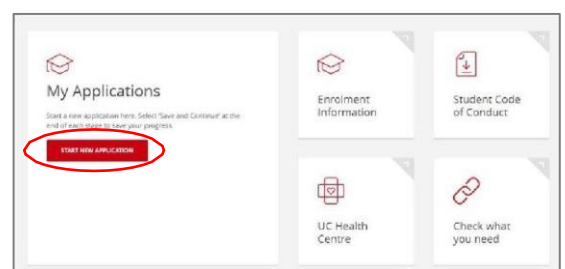
If you already have a myUC account, log in using your myUC login details.

If you've forgotten your myUC login details or you're having problems logging in, call 0800 827 748.



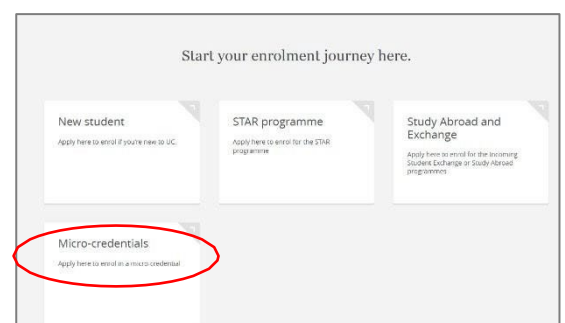
## **2. Start new application**

Select 'Start new Application' under My Applications in myUC.



## **3. Select Micro-credentials**

Select the 'Micro-credentials' button and then the year you are applying for (2025).



## 4. Apply to Enrol (Stage One)

### Personal details

Provide your personal details.

Upload a scan of your ID (e.g. passport, birth certificate, and marriage certificate) that has been verified by your Principal with a school stamp and signature.

*Note: If you get a 'Resolve Account – Awaiting Student ID creation' message, wait 24 hours and then call 0800 827 748 if it hasn't been resolved.*

### University Entrance

Provide information on your secondary/high school education.

*Note: If you haven't completed high school, are at least 20 years old and 'domestic' (ie NZ/Australian citizen/resident) you can use the '20'+ admission reason to study at UC (info on our website [here](#)). This admission reason will automatically be applied based on your DOB. You will still have to complete the 'University Entrance' question, as this data is collected by MOE for all applications, so can just select your highest high school qualification (e.g. NCEA Level 1, School Certificate, Not known).*

### Qualification Selection

Select the 'Better Start Literacy Approach' qualification from the dropdown menu.

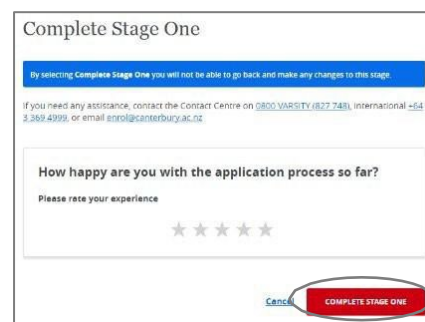
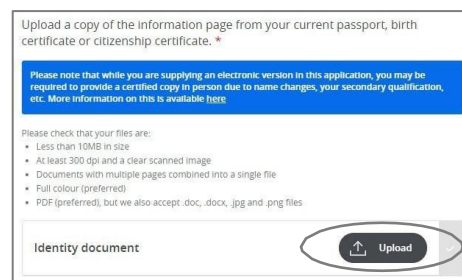
### Better Start Literacy Approach

Select your role (teacher aide) and provide names of the people and school(s) you work with.

### Student Declaration

Read the Student Declaration and check the tick box to agree to the terms. Agree to the additional microcredentials consent information. (Note that the survey is optional.)

'Complete Stage One'.



## 5. Additional Application Details (Stage Two)

Provide your permanent address, and emergency contact details. Answer the questions on your ethnicity, learning needs, and level of study you have completed. (MOE requires this information to be collected for all tertiary students in NZ.) Click on 'Complete Stage Two'.

## 6. Course Selection (Stage Three)

Search for all 'MCED' courses and select the appropriate 25-X2(E) course by clicking on the "+" icon:

**Teacher-Aides MCED101-25X2(E)**

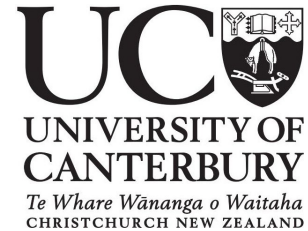
Click on 'Save courses', then on 'Save and Continue' and then 'Complete Application'.

## 7. Completing your enrolment

You will soon receive an Enrolment Agreement to accept in myUC. **This must be accepted and the course fee (\$339.20) paid** (by you or by your employer\*) to complete the enrolment process. You will then receive an email (to the email address you used to create your myUC account) confirming that you are fully enrolled.

*\*if your employer is paying course costs on your behalf and requires an Invoice to be issued to them for your fees, UC requires an email directly from your employer to [studentfinance@canterbury.ac.nz](mailto:studentfinance@canterbury.ac.nz), with a guarantee of payment. The email should also include your full name, student ID number, and the amount of fees being paid, plus invoicing details. Once this email has been received, UC will invoice your employer directly for your fees, and your enrolment will be completed (or your fees adjusted to reflect your Sponsorship).*

# Identity documents required to confirm your identity and fee status



You may need to provide identity document(s) (ID) to support your application. Check the table below for the ID you are required to provide.

## ID REQUIRED FOR NEW ZEALAND CITIZENS

- NZ passport (must be current or expired within an acceptable timeframe) **or**
- NZ citizenship certificate **or**
- NZ birth certificate:
  - If born *before 01 January 2006*, a standard birth certificate is acceptable.
  - If born *on or after 01 January 2006*, the birth certificate must clearly state that you are a NZ citizen.

## ID REQUIRED FOR NEW ZEALAND CITIZENS BORN IN THE COOK ISLANDS, NIUE, OR TOKELAU

### Cook Islands:

- NZ passport **or**
- A full birth certificate with an RG6 shoulder number at the top left **and** the place of birth stated as a location in the Cook Islands.

### Niue:

- NZ passport **or**
- A full birth certificate with the place of birth stated as a location in Niue.

### Tokelau:

- NZ passport **or**
- A full birth certificate with the place of birth stated as one of the three islands of Tokelau.

## ID REQUIRED FOR NEW ZEALAND RESIDENCE CLASS VISA HOLDERS

- Your passport **and**
- Proof of your visa, which can be either an electronic visa (eVisa) **or** a residence visa label in your passport or official documentation confirming the grant of an eVisa.

## ID REQUIRED FOR AUSTRALIAN CITIZENS

### Australian citizens born *before 20 August 1986*:

- A full birth certificate issued by an Australian Registry of Births, Deaths and Marriages **or**
- An Australian passport **or**
- An Australian citizenship certificate

### Australian citizens born *on or after 20 August 1986*:

- An Australian citizenship certificate in your name **or**
- An Australian passport issued in your name *on or after 1 January 2000*, valid for at least two years **or**
- Documents that prove you are a citizen by birth (e.g., evidence of at least one parent being an Australian citizen or permanent resident at the time of your birth).

### ID REQUIRED FOR AUSTRALIAN PERMANENT RESIDENT HOLDERS

- Your passport **and**
- A copy of the confirmation email sent directly from the Visa Entitlement Verification Online (VEVO) service, confirming that you have been granted an electronic visa (eVisa attached).

### ID REQUIRED FOR OTHER TEMPORARY VISA HOLDERS (EG WORK OR VISITOR)

- Your passport, **and**
- Proof of your visa, which can be **either** an electronic visa (eVisa), **or** a residence visa label in your passport **or** official documentation confirming the grant of an eVisa.

### ID REQUIRED IF YOU HAVE USED ANOTHER LEGAL NAME (MAIDEN NAME / LEGAL NAME CHANGE)

- A new NZ birth certificate that shows your updated legal name (if born in NZ) **or**
- An official name change certificate (if not born in NZ) **or**
- A marriage or civil union certificate **or**
- A certificate of dissolution of marriage or civil union **or**
- A deed poll **or**
- A statutory declaration issued by the Registrar of Births, Deaths and Marriages

**Note:** any document showing a change of name should include **both** your *previous name* **and** your *new name*.

## How to provide your ID

To provide the required ID, either:

1. Upload a **certified copy**\* in myUC, or
2. Email a **certified copy**\* to [document-validation@canterbury.ac.nz](mailto:document-validation@canterbury.ac.nz), or
3. Present your **original documents** in person to the Enrolments team at Te Pātaka in the Puaka-James Hight Building on the UC campus.

### \*Certified copies

To get a copy of your ID certified, take both the photocopy and the original document to one of the following people:

- a [NZ Justice of the Peace \(JP\)](#)
- a solicitor
- a Court Registrar or Deputy Registrar
- a Notary Public
- a designated UC staff member
- a School Principal - ONLY for current Year 12-13 secondary school students enrolling in a STAR course at UC, or teachers/teacher aides enrolling in the BSLA programme.
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They will sign, date, and stamp the copy to verify that they have sighted the original and that the copy is true and correct.

A copy will not be accepted as 'certified' if it has been certified by a police officer, a bank manager, WINZ, a legal executive, StudyLink, medical professionals, or your employer.