



Fact sheet: Guidelines for payment of LAT holder(s) in EBITE programmes

This document provides guidance for schools and kura on how to manage funding arrangements for Limited Authority to Teach (LAT) holders who are participating in Employment-Based Initial Teacher Education (EBITE) programmes.

The purpose of this fact sheet is to clarify when an employment-based trainee teaching (EBTT) position is required and what funding source must be used.

Existing teachers and LAT holders

Your school or kura is allowed to continue paying LAT teacher salaries through the school's staffing entitlement where:

- An individual is already employed in a teaching role but holds a Limited Authority to Teach (LAT) rather than a practicing certificate; and
- Later decides to commence an EBITE programme

This is because the role this person was appointed to is a teaching role, rather than an employment-based trainee teaching position (EBTT).

This provides participating schools and kura with greater flexibility in managing resources and staffing entitlement. However, all employment decisions must comply with advertising and merit-based appointment requirements.

EBITE programme vs EBTT position

Choosing which one (or possibly both) will depend on several factors you will want to consider, including: the candidates interested in becoming a student teacher | kaiako, the type of ITE

training needed for your school or kura and your student teacher | kaiako, and your capacity to support them through their training.

It is important to distinguish between:

- **EBITE programme:** A ITE programme approved by the Teaching Council that a LAT may be enrolled in.
- **EBTT position:** A legally defined teaching position established under Section 615 of the Education and Training Act 2020.

Appointment type	EBTT required	Funding source
Appointed following advertising to a teaching role	No	Staffing entitlement
Already-employed LAT holder in a teaching position	No	Staffing entitlement
Role created specifically for a trainee	Yes	Operational or other funding

More information about how to establish an EBTT position is available here: [Establishing an employment-based trainee teacher position](#)

Advertising and appointment requirements

All teaching roles must be:

- Advertised publicly; and
- Appointed based on merit.

Boards cannot directly hire specific individuals (e.g. known trainees) without an open and fair process. However, EBTT roles may be ring-fenced – advertised with criteria specifying that they are only available to untrained teachers or trainees.

This distinction is essential for compliance with the Education and Training Act and the employment agreements that apply to teachers.

If you have any questions about your school's finances, contact your Ministry school finance advisor. Their contact information is available here: [Managing finances](#)

Process of changing from paying out of operational to staffing entitlement:

You can request a funding code change to change a LAT holder from 'Bulk Grant' to 'Teacher Salaries'. To do this:

1. Complete a banking staffing adjustment form found on the Ministry of Education website
2. Send the form through to resourcing@education.govt.nz

3. The Staffing and Funding team will send this through to EdPay to request this to be changed over.

Process of changing from paying out of operational to staffing entitlement: Conditions for changing funding codes for LAT holders:

The following limits apply for any retrospective changes to funding codes:

- A payroll office made an error interpreting a board's instruction
- A board identifies an error and requests an adjustment by the second pay period following the error
- The change relates to a study award or sabbatical

If you are making funding changes you need to clearly outline in the application form that the board has identified an error with the EBITE funding code and that is why a change is required.

Backdating payments to the start of the year and reimbursing your operational grant:

The funds from Ministry Adjustments from 'Bulk Grant' to 'Teachers Salaries' are not returned to your school's bank account directly. Instead, it is offset as a credit against the outgoing expenditure in the pay period that the adjustment was progressed. It is important to note:

- changes cannot be made for the previous staffing year
- changing teachers over to 'Teacher Salaries' will impact the school's banking staffing.

Paying LAT holders from operational funding:

Paying from operational funding remains an option. It is encouraged for your school or kura to review your current arrangements and consider whether it is appropriate to use staffing entitlement where applicable.

Using staffing entitlement for re-enrolled trainees:

If your school or kura hosted a trainee teacher who withdrew from the programme due to limited operational funding, and they would like to re-enrol into an EBITE in the new year, they may be able to be paid through staffing entitlement funding. It is important to note:

- Only LAT holders who are already employed in a teaching role (that is, not in an employment-based teacher trainee position), and who later decide to commence an EBITE programme, may be paid out of staffing entitlement. The teaching role must have been advertised as a teaching role (not an EBTT position) and the appointment made on merit.
- LAT holders who are employed into an employment-based teacher trainee position must be paid out of operational funding or locally raised funds.

Contact for additional advice and guidance

If you have any additional questions about the EBITE funding award, please contact our EBITE Applications mailbox at EBITE.applications@education.govt.nz.

If you have any additional questions about managing your finances, please contact the mailbox at school.finances@education.govt.nz.

We're here to help.

We look forward to supporting you through this journey.