**10. Mahere Rā EOTC, Whakarite, ā, Whakatinana i te Rārangi Mahi**

**Tauira Puka 10** *<Tāpirihia te ingoa o te kura/tohu i konei>*

*Tērā pea me whakaiti koe i te rahi o te ingoa/te tohu ka whakapiria e koe ki konei, pāwhiritia te kokonga, te taha o te pouaka rānei, ka tō ai kia uru ki roto. Me whakamahi ngā ripa tīaro mauī, ki waenga, ki te taha matau rānei i ngā paeutauta hei nuku i tō ingoa i tō tohu rānei*

*Mā tēnā kura, mā tēnā kura e panoni i runga i tōna hiahia*

**He pātai?**

⃞ Kua oti te puka *Tūtohinga Rā EOTC, Whakaaetanga me te Whāinga*

⃞ Kua tau te Whakaaetanga Tuatahi

⃞ Kua tirohia ngā whakaurunga o te wāhi i mua i te haerenga? Kua rēhitia te wāhi mēnā e tika ana?

⃞ Kua oti te whakamahere whakahaere tūraru, kua whakakakautia ki ngā kaimahi me ngā kaitūao katoa (*Pepa Aromatawai Tūraru, Kaiārahi hoki, Tukanga Māori Noa)*

⃞ Kua hangaia te hanganga kaitiaki hei whakatutuki matea

⃞ Kua whakaritea ngā kaimahi, kua hihiratia hoki ngā pūkenga/āheinga (*Whakaaetanga Kaiāwhina Tūao, Rekoatatanga Āheinga Kaimahi*)

⃞ Whakaritea ngā Kaiwhakarato o Waho - *Whakaaetanga Kaiwhakarato o-waho*

⃞ Whakapātanga ki ngā mātua – *Te Reta Pārongo mā Ngā Mātua*

⃞ Kua whiwhia, kua tirohia rānei te whakaae a tētahi Matua/ngā Mātua (*Whakaaetanga Whānui*, *Whakaaetanga Mātua* rānei)

⃞ Kua whakaemihia ngā pārongo whakapātanga ohotata, hauora hoki

⃞ Kua oti te *Mahere Waka* me te *Whakaaetanga Hautū Waka, Pāhihi* hoki

⃞ Kua whakaritea te wāhi noho

⃞ Kua whakaritea ngā matea kai motuhake

⃞ Kua whakataungia ngā tukanga whakakau mō te mahi/kaupapa

⃞ Kua tohaina ngā *rārangi taputapu* ki ngā kaiwhakauru

⃞ Kua whakaritea ētahi mahere kāinga rua

⃞ Kua oti te whakamahere ohotata, tae ana ki te *Aratohu Urupare Ohotata*

⃞ Kua Tau te Whakaaetanga Kapinga/Mutunga

**Kua hoatu rānei ki ngā kaimahi me ngā kaitūao te:**

⃞ Mahere Whakahaere Kaupapa, te *Tukanga Māori Noa* *rānei*

**Tērā rānei**

⃞ Ngā pārongo Aromatawai Tūraru

⃞ *Rārangi taputapu*

⃞ Pārongo whakapātanga ohotata, hauora hoki kua whakaemihia

⃞ *Mahere Waka*

⃞ Mahere Kāinga Rua

⃞ *Aratohu Urupare Ohotata*

**Te wiki i mua:**

⃞ Kua rite te kai me ngā taputapu

⃞ Kua tohutohua ngā kaiārahi

⃞ Kua hihiratia te Kete Whakaora Ohotata

⃞ Kua tohutohua te Kaiwhakarite EOTC, te Kaiako Matua rānei

⃞ Kua whakamāramahia/hihiratia ngā kākahu me ngā taputapu o ngā ākonga

⃞ Kua whakaritea ngā matea kairīwhi

⃞ Kua hihiratia ngā tohu huarere me te tirotiro huarahi a New Zealand Automobile Associatoin (AA)

⃞ Kua Whakamāramahia te Whakamārama o Mua me ngā Tikanga a te Kura ki ngā ākonga

⃞ Kua whakaritea ngā nama/pūtea iti

⃞ Kua hihiratia ngā waka: WOF/COF, te rēhita, RUC, kora, hinu, wai, ngā tīni, ngā wākena tō

**Hei te rā wehe hihiratia te:**

⃞ Te matapae huarere me te tirotiro huarahi a New Zealand Automobile Associatoin (AA)

⃞ Whakatau whakaaro mēnā ka haere tonu, ka hiki rānei, ka whakakorea rānei

⃞ Whakamōhiotia ngā panonitanga

⃞ Kua tae mai ngā ākonga i te wā tika (kāore he panonitanga ki ngā āhuatanga rongoā)

⃞ Kei ngā ākonga ngā hū/kākahu/taputapu e matea ana (whakatikaina mehemea kāre i pērā)

⃞ Kua kohia ngā rongoā ākonga

⃞ Kua whakaritea te pūrere me ngā pūnaha Whakakakau

⃞ Kua hihiratia ngā taputapu e matea ana

⃞ Te/Ngā Kete Whakaora Whāwhai

⃞ Te whakamārama whakamutunga ki ngā ākonga me ngā kaiako – whakamahara i a rātou katoa ki Ngā Tikanga a te Kura, whakaūngia ngā wāhi tūtakitaki

⃞ *Whāinga*, tae atu ki ngā ingoa o ngā ākonga me ngā kaimahi:

a) kei te tari me/kei tētahi tangata wātea whakapā rānei

e) kei ia kaiārahi.

**I te roanga o te Rā EOTC me hihira:**

⃞ Aroturukingia tonutia te matapae huarere me te tirotiro huarahi a New Zealand Automobile Associatoin (AA)

⃞ Whakatau whakaaro kia haere tonu, kia hiki, kia whakakorea rānei

⃞ Whakakakau – matapakina tonutia ngā take haumaru (arā, ko ngā māharahara, ko ngā mahere ohotata me ētahi anō take), ā, whakaarohia kia kotahi hui, nui atu rānei i ia rā ki te taha o:

1. Te tira kaimahi
2. Ngā Kaiwhakarato o-waho (arā, ko ngā PCBU)

⃞ Whakaūngia kia pūrongotia ngā mahinga tūpono

**Mutu ai te Rā EOTC,** **me hihira mehemea kua:**

⃞ Whakamōhiotia te tari me/te tangata whakapā kua hoki mai koe/koutou

⃞ Whakahokia te/ngā Kete Whakaora Whāwhai

⃞ Tirohia, horoia/whakatikaina ngā taputapu

⃞ Kua tuhia, kua whakahokia ngā taputapu

⃞ Horoia te wākena, rekoatangia ngā kiromita, whakaūngia kua whakakīia

⃞ Whakawāteahia ngā ākonga (tuatahi me hihira mehemea he pānui mā ngā ākonga)

⃞ Whakawhiti whakaaro ki te taha o ngā kaimahi

⃞ Whakakīia, ā, kōnaehia ngā pūrongo mahinga tūpono (tae ana ki ngā hapanga iti)

⃞ Whakakīia, ā, kōnaehia ngā puka mahinga tūpono whanonga

⃞ Rekoatangia tō whai urunga

⃞ Whakakīia te Arotake Kaiwhakauru

⃞ Rekoatangia ngā tūraru me ngā mōreareatanga hou ka tautohua ai i te Aromatawai Tūraru

⃞ Arotakengia te Rā EOTC, kōnaehia me te Mahere Whakahaere Rā EOTC, arā, ko te Event Management Plan, ā, tukuna ki te Kaiwhakarite EOTC