**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