

SIASI UĒSILIANA TAU'ATĀINA 'O TONGA



POTUNGĀUE AKO

**KO E
TU'UTU'UNI NGĀUE 'O E AKO
2020**

**Ko e Fakamā'opo'opo 'e he 'Ofisi Ako',
Talēkita 'o e Ako'anga Tēsiale Ko Tupou', Puleako Kolisi Ko Tupou',
Puleako Kolisi Kuini Sālote' mo e Puleako Ako Mā'olunga Ko Tupou'.**

**Na'e pulusi 'e he 'Ofisi 'o e Potungāue Ako'
Senitā 'o Toketā Moulitoni, Nuku'alofa, TONGA**

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4. KO E NGAAHI ME'A FAKA-PA'ANGA'

1. Tu'utu'uni Ngāue ki he ngaahi Feinga Pa'anga 'a e Ngaahi Ako'anga'

2. Ko e Ngaahi Totongi Ako'

3. Ko e 'Esitimetu Fakata'u'

4. Ko e Le'ole'o 'i ha Lakanga

NGAAHI FOUNGA NGĀUE FAKAPA'ANGA'

1. Ko e Pa'anga Hūmai

2. Ko e Fakamole

3. Ko e Pa'anga Ngāue

4. Ko e Vāhenga

5. Ko e Fakamo'ua

6. Ko e Ngaahi Naunau Fakatau Atu

7. Ko e Me'alele

8. Ko e Ngaahi Koloa – Tauhi

9. Ko e Falekoloa

10. Ko e Sivi Koloa

11. Ko e Ma'u Ngāue

12. Ko e Ngaahi Fakatokanga

5. KO E FEHIKITAKI 'A E KAU NGĀUE 'A E POTUNGĀUE AKO' ..

A. Ko e Fehikitaki mei he Vahe-Fonua 'e taha ki he Vahe-Fonua 'e taha.

E. Ko e Fehikitaki Faka-Loto-Fonua

F. Ko e Totongi Feleti ma'ae Kau Faiako ma'u Sikolasipi 'i Muli'

- 6. KO E SIKOLASIPI'**
1. Ko e Sikolasipi 'a e Siasi'
 2. Ko e Liliu 'o ha Polokalama Ako
 3. Ko e Fekumi Fakaako
 4. Ko e Aleapau 'a e Potungāue Ako mo 'ene Kau Ako Sikolasipi'
 5. Ko e Fakafisi mei he Ako Sikolasipi
 6. Polokalama Ako Fakafaiako 'i Tonga
 7. Kau Ako Tua'a 'a e 'Univesiti 'o e Pasifiki Tonga' (USP)
- 7. KO E NGAahi AKO'ANGA'**
1. Ko e Ngaahi Ako Ma'amalao (Tokamu'a)
 2. Ko e Ngaahi Akoteu'
 3. Ko e Ngaahi Kolisi Lotoloto'
 4. Ko e Ngaahi Kolisi'
 5. Ko e Ngaahi Fa'ahita'u Fakaako'
 6. Ko e Ngaahi 'Aho Mālōlō Fakapule'anga'
 7. Ko hono Ta'ofi 'o e Ako' 'i ha 'UHINGA kehe
 8. Ko e Faiako mo e Lēsoni 'i lokiako
 9. Ko e Tokoni'i fakafaiako 'o e Kau Faiako 'i lokiako'
 10. Ko e Ngaahi Langa 'o ha Fale fo'ou pē ko e fakalahi pē monomono 'o ha Fale'
- 8. KO E FĀNAU AKO'**
1. Ko e Ngaahi Maumau Lao'
 2. Ko e Tautea Tā'
 3. Ko hono Fakamālōlō'i 'aupito 'o e Fānau Ako'
 4. Ko hono Fakamālōlō'i fakataimi 'o e Fānau Ako'
 5. Ko e Ifi Tapaka'
 6. Ko e Mali'
 7. Ko ha taha ako 'oku nonofo kovi pē faitama
 8. Ko e Maumau'i pē Pāa'usi'i 'a e Koloa 'e Ako'
- 9. KO E MĀLŌLŌ 'A E KAU NGĀUE 'A E POTUNGĀUE AKO'**
- 9.1 Ko e Poaki Mālōlō Taimi Nounou
 - 9.2 Poaki Mālōlō Taimi Lōloa Ange
 - 9.3 Ko e Tōmui e Foki ki he Ngāue' hili e Poaki
 - 9.4 Ko e Poaki Mālōlō Tu'upau
- 10. KO E FAKATOKANGA**
- 11. KO E NGAahi FOOMU**

KO E TALAMU'AKI

- i. Ko e Ngaahi Tu'utu'uni Ngāue' ni na'e fatu mei he ngaahi fakakaukau, 'e lelei ki he Siasi' mo 'ene Potungāue Ako'.
- ii. Ko e Ngaahi tefito'i fakakaukau ko ia' 'oku anga maheni'aki 'a hono fakahingoa ko e Ngaahi Lao mo e Tu'utu'uni Ngāue.
- iii. Talu 'a hono kamata 'o e Potungāue Ako 'a e Siasi' mo hono fokotu'u 'a hono Ngaahi Lao mo hono Tu'utu'uni 'i he ngaahi taimi kehekehe ke tataki'aki 'a e Potungāue', pea kuo fai hono toutou liliu 'o fakatatau ki he taimi mo e kuonga'.
- iv. Ko ia kuo fakamā'opo'opo 'a e ngāue' ni 'e he kau 'Ofisa Ako Pule 'o e Potungāue Ako', Talēkita 'o e Ngaahi Ako Mā'olunga Ange', Puleako Kolisi Ko Tupou', Puleako Kolisi Kuini Sālote' mo e Puleako Ako Mā'olunga Ko Tupou', pea fatu ai 'a e Tohi' ni 'o fokotu'utu'u ki he Ngaahi Tefito'i Kaveinga takitaha.
- v. 'Oku 'i he Kōmiti Ako' 'a e mafai ke liliu, fakangata pē tātaki fo'ou mai ha ngaahi Kupu ki he Ngaahi Lao mo e Tu'utu'uni ko'eni' pea ke fakapapau'i 'e he Kōmiti Konifelenisi'.
- vi. Ko e Tohi' ni, ko e fakamā'opo'opo 'o e Ngaahi Tu'utu'uni Ngāue' na'e tātānaki mai talu mei he fononga mai 'a e Potungāue Ako' mei he kuo hili pea lava ke pulusi 'i he 2013 mo e 2018.
- vii. Koe'uhi ke fakamānava'i 'a e Konisitūtone 'o e Ako' mo e Lao 'o e Ako 'a e Siasi' pea ke tokoni ki he ngaahi fatongia 'o e Potungāue Ako'.
- viii. Kuo 'osi tuku mai 'a e fakahinohino 'a e Konisitūtone 'o e Ako' 'i he Konisitūtone 'o e Siasi' na'e tali 'i he Konifelenisi 1974, pea hā 'i he Tohi Konisitūtone paaki 'o e 2005. Ko ia, kuo fakamā'opo'opo ai lava mo e Lao 'o e Ako' pea ko e Tu'utu'uni Ngāue eni.
- ix. Ko e Tohi Tu'utu'uni Ngāue' ni 'oku ne aofangatuku kiaia 'a e ngaahi Tu'utu'uni Ngāue 'a e Potungāue Ako'.

KO E NGAHI TU'UTU'UNI NGĀUE:

1.KO E KAU MA'U NOFO'ANGA (FALE) 'I HE POTUNGĀUE AKO':

a. Ko e Kau Ngāue 'eni 'oku totonu ke 'oange 'e he Potungāue Ako' hanau nofo'anga:

- i. Ko e Ngaahi Lakanga 'eni 'i he Potungāue Ako 'a e Siasi':
Palesiteni Ako, Tokoni Palesiteni Ako, Talēkita 'o e Ngaahi Ako Mā'olunga Ange (Higher Education),
- ii. Ko e Kau Faifekau Hoko mo e Kau Setuata Faka-Konifelenisi kotoa 'oku ma'u Potungāue 'i he tu'utu'uni 'a e Konifelenisi'.
- iii. Ko e Talēkita 'o e Ako'anga Tēsiale Ko Tupou, Kau Puleako, Kau 'Ofisa Ako Pule, Tokoni Taki Ako 'o e Ako'anga Tēsiale Ko Tupou (Deans), Tokoni Puleako, Tiuta Lahi, Faifekau 'o e Ako'anga, Faiako Pule 'o e ngaahi Ako Lotoloto pē Akoteu kuo tu'utu'uni ki ai 'a e fehikitaki 'a e Potungāue Ako'.
- iv. Ko e Kau Ngāue'ofa mo e Kau Misinale mei muli.
- v. Ko e fatongia 'o e Potungāue Ako ke kumi ha nofo'anga ki he 'ene kau ngāue mo e ngaahi lakanga 'oku totonu ke ma'u nofo'anga. Pea ka 'ikai ma'u ha nofo'anga 'e he Potungāue kae nofo pē 'a e tokotaha ngāue ko ia 'i hono 'api pea 'e foaki kiate ia 'a e tokoni ko e \$200.00 'i he māhina, pea 'e fua pe mei he Potungāue pē 'Apiako 'oku ne ngāue ai'.
- vi. Ka 'i ai ha taha 'oku totonu ke ma'u fale nofo'anga pea lava 'e he Potungāue ke 'oange ha fale ki ai, kae fili pe ia ke nofo pē 'i hono 'api nofo'anga, pea 'e 'ikai te ne ma'u 'a e tokoni \$200.00 'i he māhina mei he Siasi'.
- vii. Ko ha Kau Faifekau 'Ahi'ahi mo Akoako 'e ngāue 'i ha 'Apiako' ka 'i ai ha nofo'anga 'e ma'u ke nofo ai pea ka 'ikai pea sai pē.

e. Ko e Tokoni 'a e Potungāue Ako kiate kinautolu 'oku nau 'i he ngaahi Lakanga ko 'eni:

- i) Ko e Ngaahi Lakanga 'eni ke foaki kiate kinautolu 'a e tokoni \$160.00 'i he māhina: Palesiteni Ako', Tokoni Palesiteni Ako', Talēkita 'o e Ngaahi Ako Mā'olunga Ange'.
- ii) Ko e Ngaahi Lakanga 'eni ke foaki kiate kinautolu 'a e tokoni \$120.00 'i he māhina ki he'enau utility (vai mo e 'uhila): Kau 'Ofisa Ako Pule', Talēkita 'o e Ako'anga Tēsiale Ko Tupou', Tokoni Taki Ako (Deans) 'o e Ako'anga Tēsiale

ko Tupou', Kau Puleako 'o e Ngaahi Kolisi Lalahi (Kolisi ko Tupou', Ako Mā'olunga ko Tupou', Kolisi Kuini Sālote', Kolisi Sia'atoutai', Kolisi Ngoue Ko Hango', Kolisi Mailefihī/Siu'ilikutapu mo e Kolisi Taufā'ahau/Pilolevu).

- iii) Ke toki fai ha tu'utu'uni faka'apiako', ke fai ha tokoni ka, ke 'omai e fokotu'utu'u' ki he 'Ofisi Ako'.

2. KO E KAU FAIAKO'

2.1 KO E FIEMA'U 'A E POTUNGĀUE AKO

- i) Ko e tokotaha kotoa pē 'oku fie faiako mo fie ngāue ma'ae Potungāue Ako 'a e Siasi Uēsīlana Tau'atāina 'o Tonga' 'oku fiema'u ke ne ma'u 'a e lakanga ko e Lotu Fehu'i pē tatau mo ia', pea mo fakapapau'i kuo ne 'osi tali 'a e 'Eiki ko Sīsū Kalaisī' ko hono 'Eiki mo Fakamo'ui pea ne tui ki he Taumu'a Ako 'a e Siasi'.
- ii) 'E fai tatau pē ki ha faiako pē tokotaha ngāue mei ha Siasi Faka-Kalisitiane kuo tali ke ngāue 'i he Potungāue Ako 'a e Siasi'.
- iii) Ko e faiako pē tokotaha ngāue kotoa pē kuo pau ke ne ma'u 'a e mo'ui lelei fakasino, faka'atamai mo fakalaumālie pea ke ne tauhi mo muimui ofi 'i he ngaahi fakahinohino 'oku tataki'aki 'a e Potungāue Ako'.

2.2 KO E FOUNGA 'O HONO TALI HA TAHA KE NGĀUE 'I HA AKO'ANGA 'A E SIASI'

- i) Kapau 'e loto ha taha ke faiako pē ngāue tokoni 'i ha Ako'anga 'a e Siasi' pē ngāue tokoni 'i he 'Ofisi Ako', 'oku fiema'u ke ne fakafonu 'a e Foomu Kole Faiako (Pepa 1)
- ii) (a) Pea 'oku 'i he mafai 'o e Palesiteni Ako' ke fokotu'u ha taha ki he lakanga faiako 'i he ngaahi Ako'anga 'a e Siasi' 'o fakatatau ki he ngaahi Tohi Fakamo'oni Fakafaiako pea mo e tu'unga fakalaumālie 'oku fiema'u 'e he Potungāue'.
- (e) 'E fakahā 'e he Palesiteni Ako' 'i he tohi fakataha mo e Foomu Fakapapau'i (Pepa 2) 'a e tali 'o e ngāue mo hono ngaahi tu'utu'uni ki he tokotaha ko ia' 'a e fiema'u ke faiako ma'ae Potungāue Ako'.
- (f) 'E fakahā 'e he Palesiteni Ako' 'i he tohi (Pepa 3) ki he tokotaha ko ia' 'oku 'ikai tali ke ngāue.
- iii) (a) Ke fakapapau'i ko e Kau Faiako kotoa pē 'e fakahū ke faiako kuopau ke ne ma'u ha Faka'ilonga Fakafaiako tukukehe kapau 'oku 'i ai ha makatu'unga mālohi pea 'oku 'i he mafai ia 'o e Palesiteni Ako' ke ne fai ha tu'utu'uni ki ai.

- (e) Hili hano vakai'i pea mo fakapapau'i 'oku fakafiemālie 'ene faifatongia he ta'u 'uluaki' 'e toki hoko 'o kakato ko e tokotaha faiaiko 'i he Potungāue Ako'.
- iv) Ko e Kau Puleako, Kau Tokoni Puleako mo e Kau Tiuta Lahi' 'e kau pe he fehikitaki 'a e Palesiteni Ako' pea kapau ko ha Faifekau 'e fiema'u ki he ngaahi lakanga ko'eni' kuo pau ke tomu'a fakapapau'i ia 'e he Palesiteni 'o e Siasi'.
- v) Ko e Kau Ngāue Tokoni' te nau fakafonu 'a e Foomu Tohi (Pepa 1) Kole Ngāue mei he 'Ofisi Ako' pea 'i he fengāueāki pea mo e Kau Puleako', 'e toki fakapapau'i 'e he Palesiteni Ako' 'a hono fakahū ki he ngāue.

2.3 KO E VĀHENGĀ'

Ko e vāhenga 'o e tokotaha ngāue 'i he Potungāue Ako' 'oku tu'utu'uni ki ai e Kōmiti Ako' mo e Kōmiti Pa'anga' pea fakapapau'i 'e he Kōmiti Konifelenisi pē Konifelenisi'.

2.4 KO E FAKAMĀLŌLŌ'I MEI HE NGĀUE'

- i) 'Oku 'i he mafai 'o e Palesiteni Ako' ke ne fakamālōlō'i ha tokotaha ngāue 'i he Potungāue Ako' 'i he femahino'aki pea mo e Puleako' 'i he ma'u ha ngaahi fakamatala fe'unga fekau'aki mo e tokotaha ngāue 'i he ngaahi me'a ko eni'-
- (a) 'Ikai fakafiemālie 'ene ngāue' mo hono 'ulungāanga' 'o taau mo ha tokotaha ngāue 'a e Siasi'.
- (e) 'Ikai tauhi mo fakahoko hono ngaahi fatongia' 'i loki ako mo tu'a 'i he taimi kotoa pē'.
- (f) 'Ikai tauhi 'a e Ngaahi Lao 'a e Pule'anga'.
- (h) 'Ikai tauhi 'i he taimi kotoa pē 'a e Ngaahi Lao mo e Ngaahi Tu'utu'uni 'o e Ako'anga' pea mo e Potungāue Ako'.
- (i) 'Ikai fakafiemālie hono 'ulungāanga mo e tō'onga mo'ui 'o fakatatau ki he lau 'a e Tohitapu'.
- ii) Kuopau ke fakafonu (FOOMU 4) 'e he Puleako' ke fakatefito ai ha fai tu'utu'uni. Ka kuopau pē ke fakahā ki he tokotaha ngāue' 'a e 'uhinga óku fakamālōlō'i ai', ke 'omai ha'ane tali ki ai.
- iii) 'Oku 'i he mafai 'o e Palesiteni Ako' ke 'oange hā faingamālie ke fai ha tokoni fakafale'i (Counselling) mei he 'Ofisi Ako'.
- iv) 'Oku ma'u 'e he tokotaha ngāue kotoa pē 'e fakamālōlō'i mei he ngāue' 'a e tau'atāina mo e totonu ke ne tohi 'o tangi ki he Kōmiti Ako' 'o fakafou 'i he Palesiteni Ako'.
- v) Ke tokanga 'a e Puleako' 'oku fakafoki ki he Ako'anga' 'a e ngaahi naunau ako mo e koloa kotoa pē 'a e Ako'anga' 'a ia na'e tauhi mo ngāue'aki 'e ha taha kuo fakamālōlō'i mei he ngāue'.

vi) 'Oku 'i he Palesiteni Ako' ke fakapapau'i hono tu'unga vāhenga' mo e ta'u ngāue' 'o fakatatau ki he ngaahi fakamatala fakamo'oni kuo ma'u. Kapau 'e fakamālōlō'i ha faiako pē taha ngāue mei he ngāue 'a e Siasi', ka 'oku toe fie foki mai 'o ngāue', pea kuo pau ke ne fakakakato 'a e ngaahi me'a ko eni:

a) Tohi kole ki he Palesiteni Ako'

e) Tohi mei he tokotaha falala'anga pē ko ha Faifekau he Siasi'

f) 'E 'i he mafai 'o e Palesiteni Ako' ke tali ha kole ke toe foki mai 'o ngāue.

'Oku 'i he Palesiteni Ako' ke fakapapau'i hono tu'unga vāhenga mo e ta'u ngāue' 'o fakatatau ki he ngaahi fakamatala fakamo'oni kuo ma'u.

2.5 KO E MĀLŌLŌ 'AUPITO (fakafisi) MEI HE NGĀUE'

i) 'E ui ko ha Fakafisi mei he ngāue' ha tokotaha ngāue kuo ne loto ke mālōlō mei he ngāue 'a e Potungāue Ako' 'i ha fa'ahinga 'uhinga fakaeia pē 'o 'ikai ke fakakakato 'a e ngaahi fiema'u fakangāue 'a e Potungāue Ako'. 'E kau heni ha taha ngāue 'oku te'eki ke ne a'usia 'a e ngaahi ta'u ngāue pē ta'u motu'a 'oku fakangofua 'e he ngaahi Tu'utu'uni Ngāue 'a e Potungāue Ako' ke mālōlō 'aupito mei he ngāue'.

ii) Kapau 'e fie fakafisi ha tokotaha ngāue mei he'ene ngāue 'i he Potungāue Ako', 'oku fiema'u ke ne 'oatu ha'ane tohi kole ke Fakafisi mei he ngāue ki he Palesiteni Ako', 'o fakamo'oni ki ai 'a e Puleako 'oku ne ngāue ai' 'o 'oua 'e to e tōmui ange 'i he māhina 'e ua kapau ko ha tokotaha faiako (teaching staff) pea māhina 'e taha kapau ko e tokotaha ngāue tokoni (support staff) mei he 'aho 'oku ne 'amanaki ke ne mālōlō ai mei he ngāue'.

iii) Ko ha tokotaha ngāue kuo tali ke ne fakafisi mei he ngāue 'a e Potungāue Ako', 'e 'ikai ke ne to e ma'u ha fa'ahinga monū'ia 'oku ala foaki ki ha tokotaha 'oku ne fakakakato 'a hono taimi ngāue' 'i he Potungāue Ako'. 'Oku makatu'unga 'a e tu'utu'uni ko 'eni, ke fakamahu'inga'i 'a e ngaahi monū'ia 'oku ma'u 'e kinautolu kuo nau pole ke tauhi 'a e ngāue mo e ui 'a e 'Eiki' ki he'enu mo'ui 'o a'usia 'a e taimi kakato fakangāue kuo tu'utu'uni 'e he Potungāue Ako'. Ka 'oku 'i he Palesiteni Ako' ke foaki ha me'a'ofa fakahounga 'o 'ene ngāue 'o kapau kuo a'u 'ene ngāue ki he ta'u 'e 20. Kuopau ke ne nofo mei he ngāue ko ha 'uhinga hangē ko 'eni: ke nofo 'i 'api 'o 'ikai ngāue kae tauhi hono malī pē fānau'.

iv) Kapau na'e fakafisi ha tokotaha ngāue pea to e kole ngāue fo'ou mai' 'o tali 'e he Palesiteni Ako' pea 'e kamata pē hono vāhenga mei he kamata'anga 'o e sikeili', 'o fakatatau mo hono lakanga'.

v) Kapau na'e fakafisi ha faiako pea to e kole pē 'e he Potungāue Ako' pē ko ha Ako'anga ke foki ki he ngāue 'i ha fiema'u vivili pea 'e hū mai pe 'o hoko atu pē he sikeili vāhenga na'e 'i ai pea toki fakafisi'. Ka kuopau ke 'omai ki he Palesiteni Ako' ha fakamo'oni mei he Puleako'.

2.6 KO E 'ULUNGĀANGA MO E TŌ'ONGA MO'UI 'A E KAU NGĀUE'

- i) 'Oku faka'amu 'a e Kau Taki 'o e Siasi' pea mo e Potungāue Ako' ke faka'ehi'ehi 'a e tokotaha ngāue kotoa pē 'i he Potungāue Ako' mei hano fai 'a e ngaahi hia mamafa' á ia te ne ūesia 'enau mo'ui', fai fatongia', fāmili pea mo e ongoongo 'o e Siasi' pea 'oku ma'u 'e he Palesiteni Ako' 'a e mafai ke fai ha tu'utu'uni ki ha taha ngāue te ne maumau'i 'a e faka'amu ko ia'.
- ii) Ka faitama ha taha ngāue te'eki mali lolotonga 'ene ngāue ma'ae Siasi' 'e fiema'u ke fakamālōlōo'i 'aupito mei he ngāue'.
- iii) Ka fakamo'oni'i 'oku faitama ha tokotaha ngāue pea toki mali, 'e fakamālōlōo'i 'a e tokotaha ngāue ko ia' koe'uhi ko 'ene maumau'i e tu'utu'uni lolotonga 'ene fai fatongia'.
- iv) 'E fai tatau ki ha tokotaha ngāue tangata kuo faitama ki ai ha fefine' lolotonga 'ene fai fatongia' pea ne toki mali.
- v) 'E fakamālōlōo'i foki mo ha faiako tangata pē tokotaha ngāue tangata kuo fakamo'oni'i 'oku faitama ki ai ha fefine ka 'oku 'ikai ke na mali.
- vi) Ka hili ha ta'u 'e taha mei ai, 'e lava ke ne fai ha tohi kole ki he Palesiteni Ako' ke fai hano toe fakakaukau'i 'a e maumau kuo hoko' pea 'e lava 'e he Palesiteni Ako ke fakangofua ha taha pehē ke toe ngāue 'i he 'uhinga lelei mo fakafiemālie, pea ke ne tauhi 'a e ngaahi tu'utu'uni 'oku fekau'aki mo e kau ngāue te'eki mali kuo nau faitama pē faitama ki ai' lolotonga 'enau ngāue ma'ae Siasi'.
- vii) 'E fengāue'aki 'a e Palesiteni Ako' mo e Faifekau 'o e 'apiako pē ko e vāhenga' (potu Siasi) 'oku kau ki ai e tokotaha' ni fekau'aki mo e faingata'a kuo hoko' ke fai ha tokoni.

2.7 KO HONO TAUHI 'O E NGAHI FATONGIA

'Oku 'amanaki 'a e Potungāue Ako' ke fakahoko 'e he tokotaha ngāue kotoa pē hono fatongia', ke fakahoko 'e he Puleako' hā ngaahi founa 'e lava ke fakahoko lelei honau fatongia'.

2.8 KO E TOKOTAHA NGĀUE NOFO TA'EPOAKI

'Oku 'i he Puleako' ke fakahoko ki he Palesiteni Ako' ha taha kuo nofo mei he ngāue ta'epoaki.

- i) Kapau 'e 'i ai ha taha ngāue na'e nofo pē ta'epoaki mei he ngāue ka 'oku fie foki mai 'o ngāue' kuopau ke ne fakakakato 'a e ngaahi me'a ko eni:
 - a) Faitohi ki he Palesiteni Ako' 'o fakahā 'a e 'uhinga na'e nofo ai' pea mo e 'uhinga 'oku toe fiengāue ai.
 - e) Tohi mei ha taha falala'anga pē Faifekau ke pou pou ki he 'ene tohi'.

- ii) Ka tali ke foki mai ki he ngāue’ te ne ma’u ‘a e vāhenga ‘e kamata mei he pā ma’ulalo taha ‘o e sikeili vāhenga’ ‘o fakatatau ki he tu’unga ako ‘o e tokotaha koia. Pea ‘e toe kamata fo’ou ‘a e lau ‘a hono ta’u ngāue’.

2.9 KO E MA’U NGĀUE (Staff Attendance)

- i) ‘E tauhi ha Tohi Lēsisita (Tohi Ngāue) ‘o e ma’u ngāue (Attendance Book) pē ko ha to e founa faka-e-onopooni ange ‘i he Ako’anga. Ko e fatongia ia ‘o e Puleako’ ke fakamā’opo’opo e Tohi Lēsisita he faka’osi e māhina kotoa pē ‘enau a’u mai mo foki mei he ngāue’ he ‘aho kotoa pea ke lipooti ki he ‘Ofisa Ako Pule’ (HRM) ‘i he ‘Ofisi Ako’.
- ii) ‘E fakamo’oni hingoa ‘a e tokotaha ngāue’ ‘i he pongipongi kotoa pē ‘i he taimi ‘oku ne a’u ai ki he ngāue mo e taimi kimu’a pea ne toki mavahe mei he ngāue’, pea ke ne tohi ai foki mo e taimi’.
- iii) Ka mama’o ha tokotaha ngāue mei he ‘apiako’ pea kuopau ke ne poaki ki he Puleako’ pea ke lēkooti ia ‘e he Puleako he Tohi Lēsisita’.

3. KO E KAU NGĀUE ‘OFA’.

3.1 KAU KOLE NGĀUE LOLOTONGA HA’ANAU ‘A’AHI MAI KI TONGA’NI

- i) ‘E ‘i he Palesiteni Ako’ ke fai ha tu’utu’uni ‘i he fale’i ‘a e ‘Ofisa Ako Pule (HRM) ki he Kau Faiako’ ki he ngaahi tohi kole ngāue kotoa pē.
- ii) Kuopau ke tali ‘e ha taha kole ngāue ke ne ngāue ‘o laka hake he ta’u ‘e taha.
- iii) Ko e tokotaha kole ngāue kotoa pē kuopau ko e tokotaha Kalisitiane.
- iv) Kuopau ke ma’u mai ‘a e Tohi Fakamo’oni ‘e ua mei he feitu’u ‘oku ne lolotonga ngāue ai’ pea mo e Siasi ‘oku ne kau ki ai’.
- v) ‘E ma’u atu ‘a e vāhenga tatau mo e Kau Faiako Tonga ‘oku nau ma’u Tohi Fakamo’oni Ako tatau.

3.2 KOLE NGĀUE MEI MULI

- i) ‘Oku ‘i he Palesiteni Ako’ ke tali ha tokotaha Tohi Kole Ngāue ‘i he fale’i ‘a e ‘Ofisa Ako Pule’ ki he Kau Faiako’ pea ke ne totongi ‘ene folau mai’ mo ‘ene foki’.
- ii) Ko e vāhenga’ ‘e fakatefito pē ‘i he’ene tu’unga fakaako’ mo e sikeili vāhenga ‘a e Potungāue Ako ‘a e Siasi’.
- iii) Ko e tokotaha kole ngāue kotoa pē kuopau ko e tokotaha Kalisitiane.

- iv) Kuopau ke ma'u mai 'a e Tohi Fakamo'oni 'e ua mei he feitu'u 'oku ne lolotonga ngāue ai' pea mo e Siasi 'oku ne kau ki ai'.

Ko e lōlōa 'o 'ene ngāue ke 'oua na'a toe si'i hifo he ta'u 'e ua (2).

- v) 'Oku 'i he ngaahi Ako'anga te nau ngāue ai' ke nau tokanga ki honau nofo'anga.

3.3 KAU NGĀUE 'OFA MEI HE NGAHI KAUTAHĀ NGĀUE 'OFA'

- i) Ko e founa mo e Tu'utu'uni Ngāue' ke fakatatau ki he founa mo e Tu'unga Ngāue 'a e Pule'anga Tonga'.
- ii) Ke fakapapau'i 'oku nau Kalisitiane'
- iii) 'Oku 'i he ngaahi Ako'anga te nau ngāue ai' ke nau tokanga ki honau nofo'anga'.

4. KO E NGAHI ME'A FAKAPA'ANGA'

1. (i) TU'UTU'UNI NGĀUE KI HE NGAHI FEINGA PA'ANGA 'A E NGAHI AKO'ANGA'

Ko e ngaahi Feinga Pa'anga kotoa pē 'a ha Kulupu (hangē ko e Kolisi Tutuku pē PTA) 'i he hingoa 'o ha 'Apiako 'a e Siasi Uēsiliaa Tau'atāina 'o Tonga' kuopau ke poaki'i. Ke fakahoko 'a e poaki' 'e he Puleako 'o e 'Apiako 'oku fai ma'ana 'a e feinga pa'anga' 'i ha'ane faitohi ki he Palesiteni Ako' pea mei ai ki he Kōmiti Ako' ke faka'atā 'a e feinga pa'anga ko eni. Ke fakahā 'i he tohi' 'a e ngaahi me'a ko 'eni: (i) Taumu'a 'o e Feinga Pa'anga'; (ii) Feitu'u 'oku fai ki ai e Feinga Pa'anga'; (iii) Hingoa 'o kinautolu 'oku fakahoko e Feinga Pa'anga'; (iv) mo e Taimi 'e fakahoko ai 'a e Feinga Pa'anga'.

- i) Kuopau ke tomu'a fakafonu 'a e Foomu (FOOMU 7) 'o e Feinga Pa'anga 'a e 'Apiako' pea 'omi ki he Palesiteni Ako' 'o tatau pe 'i Tonga ni pē 'i muli.
- ii) Ke fakakakato e ngaahi me'a 'oku hā he Foomu (FOOMU 7) pea ke fakahū mai 'a e foomu' 'i ha māhina 'e 6 kimu'a he taimi 'e fai ai e folau'.
- iii) Kuopau ke 'omai ki he Palesiteni Ako' pea mei ai ki he Kōmiti Ako' 'a e Fakamatala Pa'anga kakato 'o e folau.

'E toki fakapapau'i 'e he Palesiteni Ako' 'a e tali pē ta'etali 'a e kole.

(ii) FEINGA PA'ANGA KI HE FONUA MULI

Ko e Feinga Pa'anga ki he folau muli – Kuopau ke poaki'i ki he Palesiteni Ako pea mei ai ki he Kōmiti Ako'. Ke fakakakato 'a e poaki 'o kau ai e ngaahi me'a koeni: ke 'omi ha tohi meiate kinautolu 'i muli' ke fakahā 'oku nau loto lelei ke talitali e folau. Ke fakafonu 'a e (FOOMU 7) Konga Ua.

2. KO E NGAHI TOTONGI AKO'

Ko e Konifelenisi pē Kōmiti Konifelenisi pē 'a e Siasi' 'oku ne ma'u 'a e mafai ke fakapapau'i 'a e Ngaahi Tu'utu'uni kotoa pē 'oku fekau'aki mo e ngaahi totongi ako 'a e ngaahi Ako'anga kotoa pē 'a e Siasi'.

(a) Ko e founa 'o e Holo 'a e Totongi Ako'

- i) Ko e fika 'uluaki ke totongi ako kakato
- ii) Ko e fika ua' ke holo'aki 'a e \$5 mei he fika 'uluaki'
- iii) Ko e fika tolu' pea mo hono toenga 'o e fānau mei he fāmili tatau, ke holo'aki 'a e \$10 mei he fika 'uluaki'.
- iv) Ko e holo 'a e totongi ako' 'e ngāue'aki ia 'o tatau ai pē, pe 'oku ako kotoa 'a e fānau' 'i he Ako'anga pē 'e taha pē 'oku nau ako 'i he ngaahiAako'anga kehekehe 'a e Siasi'.
- v) 'E ngofua pē ke holo 'a e totongi ako 'a ha fānau 'oku ohi 'e ha ongo mātu'a pea ko kinaua 'oku na fua 'a e kaveinga fakapa'anga 'a e fānau ko ia' 'o tatau pē pe 'oku nau kāinga.
- vi) 'Oku 'i he Palesiteni Ako' ke tali ha kole tokoni ki he Pa'anga Tokoni Faingata'a'ia 'a e Potungāue Ako 'a e Siasi' 'i ha fokotu'u mei he Puleako 'o e taha 'o e ngaahi 'Apiako 'a e Siasi', pea 'e ma'u mei he 'Ofisi 'o e Ako' 'a e Foomu Kole ki he Pa'anga Tokoni Faingata'a'ia (FOOMU 8).

3. KO E 'ESITIMETI FAKATA'U'

- i) Kuopau ke fokotu'u 'e he Puleako kotoa pē 'a e 'Esitimeti 'a e Ako'anga' ki he ta'u ka hoko' pea kuopau ke ne tauhi mo ngāue'aki 'a e 'Esitimeti kuo tali 'e he Konifelenisi'.
- ii) Ko e 'Esitimeti kotoa pē kuopau ke fakahū ki he 'Ofisi 'o e Palesiteni Ako' ke a'u ki ai kimu'a 'i he 'aho faka'osi 'o 'Okatopa' 'o e ta'u kotoa pē ke fakapapau'i pea fakahū ki he Kōmiti Pa'anga'.
- iii) Ko e ngaahi kole kotoa pē ke fai ha liliu pe fe'unuaki 'i he 'Esitimeti', kuopau ke tomu'a fakahoko 'i he tohi ki he Palesiteni Ako' ke 'oatu ki he Kōmiti Pa'anga' pea ke fakapapau'i 'e he Kōmiti Konifelenisi'.
- (iv) Ke tokanga 'a e Palesiteni Ako' ki hono vahevahe 'o e 'inasi 'o e Potungāue Ako' mei he Vahe-tolu-'e-taha mei he Misinalē' 'i he ta'u takitaha.

4. KO E LE'OLE'O 'I HA LAKANGA

- i. Ke ma'u 'a e vāhenga kakato mo e ngaahi monū'ia 'o e lakanga 'oku le'ole'o ai' ka 'i he poini (scale) ma'ulalo taha tukukehe 'o ka kuo mā'olunga hono vāhenga 'i he poini ma'ulalo taha 'oku le'ole'o ai'.
- ii. 'E toki fakahoko hā le'ole'o 'o ka poaki ha taha ngāue 'o loloaange he māhina 'e taha. 'Oku 'i he Palesiteni Ako' ke ne fakahā 'i he tohi 'a e tokotaha ke le'ole'o 'i he fale'i 'a e Puleako'.
- iii. 'E kau ki heni 'a e lakanga ko 'eni: Puleako, Tokoni Puleako, Tiuta Lahi, Pule Faama, Dean mo e Chaplain.

NGAAHI FOUNGA NGĀUE FAKAPA'ANGA (Ko e Pepa mei he Potungāue Pa'anga)

KO E FOUNGA NGĀUE FAKAPA'ANGA (PROCEDURE MANUAL) MA'AE NGAAHI POTUNGĀUE MO E AKO'ANGA 'OKU TAUHI MO TOTONGI ATU 'ENAU PA'ANGA MEI HE NGAAHI 'OFISI 'O E SIASI'.

'Oku fakakaveinga 'a e Founga Ngāue' ni ke fakapapau'i ma'u pē 'oku tauhi maau mo tonu 'a e pa'anga 'a e Siasi' pea ngāue totonu'aki ke hoa mo e Tu'utu'uni ki he Ngaue Faka-pa'anga mo e tefito'i tui 'a e Siasi'. 'Oku 'i he Taki' pē Puleako' 'a e fatongia fakapa'anga 'o fakaongoongo ki he Tu'utu'uni mo e Tataki 'a e Tauhi Pa'anga Lahi' (Palesiteni) mo e Konifelenisi'.

'E muimui mo fai pau 'a e Taki 'o e Potungāue' pē Puleako' mo 'ene kau Kalake Pa'anga' (kapau 'oku 'i ai) ki he founga ngāue' ni. 'E fetongi leva 'e he Founga Ngāue' ni, 'a e ngaahi founga ngāue na'e ngāue'aki mai mei he kuohili.

1. Ko e Pa'anga Hūmai (Receipts)

- 1.1 Kuopau ke 'oatu ha talitotongi 'o e pa'anga kotoa pē 'oku fakahū pē totongi mai ki he Potungāue pē Ako'anga' 'o 'oua' 'e toe toloi.

'E hā 'a e fakaikiiki ko 'eni 'i he talitotongi':

- a. 'Aho 'oku fakahū mai ai e Pa'anga'.
- e. Hingoa 'o e Tokotaha 'oku ne fakahū mai e Pa'anga'.
- f. Lahi 'o e pa'anga' (mata'itohi mo e mata'ifika ke na tataui)
- h. 'Uhinga 'o e Pa'anga mo e Vouti (vote) 'e fakahū ki ai e Pa'anga'.
- i. Fakamo'oni hingoa 'a e Kalake 'oku ne tali totongi 'a e Pa'anga'.

- 1.2 'E tomu'a sivi 'e he Kalake Pa'anga 'a e lahi 'o e pa'anga 'oku fakahūmai, 'o na felotoi ki ai mo ia 'oku ne fakahū mai e pa'anga' pea toki tohi 'a e talitotongi, pea tauhi maau 'a e pa'anga ki hono tuku'anga' pea 'oatu 'a e talitotongi' ki he tokotaha na'a' ne fakahū mai e pa'anga'.

- 1.3 Ko e Tohi Talitotongi pē 'e taha 'e ngāue'aki, 'oua leva kuo 'osi pea toki hoko ki he Tohi Fo'ou'. 'E tauhi maau 'a e ngaahi Tohi Talitotongi kuo 'osi ngāue'aki, 'oua leva kuo tu'utu'uni 'e he Sekelitali Pa'anga ki hano faka'auha.
- 1.4 Ko e Pa'anga na'e talitotongi 'e 'ikai toe ngāue'aki ki ha me'a, ka ke fakahū kakato ki he 'Ofisi Pa'anga 'o e Siasi'.
- 1.5 'E fakamā'opo'opo maau 'a e pa'anga 'e fakahū ki he 'Ofisi Pa'anga 'o e Siasi' 'i hano *Pepa Fakahū-Pa'anga* mavahe, pea 'ave fakataha mo e pa'anga', Tohi Talitotongi' ki he 'Ofisi 'o e Siasi'. 'E sivi 'e he Kau Ngāue 'o e 'Ofisi Pa'anga 'o e Siasi 'a e pa'anga', Tohi Talitotongi pea 'omi 'a e talitotongi ki he pa'anga na'e fakahū. 'E fakapipiki 'a e talitotongi mei he 'Ofisi Pa'anga 'o e Siasi' 'i he Pepa Fakahū Pa'anga, peesi 'oku hā ai e fakamatala 'o e pa'anga ko ia na'e fakahū'.
- 1.6 Kapau 'oku 'i ai ha Kalake Pa'anga mavahe 'a e Potungāue' pē Ako'anga', ko ia te ne talitotongi 'a e pa'anga'. Pea kapau 'oku 'ikai (hange ko e Ako Lotoloto) ko e Puleako pē te ne tohi 'a e talitotongi mo tauhi 'a e pa'anga'.
- 1.7 'E tauhi 'a e pa'anga na'e talitotongi 'i ha kapa-pa'anga 'o loka'i lelei. Kapau 'oku 'i ai ha seifi (safe) pea 'e tauhi 'e he Kalake 'a e kī 'o e kapa pa'anga' kae tauhi 'e he Taki pē Puleako' pe tokotaha 'a e kī 'o e seifi'. Ka mole ha pa'anga lolotonga ko e Kalake na'e 'i ai e pa'anga', ko e kalake leva te ne totongi fakafoki e pa'anga (pea 'e tu'utu'uni 'a e Tauhi Pa'anga Lahi' mo e Kōmiti Konifelenisi ki ai). Kapau leva 'oku 'ikai 'i ai ha seifi 'a e Potungāue pē Ako'anga' 'oku 'i he Taki' pē Puleako' ke femahino'aki mo e Sekelitali Pa'anga' ke vakai'i 'a e founa mo e feitu'u fe'unga ke tauhi malu ai e pa'anga'.
- 1.8 Ko e talitotongi 'o e Totongi Ako', Pa'anga Pasā etc. kuopau ke faka'ilonga'i 'a e hingoa 'o e tamasi'i/ta'ahine ako ko ia 'i he Lisi (list) 'a e 'apiako' 'aki hano tohi ki ai 'a e Fika 'o e Talitotongi mo e lahi 'o e pa'anga.
- 1.9 'E fakamā'opo'opo maau 'a e pa'anga 'e fakahū ki he 'Ofisi Pa'anga 'o e Siasi' 'i hano *Pepa Fakahū-Pa'anga* mavahe, pea 'ave fakataha mo e pa'anga', Tohi Talitotongi' ki he 'Ofisi Pa'anga 'o e Siasi'. 'E sivi 'e he kau ngāue 'o e 'Ofisi Pa'anga 'o e Siasi 'a e pa'anga', Tohi Talitotongi pea 'omi 'a e talitotongi' ki he pa'anga na'e fakahū. 'E fakapipiki 'a e talitotongi' mei he 'Ofisi Pa'anga 'o e Siasi' 'i he Pepa Fakahū Pa'anga, peesi 'oku hā ai e fakamatala 'o e pa'anga ko ia na'e fakahū. 'E fakamo'oni 'a e Kalake Pa'anga 'a e 'Ofisi Pa'anga 'o e Siasi' 'i he Pepa Fakahū Pa'anga'.
- 'E tu'utu'uni 'a e Taki' pē Puleako' ki he taha kehe mei he Kalake Pa'anga na'a ne fakahū e pa'anga ki he 'Ofisi Pa'anga 'o e Siasi' ke ne sivi 'a e Tohi Talitotongi', Tohi Fakahū Pa'anga' ke fakapapau'i na'e 'osi fakahū e pa'anga' ki he 'Ofisi Pa'anga 'o e Siasi'. Pea te ne fakamo'oni hingoa 'i he Tohi Fakahū Pa'anga 'i he fakaikiiki 'o e pa'anga na'e fakahū ki he 'Ofisi 'o e Siasi'.

- 1.10 'E 'ikai tauhi 'i ha Potungāue pē Ako'anga ha pa'anga 'o laka hake 'i he \$200.00. 'E 'ikai si'i hifo 'i he tu'o 2 'i he uike 'a e fakahū pa'anga ki he 'Ofisi 'o e Siasi' tukukehe 'o ka 'oku 'ikai hā pa'anga.
- 1.11 'Oku 'i he Taki 'o e Potungāue pē Puleako 'a e malu mo e hao 'a e pa'anga na'e talitotongi'. Ka hoko ha nounou pē mole ha pa'anga, 'oku 'a e Taki' pē Puleako' ke ne totongi fakafoki he ko ia na'a' ne tauhi 'a e pa'anga', pea ke fakahā leva 'a e pa'anga mole' ki he Sekelitali Pa'anga' 'i he vave taha 'o 'oua 'e toe toloi, pea fakahā leva 'e he Sekelitali Pa'anga' ki he Tauhi Pa'anga Lahi. ('Oku 'ikai 'uhinga 'eni ke ngofua hano ngāue'aki 'e he Taki' pē Puleako' 'a e pa'anga talitotongi ka ne toki totongi fakafoki).

2. Ko e Fakamole (Payments)

- 2.1 Ko e Taki 'o e Potungāue pē Puleako 'o e Ako'anga' pē tokotaha 'oku mafai ke ne fakangofua ha pa'anga ke totongi atu mei he pa'anga 'a e Potungāue' pē Ako'anga', 'aki ha'ane fakamo'oni hingoa 'i he Tohi Fakamafai (Order) pea 'ave ki he 'Ofisi Pa'anga 'o e Siasi'. ('E ngofua ke fakamafai' 'e he Puleako/Taki 'o e Potungāue ha tokotaha kehe, hange ko e Tokoni Puleako pē Faifekau 'o e Potungāue' ke fakamo'oni 'i he Tohi Fakamafai (Order), ka ke 'uluaki femahino'aki ki ai 'e he Puleako pē Taki 'o e Potungāue' mo e Sekelitali Pa'anga').
- 2.2 'E tomu'a 'ilo 'e he Potungāue' pē Ako'anga' 'a e mahu'inga totonu 'o e koloa pē ngāue 'e fai' pea fakahāa'i 'a e mahu'inga faka-pa'anga totonu ko ia 'i he Tohi Fakamafai (Order). 'E tohi mo totongi hangatonu 'a e sieke' (cheque) mei he 'Ofisi Pa'anga 'o e Siasi' ki he Kautaha Koloa pē tokotaha te ne fai e ngāue'.
- 2.3 'E 'ave fakataha 'a e Tohi Fakamafai (Order) pa'anga ki he 'Ofisi Pa'anga 'o e Siasi' mo e Tohi Mo'ua pē Lisi 'o e koloa' (Statement/Invoice) ke fakamo'oni mo pou pou'i 'a e totongi pa'anga 'e fai.
- 2.4 'E sivi 'e he kau ngāue 'a e 'Ofisi Pa'anga 'o e Siasi' 'a e Tohi Fakamafai (Order) kotoa mei he Potungāue pē Ako'anga' kimu'a pea faka'atā ke totongi atu. ('E lava 'e he 'Ofisi Pa'anga 'o e Siasi' ke ta'ofi hano totongi atu ha pa'anga neongo ne 'omai ha 'ohi Fakamafai ki ai (Order). Ko ha ngaahi 'uhinga 'eni ke ta'ofi ai.
- 'Osi e Vote pē 'Esitimeti'.
 - Kapau 'oku fepaki mo ha tu'utu'uni 'a e Siasi'.
 - 'Ikai ke tonu pe kakato 'a e Tohi Fakamafai (Order) etc.
 - 'Osi e pa'anga 'a e Potungāue/Ako'anga.
- 2.5 Ko e fatongia 'o e Kalake Pa'anga' ke fale'i 'a e Taki 'o e Potungāue pē Puleako' felave'i mo e ngaahi toenga Vote mo e 'Esitimeti 'a e Potungāue' pē Ako'anga'. 'Oku totonu foki ke 'i ai ha Vote Book 'a e Potungāue pē Ako'anga' ke 'ilo mei ai 'a e toenga vote. 'E lava pe 'a e kau ngāue 'a e 'Ofisi Pa'anga 'o e Siasi' ke tokoni ki he kau Kalake Pa'anga 'a e Potungāue pē Ako'anga' felave'i mo e toenga Vote' mo e 'Esitimeti'.

3. Ko e Pa'anga Ngāue (Petty Cash)

- 3.1 Ko ha Potungāue pē Ako'anga 'oku faka'amu ke fokotu'u ha'ane Pa'anga Ngāue' (Petty Cash) ke femahino'aki ki ai 'a e Taki' pē Puleako' mo e Sekelitali Pa'anga 'a e Siasi'. Ka fokotu'u ha Pa'anga Ngāue, 'e tu'utu'uni 'a e Sekelitali Pa'anga' ki he lahi 'o e pa'anga ke kamata'aki.
- 3.2 Ke tauhi mavahe 'a e Pa'anga Ngāue' (Petty Cash) mei he pa'anga talitotongi'.
- 3.3 'E tu'utu'uni 'a e Sekelitali Pa'anga' ki he fa'ahinga fakamole 'oku 'atā ke fai mei he Pa'anga Ngāue', pea 'e 'i he Taki' pē Puleako' pe tokotaha ke ne fakamafai'i 'a e pa'anga ko ia ke totongi atu, pē taha kehe te ne fakamafai'i 'i ha'ane mama'o.
- 3.4 Ka faka'atā 'e he Puleako' ha silini ke totongi atu mei he Pa'anga Ngāue', 'e teuteu'i mo fakafonu leva 'a e Tohi Vausia. Ko e fakaikiiki 'eni ke hā 'i he vausia.
- a. 'Aho 'oku totongi atu ai e silini'
 - e. Lahi 'o e silini' (mata'ifika mo e mata'itohi ke na tatau)
 - f. 'UHINGA 'o e totongi pa'anga 'oku fai'
Vouti (vote) 'i he 'Esitimeti 'e fakahū ki ai'
 - i. Fakamo'oni hinga 'o e tokotaha 'oku ne 'ave 'a e silini'
- 3.5 'E tanaki fakamaau 'a e talitotongi kotoa 'o e ngaahi fakamole neongo 'ene fika si'isi'i, 'o fakapipiki fakataha 'i he tatau 'o e vausia'. Kuopau ke fakafika 'a e vausia kotoa pē 'o hokohoko fakafika.
- 3.6 'E lēkooti fakamā'opo'opo 'a e Pa'anga Ngāue', fakataha mo e silini 'oku totongi atu 'i ha pepa mavahe (petty cash book) 'e tokoni 'a e Kau Ngāue 'a e 'Ofisi 'o e Siasi' ke fakahinohino 'a e founa ke ngāue'aki'.
- 3.7 'I ha taimi kuo mei 'osi e Pa'anga Ngāue' 'i hono ngāue'aki, 'e teuteu'i leva hā Tohi Fakamafai (order) ki he 'Ofisi 'o e Siasi' ke toho mai ha pa'anga ke fakakakato 'a e Pa'anga Ngāue'. 'E 'ave fakataha ki he 'Ofisi 'o e Siasi' 'a e Tohi Fakamafai', Pepa Cash Book mo e Vausia', 'a ia 'oku fakapipiki ai 'a e talitotongi kuo 'osi fakafika'.
- 3.8 Ka 'oku 'i ai ha Kalake Pa'anga 'a e Potungāue' pē Ako'anga' pea 'e lelei ke tuku kiate ia ke ne tauhi 'a e Pa'anga Ngāue', ka 'e kei fakamafai'i mo faka'atā pē 'e he Taki' pē Puleako' 'a e totongi atu 'o ha silini mei he Pa'anga Ngāue'.
- 3.9 Ka hoko ha nounou pē mole 'a e Pa'anga Ngāue', ko e tokotaha na'a' ne tauhi (Kalake Pa'anga pē Puleako) te ne totongi fakafoki 'a e pa'anga', he ko ia na'a' ne tauhi. 'Oku kei 'i he Taki pē Puleako ai pē ke tu'utu'uni ki he hao mo e malu 'a e Pa'anga Ngāue'.

4. Ko e Vāhenga (Salaries & Wages)

- 4.1 'Oku fakahoko tu'o ua (2) 'a e vahe 'a e kau ngāue 'a e Siasi' 'i he māhina takitaha.

- 4.2 'E teuteu'i 'a e Pepa Vahe' 'e he Kalake Pa'anga' kuo tu'utu'uni ke ne fai pea ke fakahāa'i ai 'a e hingoa 'o e tokotaha ngāue kotoa 'a e Potungāue pē Ako'anga' pea 'e hā ai 'a e fakaikiiki ko 'eni.
- a. Tu'unga Vāhenga'
 - e. Ngaahi me'a 'oku to'o mei he vahe' hangē ko e:- Tukuhau, Nō Pangikē, Pa'anga Mālōlō etc.
 - f. Ngaahi me'a 'oku toe tanaki ki he Vāhenga' hangē ko e COLA, Le'ole'o 'i he Lakanga etc.
 - h. Toenga Vahe ke totongi atu ki he tokotaha ngāue'.
- 4.3 'E 'ave 'a e Pepa Vahe' fakataha mo e Order kuo 'osi teuteu'i ki he 'Ofisi Pa'anga 'o e Siasi' 'i ha 'aho 'e 3 kimu'a 'i he 'aho 'e fai ai 'a e vahe 'a e kau ngāue', koe'uhi ke faingamālie hono sivi 'o e vahe' 'e he Kau Ngāue 'a e 'Ofisi Pa'anga 'o e Siasi'.
- 4.4 Ka lava hono sivi 'o e Pepa Vahe' 'e he Kau Ngāue 'Ofisi 'o e Siasi', 'e toki teuteu'i leva 'a e ngaahi sieke ki he:
- i. Toenga Vahe – ke totongi atu ki he tokotaha ngāue'.
 - ii. Tukuhau – ke totongi ki he 'Ofisi Tukuhau, 'a ia 'e 'ave fakataha mo e tatau (copy) 'o e Pepa Vahe' mo e Foomu Tukuhau'.
 - iii. Nō Pangikē – ke totongi ki he Pangikē 'oku fai ai e nō' (kapau 'oku 'i ai).
 - iv. Pa'anga Mālōlō – ke totongi ki he 'Ofisi 'o e Siasi' (kapau 'oku 'i ai) mo ha toe me'a pē 'e to'o, pea vakai 'a e feitu'u totonu ke totongi ki ai' pea totongi 'i hono taimi totonu.
 - v. Ke 'omai fakataha 'a e Vausia Vahe mo ha Summary 'o e Pa'anga Vahe', pea ke na tatau.
 - vi. Mo ha toe me'a 'oku taau ke fakakau 'i he Vahe'.
- 4.5 Kuopau ke fakamo'oni hingoa 'a e tokotaha ngāue' 'i he Pepa Vahe' pea toki ma'u 'ene vahe. Ka 'ikai lava ha tokotaha ngāue 'o ma'u 'ene vahe', te ne fai ha Tohi Fakamafai ke fakangofua hono fakafongoa ke ma'u 'ene vahe.
- 4.6 Ka 'osi ha uike 'e 1 'oku te'eki ai ma'u 'e he tokotaha ngāue' 'ene vahe', 'e fakafoki leva 'a e Pa'anga Vahe ko ia ki he 'Ofisi 'o e Siasi'. Ke ma'u 'a e talitotongi 'a e Pa'anga Vahe pea tohi hono fika 'i he Pepa Vahe mo fakapipiki ai 'a e talitotongi. Ka maau 'a e fakamo'oni 'a e Kau Ngāue mo ma'u 'enau vahe', pea 'e fakafoki 'a e Pepa Vahe (na'e fakamo'oni ai 'a e Kau Ngāue) ki he 'Ofisi Pa'anga 'o e Siasi'.
- 4.7 'E 'i he Kalake Faivahe' 'a e hao mo e malu 'a e Pa'anga Vahe'. Ke tauhi ma'u pē 'a e Pa'anga Vahe' 'i he seifi. Ka nounou pē mole ha pa'anga' 'e totongi fakafoki 'e he Kalake' 'a ia na'e ngāue ki he Vāhenga.
- 4.8 Ka mama'o 'a e Kalake Faivahe', te ne tomu'a femahino'aki mo e Taki' pē Puleako' koe'uhi ko ha taha kehe ke ne ngāue ke fakahoko pē 'a e vahe' 'i hono taimi totonu'.

4.9 Ka fiema'u ha Pa'anga Vahe na'e 'osi fakafoki ki he 'Ofisi 'o e Siasi' 'e teuteu'i 'e he Taki pē Puleako' 'a e Tohi Fakamafai (Order) ki he 'Ofisi 'o e Siasi ke ma'u mai 'a e pa'anga vāhenga ko ia.

4.10 'E tauhi ha Tohi Lēsisita Vāhenga 'a e Potungāue' mo e Ako'anga kotoa pē 'i he Tohi Lēsisita Vāhenga ko ia', 'e hā kakato ai 'a e Hingoa 'o e Tokotaha Ngāue', Lakanga mo e Vāhenga Fakata'u', mo 'ene Sikeili Vāhenga'.

5 Ko e Fakamo'ua

5.1 'E 'ikai ngofua ki ha Potungāue pē Ako'anga' ke fakamo'ua ha fa'ahinga koloa pē ngāue mei ha feitu'u. 'Oku mahu'inga 'eni koe'uhi:

a. Ke malava 'o māpule'i 'a e 'Esitimeti Fakata'u'.

e. Kuo 'i ai 'a e ngaahi mo'ua kuo 'ikai lava 'o totongi'.

f. Kuo 'i ai 'a e ngaahi palopalema mo e ta'efemahino'aki 'i he ngaahi Tohi Mo'ua kuo 'ave ki he 'Ofisi 'o e Siasi' 'o 'ikai fakapapau'i 'a e Potungāue pē Ako'anga na'e fakamo'ua'.

5.2 Ko ha Potungāue pē Ako'anga' 'e fie fakamo'ua ha koloa pē ngāue', ke 'uluaki fakafe'iloaki mo ma'u ngofua mei he Tauhi Pa'anga Lahi', 'Ofisi 'o e Siasi. ('Oku 'i ai pē foki 'a e ngaahi ngāue kuopau ke 'uluaki fai e ngāue' pea toki totongi, ka ke 'uluaki ma'u ngofua mo femāhino'aki mo e 'Ofisi 'o e Siasi).

5.3 Ko ha Potungāue pē Ako'anga' 'e ma'u ngofua ke fakamo'ua' – ke fengāue'aki mo e 'Ofisi Pa'anga ki he founga 'o e fakamo'ua mo e founga hono totongi.

6 Ko e Ngaahi Naunau Fakatau Atu

'Oku 'i ai 'a e ngaahi Potungāue mo e ngaahi Ako'anga' 'oku nau paaki mo fakatau atu 'a e ngaahi naunau 'o hangē ko e Tohi Fakaneifua, Tohi Na'a, Tohi Makitala, Tohi Fanongonongo etc.

6.1 'E tauhi maau 'e he Potungāue/Ako'anga ha Lēsisita 'oku fakamā'opo'opo ai 'a e lahi 'o e Tohi', Tohi kuo fakatau atu', Tohi 'oku kei toe mo e lahi e pa'anga kuo ma'u'.

6.2 Kapau 'oku 'i ai ha fakamo'ua – pea kuopau ke lēkooti maau 'a e kau mo'ua.

7 Ko e Me'alele

7.1 Ko e me'alele 'a e Potungāue' pē Ako'anga 'a e Siasi', 'oku fakataumu'a ke tokoni ke fakahoko lelei 'a e ngaahi fatongia 'o e Potungāue pē Ako'anga' 'o hangē ko e faka'amu 'a e Siasi'. Ka fiema'u e me'alele' ki ha ngāue fakafo'ituitui' 'e 'i he Taki' pē Puleako pē tokotaha 'i he'ene fakapotopoto ke tu'utu'uni ki ai mo hano totongi.

7.2 Ka 'ikai 'i ai ha faka'uli tu'uma'u 'a e Potungāue pē Ako'anga', 'e tu'utu'uni 'e he Taki pē Puleako' ki ha taha pe ni'ih i tu'upau ke faka'uli koe'uhi ke tokoni ki he lelei mo tolonga 'a e me'alele'.

7.3 'E tauhi maau 'a e "Log Book" 'o e me'alele takitaha' 'o fakamā'opo'opo ai 'a e ngāue 'a e me'alele. Ko e Tohi Fakamafai (Order) ki he 'Ofisi 'o e Siasi' ke 'utu 'a e me'alele 'e 'ave fakataha mo e Log Book ki he 'Ofisi 'o e Siasi'.

7.4 Ka ngāue'aki ha me'alele 'a ha taha ngāue ki ha fa'ahinga ngāue 'a e Potungāue pē Ako'anga', 'oku 'a e Taki/Puleako pē tokotaha ke ne fakangofua, pea te ne tu'utu'uni ki he totongi 'o e me'alele ko ia'.

8. Ko e Ngaahi Koloa – Tauhi (Fixed Assets)

'Oku 'uhinga eni ki he Ngaahi Koloa 'oku tauhi taimi lōlōa ke ngāue'aki 'e he Ako'anga pē Potungāue' ki hono fakalele 'o e ngāue 'a e Ako'anga pē Potungāue'. 'Oku kau heni 'a e ngaahi me'angāue, me'alele, misini, fanga monumanu, naunau fale etc.

8.1 'E fakamā'opo'opo maau 'a e Ngaahi Koloa Tauhi 'a e Potungāue pē Ako'anga 'i hano lēsisita (register) māvahe, pea 'ave ha tatau 'e taha ki he 'Aotita Fakalotofonua, pea tatau 'e taha ki he Sekelitali Pa'anga' 'i he ta'u taki taha.

8.2 'E sivi mo vakai' 'e he 'Aotita Fakalotofonua' 'a e Ngaahi Koloa Tauhi 'i ha taimi pē te ne faingamālie ai'.

8.3 'E tauhi maau ha lēkooti 'o e ngaahi koloa/naunau 'oku fakataumu'a ke fakatau atu', hangē ko e naunau paaki', nouit mo ha toe naunau pē. 'E fakamahino hono lahi, hūmai, hūatu mo e toenga naunau.

9. Ko e Falekoloa

'E 'aonga 'eni ki he Potungāue' pē Ako'anga 'oku fakalele ai ha falekoloa 'o hangē ko e Ako'anga Tohitapu ko Sia'atoutai', Kolisi ko Tupou', Kolisi Kuini Sālotē mo ha toe 'apiako pē 'oku 'i ai ha falekoloa. 'E femahino'aki 'a e Puleako mo e 'Ofisi Pa'anga 'o e Siasi' ke tu'utu'uni mo fili ha Faifakatau 'oku fe'unga'.

9.1 Fakatau Atu: (Sales)

9.1.1 Ko e Pa'anga 'o e fakatau 'o e 'aho takitaha 'e fakamā'opo'opo faka'aho 'o lēkooti maau 'i hano Tohi lēsisita (Cash Sales Register) 'a e falekoloa.

9.1.2 'E tauhi 'a e Pa'anga Fakatau faka'aho 'i he seifi' pea 'ave leva 'i he pongipongi hoko ki he Kalake Pa'anga' ke talitotongi. 'Oku 'i he Kalake Pa'anga leva hono fakahū e pa'anga' ki he Pangikē ('akauni sieke) 'i he vave taha'.

9.1.3 'E 'ikai toe ngāue'aki 'a e Pa'anga Fakatau ki ha me'a kehe ka ke fakahū kakato ki he Pangikē. 'E fakamā'opo'opo 'a e pa'anga' ke fakahū ki he Pangikē 'i hono Pepa Fakahū Pa'anga mavahe, 'o 'ave fakataha mo e pa'anga' pea 'e sitapa'i 'o ka lava e ngāue 'a e Pangikē. Hili hono fakahū e pa'anga ki he Pangikē, 'e toe sivi 'e he Faifakatau 'a e Pepa Fakahū Pa'anga' ke fakapapau'i na'e 'osi fakahū e pa'anga' ki he Pangikē'.

9.1.4 Ko e Taki pē Puleako' te ne tu'utu'uni ke faka'atā 'a e fakamo'ua 'a e Kau Ngāue mo e lahi 'o e mo'ua. 'Oku totonu ke tāpuni 'osi pē 'a e mo'ua' hili 'a e vahe takitaha.

9.1.5 'E fakamā'opo'opo 'e he Faifakatau 'a e mo'ua 'o e Kau Ngāue' 'i ha ngaahi 'aho kimu'a 'i he 'aho vahe takitaha. Ke 'ave 'a e mo'ua' ki he Kalake Faivahe' ke to'o 'a e mo'ua falekoloa. 'E talitotongi 'a e pa'anga totongi mo'ua 'e he Kalake Pa'anga' pea fakahū ki he Pangikē 'i he 'aho hoko. Ke fakamahino foki 'e he Faifakatau 'a e mo'ua kuo totongi mo e toenga mo'ua 'i he lekooti 'a e falekoloa.

9.2 Ko e Fakamole (Payments)

9.2.1 Ko e fakamole kotoa pē 'e totongi'aki e Sieke (Cheque) pea 'e uluaki femahino'aki 'a e Taki pē Puleako' mo e Sekelitali Pa'anga' ki ha nī'ihī ke talāsiti (fakamo'oni) 'i he 'Akauni Sieke 'a e falekoloa.

9.2.2 'E 'ikai ngofua ha hū koloa fakamo'ua. Ke 'uluaki femahino'aki 'a e Faifakatau mo e Taki pē Puleako' ki he koloa 'e fakatau mai. 'Oku mafai 'a e Puleako pē Taki' ke tu'utu'uni ke fakatau mai pē ta'ofi.

9.2.3 'E tokanga 'a e Faifakatau ke fakamaau 'a e ngaahi mo'ua' hangē ko e laiseni, maama etc. pea ke totongi 'i hono taimi totonu.

9.3 Ko e Ngaahi Fakamatala (Lekooti) ke tauhi maau

9.3.1 Ke tauhi maau 'e he Kalake Pa'anga' 'a e ngaahi tatau (copies) 'o e ngaahi Tohi Talitotongi kotoa 'o e Pa'anga Fakatau faka'aho, Totongi Mo'ua etc.

9.3.2 Ke tauhi maau foki 'a e ngaahi Foomu Fakamo'oni Sieke (Cheque Requisition) 'e he Kalake Pa'anga'.

9.3.3 Ke 'omai mei he Pangikē 'a e Bank Statement 'i he uike takitaha 'o tauhi maau.

9.3.4 'E tauhi 'a e Tohi Sieke' (Cheque Book) mo e Tohi Pangikē' (Savings) 'e he Kalake Pa'anga pē Puleako'.

9.3.5 'E tu'utu'uni 'a e Sekelitali Pa'anga' ki hano faka'auha ha fakamatala 'a e falekoloa.

9.4 Ko e Sivi Koloa

9.4.1 'E fakahoko 'a e Sivi Koloa (Stocktake) fakata'u' 'i he 'aho 31 'o Tisema pē 'aho 1 'o Sanuali 'o e Ta'u kotoa pē, mo ha taimi kehe pē 'e fiema'u ai.

9.4.2 'E fakamā'opo'opo lelei 'a e toenga koloa 'o fakafa'ahinga 'i ha Pepa Mavahe 'o fakahāa' 'a hono totongi (Wholesale & Retail Price).

9.4.3 'E fakahā ki he Sekelitali Pa'anga' 'a e taimi 'e fakahoko ai 'a e Sivi Koloa', koe'uhi ke fai ha'ane fale'i ki he fakahoko e Sivi Koloa.

10. Ko e Sivi Koloa (Stock Take)

'Oku fiema'u ke fai 'a e Sivi-Koloa 'o e ngaahi koloa tauhi tu'uma'u, fanga monumanu etc. 'E tokoni eni ki he teuteu'i 'o e fakamatala pa'anga' 'i he ngata'anga 'o e ta'u faka-pa'anga taki taha.

10.1 'E fai 'a e Sivi-Koloa (Stocktake) 'i he 'aho faka'osi 'o e Ta'u Fakapa'anga.

10.2 'E fakamafai'i 'e he Sekelitali Pa'anga ha taha tau'atāina (hangē ko e 'Aotita Fakalotofonua) ke kau ki he Sivi Koloa.

10.3 'E kau ki he Sivi Koloa 'a e fanga monumanu 'i he ngaahi faama.

11. Ko e Ma'u Ngāue (Attendance)

'E 'aonga eni ki he Ngaahi Potungāue. Ko e ngaahi Ako'anga 'oku 'i ai 'enau founa ki he ma'u ako. Ka 'e lelei ke ngāue'aki 'e kinautolu 'oku ngāue 'i he Ngaahi 'Ofisi 'o e ngaahi Ako'anga.

11.1 'E tauhi ha *Tohi Lēsisita* 'o e ma'u ngāue (Attendance Book) 'i he 'Ofisi taki taha. Pea 'e hā ai 'a e Hingoa 'o e Tokotaha Ngāue kotoa pē.

11.2 'E fakamo'oni hingoa 'a e tokotaha ngāue 'i he pongipongi taki taha 'i he taimi 'oku ne a'umai ai ki he ngāue mo e efiafi' kimu'a pea ne foki mei he ngāue'. Te ne tohi ai foki mo e taimi.

11.3 Ka mama'o ha tokotaha ngāue 'i ha fa'ahinga 'uhinga pea 'e tohi fakamahino 'a e 'uhinga 'o 'ene mama'o 'i he Tohi Lēsisita'.

11.4 'E 'ave fakamāhina 'e he Kalake 'a e fakamatala 'o e ma'u ngāue 'o fakatatau ki he Tohi Lēsisita' ki he Taki 'o e Potungāue, 'i ha taimi 'e 'a'ahi ai 'a e 'Aotita Fakalotofonua ki he 'Ofisi' te ne vakai'i 'a e Tohi Lēsisita 'o e ma'u ngāue'.

Ko e Ngaahi Fakatokanga

1. 'Oku 'ikai ngofua ki ha Potungāue pē Ako'anga' ke fakaava ha'ane 'Akauni Pangikē 'i ha fa'ahinga Pangikē, kae 'oua leva kuo ma'u ngofua mei he Tauhi Pa'anga Lahi' 'o fakaafou 'i he Sekelitali Pa'anga.
2. Ka 'i ai ha Potungāue pē Ako'anga kuo ngali 'osi pē nounou 'a e 'Esitimeti Fakata'u', ko e fatongia ia 'o e Taki' pē Puleako' ke fetu'utaki leva ki he Kōmiti Pa'anga' ke fai ha ngāue ki ai. Ko ha me'a 'oku 'ikai ala toloi, ke fakahā leva ki he Tauhi Pa'anga Lahi' 'i ha tohi ke tu'utu'uni ki ai, kae toki ngāue 'a e Kōmiti Pa'anga kimui.
3. 'E 'a'ahi 'a e 'Aotita Fakalotofonua 'a e Siasi ki he ngaahi Potungāue' mo e Ako'anga pea ko e fatongia 'o e Puleako pē Taki' mo e Kalake Pa'anga' ke 'oange kiate ia mo fakafaingamālie'i ha fa'ahinga fakamatala pē lēkooti fakapa'anga te ne fie ngāue ki ai.
4. Ko ha Ako'anga pē Potungāue 'e fiema'u ke 'i ai ha'ane Kalake Pa'anga' – kuopau ke kau 'a e 'Ofisi Pa'anga 'o e Siasi 'i hono fili 'o e Kalake Pa'anga ki he Ako'anga' pē Potungāue'.
5. Ka 'iloange kuo hoko ha nounou pē mole ha pa'anga 'i he Potungāue pē Ako'anga' ke fakahā leva pē 'e he Taki' pē Puleako' 'a e me'a kuo hoko' ki he Tauhi Pa'anga Lahi' 'o fakaafou 'i he Sekelitali Pa'anga 'o 'oua na'a toe toloi.

6. 'E fetongi leva 'e he Founa Ngāue' ni ha founa ngāue na'e ngāue mai 'aki 'e he Ako'anga' pē Potungāue 'a e Siasi'. 'E 'i ai pē 'a e ngaahi monomono mo e fakalelei ki he founa ngāue' ni pea 'e toki fakahoko atu. Kapau 'oku 'i ai ha Kupu pē me'a 'e ta'emahino 'i he founa ngāue' ni pea ke fakafe'iloaki ki he Sekelitali Pa'anga' (Nuku'alofa) ke tokoni atu.

Tauange ke tau ma'u ha loto hangamālie 'i he tokoni mai 'a e 'Eiki, ke tau hoko kotoa ko e Kau Tauhi Koloa lototō mo angalelei 'a e 'Eiki 'oku 'a'ana 'a e koloa'.

Fakamālō atu

Rev. Dr 'Ahio

PALESITENI & TAUHI PA'ANGA LAHI

'Aho: _____

Rev. Tevita Haukinima

SEKELITALI PA'ANGA

'Aho: _____

5. KO E FEHIKITAKI 'A E KAU NGĀUE Á E POTUNGĀUE AKO'

'Oku 'i he Palesiteni Ako' ke tu'utu'uni ki he Fehikitaki 'a e Kau Ngāue 'a e Potungāue Ako he ta'u kotoa.

A. Ko e Fehikitaki mei he Vahefonua 'e taha ki ha Vahefonua 'e taha (e.g Tongatapu ki Vava'u)

i) Folau Vaka Tahi'

(a) 'E fua 'e he Potungāue Ako' 'a e totongi folau funga vaka (deck passages) ki he tokotaha ngāue' fakataha mo hono famili. Kapau leva 'oku te'eki ai mali pea 'e fua pe 'a e totongi folau 'a e tokotaha ngāue' mo ha taha (kapau 'oku 'i ai) 'oku fakafalala 'iate ia (dependent). **Ko e famili** – 'oku 'uhinga ki he husepaniti, uaifi mo e fānau (dependent children).

e) 'E kau 'a e ngaahi naunau faka'api, me'alele mo e fanga monumanu etc. 'a e tokotaha ngāue' 'i hono totongi 'e he Siasi'. 'E fakangatangata hono totongi 'o anga pehē ni:

- Tokotaha 'osi mali (ma'u fāмили) 'e 'ikai toe laka hake 'ene uta 'i he 7 cu. mtr.
- Tokotaha te'eki mali (te'eki ma'u fāмили) 'e 'ikai toe laka hake 'ene uta 'i he 4 cu. mtr.

Ka toe laka hake ai pea 'e totongi ia 'e he tokotaha folau'.

ii) Folau Vakapuna

'E ngofua ki ha taha 'oku fehikitaki' 'e fie folau vakapuna ke ne ma'u 'a 'ene pa'anga folau vaka tahi' pea ne toki fakakakato 'e ia ke lava 'e ne totongi folau vakapuna'.

iii) Totongi Tauhi

'E foaki 'e he Siasi' kiate kinautolu 'oku folau vaka-tahi 'a e Totongi Tauhi 'o anga pehē ni:

- Tongatapu/Ha'apai pē Ha'apai/Tongatapu - \$10 ki he toko 1
- Tongatapu/Vava'u pē Vava'u/Tongatapu - \$15 ki he toko 1
- Tongatapu/'Eua - \$5 ki he toko 1

E. Ko e Fehikitaki Fakalotofonua

Ko e tokotaha ngāue 'a e Potungāue Ako' 'oku hiki mei ha 'Apiako 'e taha ki ha 'Apiako 'e taha 'i he Vahefonua tatau pe.

'E fakangatangata hono totongi 'e he Potungāue Ako' 'a e fehikitaki fakalotofonua 'o anga pehē ni:

- (a) Tokotaha 'osi mali (ma'u fāмили) - uta 'e 1 loli toni 3
- (e) Tokotaha te'eki mali (te'eki ma'u fāмили) - uta 'e 1 loli toni 2

F. Ko e Totongi Feleti ma'ae Kau Faiako Ma'u Sikolasipi ke nau Ako 'i Muli

Kapau 'e folau fakatou'osi mo e mali' pē ko e folau 'a ha taha te'eki mali pea 'e fakangatangata 'a e uta' ki he toni 'e 1 ki he kakai lalahi 'e tokotaha pea 0.5 'o e toni ki he tokotaha kotoa pē 'o e fānau'. Ka lahi ai pea takitaha totongi 'a e fakamole ko ia'.

6. KO E SIKOLASIPI'

1 KO E SIKOLASIPI Á E SIASI'

- i) 'E ui ko e Sikolasipi 'a e Siasi 'i he Potungāue Ako' 'a e Sikolasipi kotoa pē 'oku tu'uaki pē fakafou mai he Potungāue Ako 'a e Siasi' pea tali 'e he Kōmiti Ako/ Sikolasipi 'a e Siasi 'o fakatatau ki he ngaahi fiema'u 'a e Siasi'.
- ii) Kuopau ke fakafonu 'a e Foomu Tohi Kole Sikolasipi 'a e Siasi 'oku hā 'i he FOOMU 9, 'o tatau pē ki he ako 'i muli mo e ako 'i Tonga' ni.
- iii) Ko ha Ngaahi Sikolasipi mei ha feitu'u kehe ka kuo nau fakapapau'i te nau foki mai 'o ngāue he Siasi'.
- iv) Ke 'oange mo 'ene vāhenga na'e 'i ai lolotoga 'ene kei ngāue he Ako'anga'. Fakafonu e FOOMU 9a mo e 9e.

2 KO E LILIU 'O HA POLOKALAMA AKO

Ko e Liliu kotoa pē 'i he Polokalama Ako 'a ha taha kuo tali ke ako Sikolasipi 'a e Siasi' kuopau tohi mai ki he Palesiteni Ako' pea fai tu'utu'uni ki ai e Kōmiti Ako' mo e Kōmiti Konifelenisi'.

3 KO E FEKUMI FAKAAKO' (Research)

Ke ngāue'aki 'a e tu'utu'uni' 'a e Pule'anga' ki he ngaahi Fekumi Fakaako. Kapau ko ha fiema'u ke fai ha fekumi fakaako 'i Tonga'ni kuo pau ke tomu'a fakapapau'i 'e he Palesiteni Ako' 'oku 'ikai lava 'o fai 'a e fekumi 'i he fonua 'oku ako ai' pea toki fakangofua ke tokoni'i 'ene fekumi 'i ha tu'utu'uni ki ai 'a e Kōmiti Ako' mo e Kōmiti Konifelenisi'.

4 ALEAPAU 'A E POTUNGĀUE AKO' MO 'ENE KAU AKO SIKOLASIPI'

- i) Ko e Kau Ako Sikolasipi kotoa' pē 'a e Siasi' kuopau ke nau fakamo'oni 'i he Tohi Aleapau (Service Agreement) mo e Siasi' (FOOMU 10). Kuopau ke nau foki mai 'o ngāue 'i he Potungāue Ako 'a e Siasi' 'i he ta'u e 5. Ka 'o kapau 'e maumau'i 'a e Aleapau' pea kuopau ke ne totongi fakafoki 'e he tokotaha ako' 'a e pa'anga kotoa pē na'e fakamole ki ai lolotonga 'ene ako'.
- ii) 'Oku 'i he mafai 'o e Palesiteni Ako' ke tali ha taha 'e kole Sikolasipi mai ki he Potungāue Ako' 'a ia 'oku lolotonga ako 'i ha fonua muli. Kuopau ke fakamo'oni 'i ha Tohi Aleapau' 'e foki mai 'o ngāue he Potungāue Ako 'a e Siasi' 'o 'ikai si'i hifo he ta'u 'e nima (5).

- iii) Ke totongi atu 'a e tu'unga Vāhenga kakato 'o e tokotaha Ako Sikolasipi.' Ko e vahe ko'eni 'e ngata pe 'i he taimi na'e totonu ke kakato ai 'a e ako'.
- iv) Study Leave
Ko ha Faiako 'e tali 'ene kole ke ako ('i tu'a mei he Sikolasipi 'a e Siasi)' 'e lau ia ko 'ene Poaki Mālōlō ke toe ako (Study Leave) pea te ne foki mai 'o ma'u hono Sikeili Vāhenga fakatatau ki he ako na'a ne fai'. Ke lau hono ta'u ne mama'o ai 'o ako.
- v) Ke foki mai e tokotaha ako Sikolasipi hili ha kakato 'ene ako 'o ngāue he ta'u e ua (2) pea toki ngofua ha'ane kole ki ha Sikolasipi ke toe fai ha'ane ako.

6. FAKAFISI MEI HE AKO SIKOLASIPI'

Ka fakafisi ha taha mei he'ene Ako he Sikolasipi 'a e Potungāue', kuopau ke ne tohi mai leva ki he Palesiteni Ako' pea 'e fai tu'utu'uni ki ai 'a e Kōmiti Ako mo e Kōmiti Konifelenisi.

6. POLOKALAMA AKO FAKAFIAKO 'I TONGA'

Ko e Kau Ako kotoa pē 'a e Siasi' 'i he Polokalama Ako Fakafaiako 'i Tonga' ni, 'e fua 'e he Siasi' mei he Pa'anga Sikolasipi' 'a e ngaahi fakamole ko 'eni :

- a) Totongi Ako Kakato
- e) Vāhenga ('osi faiako he Siasi)
- f) Totongi Tohi
- h) Teunga Ako Tu'utu'uni
- i) Folau vaka tahi mai 'i he tu'utu'uni 'a e Fehikitaki.

7. KO E AKO TUA'A 'A E 'UNIVESITI 'O E PASIFIKI TONGA (USP)

- i) Kuopau ke fakafonu 'a e Foomu (Pepa 6) kole ngofua ki he Palesiteni Ako' ke ne ako tua'a 'i he Polokalama Ako Tua'a 'a e USP.
- ii) *'E lava 'o totongi fakafoki 'a e fakamole ki he fo'i lēsoni kotoa pē 'e lava' 'o fakatatau ki he femahino'aki pea mo e Palesiteni Ako' kā kuopau ke 'uluaki 'omai 'a e ola' (official results) pea toki faka'atā ke totongi fakafoki.*

7. KO E NGAHI AKO'ANGA'

1. KO E NGAHI AKO MAAMALOA (TOKAMUÁ)

- i) 'Oku faka'amu 'a e Siasi' ke fokotu'u 'e he Talāsiti 'o e ngaahi Siasi Fakakolo' ha'anau Ako Tokamu'a. Ko e Talāsiti kotoa pē 'e fokotu'u ha'anau Ako Tokamu'a' kuopau ke tomu'a lēsisita mai 'enau ako' ki 'Ofisi Ako.
- ii) Ko e fatongia 'o e Potungāue Ako' ko hono: (i) ako'i 'o e Kau Faiako; (ii) kumi 'o e Silapa fe'unga; (iii) totongi 'a e peseti 'e 50 'o e vāhenga 'o e Faiako.

- iii) Ko e fatongia ‘o e Ngaahi Talāsiti ke: (i) totongi e peseti ‘e 50 ‘o e vāhenga ‘o e Faiako; (ii) ‘aa’i malu e ‘apiako; (iii) langa e faleako, falemālōlō mo e falekaukau; (iv) fakanaunau e lokiako ‘aki e tesi mo e sea ke ngāue‘aki.
- v) Ko e tu‘utu‘uni ‘a e Potungāue Ako’ ki he Totongi Ako ko e \$50 ki he tokotaha ‘i he Teemi.

2. NGAABI AKOTEU’

- i) Ke tokanga e ngaahi Talāsiti ki he’enau Ngaahi Akoteu’ (hangē ko ia ki he Ako Tokamu’a) pea ke langa ha nofo’anga ‘o e Puleako’.

3. KO E NGAABI KOLISI LOTOLOTO’

Kuo ‘i ai e Polokalama Fo’ou ke liliu e Ngaahi Kolisi Lotoloto ki he Kolisi Fakavahe (Christian Community College). Ko hono fakaikiiki ‘oku lolotonga fai e ngāue ki ai ‘a e ‘Ofisi Ako’, Kōmiti Ako pea mo e Potungāue Ako ‘a e Pule’anga. ‘Oku fakaangaanga ke kakato e Polokalama’ ni he 2021.

4. KO E NGAABI KOLISI’

1. Ko e Fa’ahinga ‘o e Ngaahi Ako’anga

- i. Ko e Ngaahi Kolisi Lalahi
Ko e Kolisi Lalahi ‘oku ‘i ai e Foomu 1 ki he 6 pe 7
- ii. Ko e Ngaahi Kolisi Iiki
Ko e Kolisi Iiki ‘oku ‘i ai e Foomu 1 ki he 5
- iii. Ko e Kolisi Fakavahe
Ko e Ngaahi Ako’anga ia na’e ui ko e Kolisi Lotoloto’ ka kuo ui ko e Kolisi Fakavahe ke ako’i e mo’ui Faka-Kalisitiane (Chrisitian Community College)

2. KO E NGAABI FA’AHITA’U FAKAAKO’

‘Oku ‘i he mafai ‘o e Palesiteni Ako’ ke fokotu’u ‘a e Ngaahi Fa’ahita’u Fakaako pea ke muimui he Tu’utu’uni Lao mo e Ako ‘a e Pule’anga’.

3. KO E NGAABI ‘AHO MĀLĀLŌ FAKA-PULE’ANGA’

Kuopau ke tāpuni ‘a e Ako’anga kotoa pē ‘a e Siasi’ ‘i he ngaahi ‘Aho Mālōlō Faka-Pule’anga, tukukehe ‘o ka ‘i ai ha fiema’u mākehe ‘a ha ‘Apiako’ ka kuopau ke feongoongoi mo e Palesiteni Ako’.

4. KO HONO TA’OFI ‘O E AKO’ ‘I HA ‘UHINGA KEHE

Ko hano ta’ofi ‘o e ako’ ‘i ha ‘uhinga kehe’, hangē ko e afā, ‘aho ‘uha pē havili, fakatokanga peau kula, tāfea pē puhi ha mo’unga afi pē ha mahaki faka’auha, kuopau ke fakangofua ia ‘e Palesiteni Ako’ ‘i he fale’i ‘a e Kau Puleako’.

5. KO E FAIAKO MO E LĒSONI ‘I LOKIAKO’

- i) Ko e Faiako kotoa pē ke ‘oua ‘e toe si’i he lēsoni ‘e 2 ‘oku ne faiako’i.
- ii) Ko e ngaahi lēsoni tu’utapu eni ke ako’i he ngaahi ‘Apiako ‘a e Siasi’: Ko e Lea Faka-Pilitania’, Lea Faka-Tonga’, Fika’ mo e Talanoa Lotu’.
- iii) Ke toki fakahoko ha lēsoni ‘i he ngaahi options kapau ‘oku toko 10 pē lahi hake ‘a e fānauako te nau fai ‘a e lēsoni ko ia. ‘Oku ‘i he Palesiteni Ako’ ke fakangofua ha options ‘oku tokosi’i hifo ‘i he toko 10.

6. KO E TOKONI'I FAKAFAIAKO 'O E KAU FAIAKO (PROFESSIONAL DEVELOPMENT)

- i) Ke 'oua toe si'i hifo he tu'o taha he mahina hono tokoni'i fakafaiako 'a e kau Faiako'
- ii) Ke fakapapau 'e he Puleako ke fai ha Personal Development ko eni'

7. KO E NGAHI LANGA 'O HA FALE FO'OU PĒ KO E FAKALAHĪ PĒ MONOMONO 'O HA FALE'

Ke tomu'a fakafonu 'a e Foomu Kole Tokoni' (Pepa 8). 'Oku 'i he Palesiteni Ako' ke tali pea ke fakapapau 'i 'e he Kōmiti Ako' mo e Kōmiti Langa 'a e Siasi' 'a e langa 'o ha fale fo'ou pē ko hono fakalahi pē monomono.

8. KO E FĀNAU AKO

1. KO E NGAHI MAUMAU LAO

- i) Ka fakamo'oni'i kuo inu Kava Mālohi Tapu pē ma'u Faito'o Kona Tapu ha taha ako', kuopau ke fakahoko 'i he fakamatala tohi 'e he Puleako' ki he Palesiteni Ako 'a e maumau kuo hoko'.
- ii) 'Oku 'i he Palesiteni Ako' ke fale'i 'a kinautolu ke fai ha tokoni 'o hange ko ha Faifekau pē Counsellor.
- iii) 'Oku 'i he Palesiteni Ako' ke fakangofua ha taha pehē ke foki mai ki he ako' hili 'a e tokoni kuo fai ki ai.

2. KO E TAUTEA TĀ'

- i) 'Oku tu'utu'uni 'e he Lao Ako 'a e Pule'anga' (2013) 'oku tapu ke fakahoko ha tautea tā.
- ii) Ka fakahoko 'e ha taha ha tautea tā 'i he 'apiako' kuopau ke līpooti mai 'e he Puleako' ki he Palesiteni Ako ke fai ha tu'utu'uni ki ai.
- iii) Ka faka'ilo ha taha ko ha'ane tautea tā, 'oku poupou 'a e Potungāue Ako' ki ha tu'utu'uni 'e fakahoko 'e he Pule'anga'.

3. KO HONO FAKAMĀLŌLŌO'I 'AUPITO 'O E FĀNAU AKO'

'Oku 'i he mafai 'o e Palesiteni Ako' 'i he fale'i 'a e Puleako' ke fakamālōlō'i 'aupito ha taha ako mei ha Ako'anga pē 'a e Siasi'.

4. KO HONO FAKAMĀLŌLŌO'I FAKATAIMI 'O E FĀNAU AKO'

'Oku 'i he mafai 'o e Puleako' ke fakamālōlō'i fakataimi ha taha ako' hili ha'ane līpooti kakato ki he Palesiteni Ako. 'E kau heni 'a e tōmui tu'o lahi mo e lī'aki ako ta'epoaki mo e ngaahi maumau lao pehē.

5. KO E IFI TAPAKA’

- i) ‘Oku tapu ‘aupito ke ifi tapaka ‘a e fānau ako. Ke tuku ki he ‘Apiako takitaha ke fakahoko ‘a e tautea ‘o ha taha ako’ ‘e ma’u pea fakamo’oni’i kuo ne ma’u ha fa’ahinga tapaka pea ‘e tautea ia ‘o fakatatau ki he Lao ‘o e ‘Apiako’.
- ii) Ke tauhi ‘a e Lao ‘o e Pule’anga Tonga’ fekau’aki mo hono tāpui ‘o e ma’u tapaka.

6. KO E MALI’

‘Oku ‘ikai ngofua ki ha taha ako ke mali (ma’u hoa) tukukehe ‘a e ngaahi Ako’anga Mā’olunga Ange (Tēsiale).

7. KO HA TAHA AKO ‘OKU NONOFO KOVI PĒ ‘E FEITAMA’

‘E fakamālōlō’i mei ha ako ha ta’ahine ako kuo feitama pē ko ha tamasi’i ako kuo feitama mai ki ai ha fefine.

8. MAUMAU’I PĒ PĀA’USI’I ‘A E KOLOA ‘A E AKO’

Kuopau ke fakahoko ‘e he Puleako’ ki he Palesiteni Ako hano maumau’i pē pāa’usi’i hā koloa ‘a e Ako’anga’.

9. KO E MĀLŌLŌ ‘A E KAU NGĀUE ‘A E POTUNGĀUE AKO’ (Staff Leave Policy)

Ko ha tokotaha ngāue ‘a e Potungāue Ako’ ‘oku mama’o mei he ngāue ‘i ha fa’ahinga ‘uhinga ‘e fiema’u ke ne fakafonu ‘a e Foomu Kole Poaki Mālōlō’ ‘o fakatatau ki he ngaahi tu’utu’uni ko ‘eni.

Ko e Poaki Mālōlō ‘a ha taha ngāue’ ‘oku fakamā’opo’opo ia ki he Kalasi ‘e 2 ‘o fakatatau ki he taimi ‘e mama’o ai mei he ngāue’, pea mo e founa ke fakamafai’i ai ‘a ‘ene Poaki Mālōlō’.

Kalasi 1 – Ko e Poaki ke Mālōlō Taimi Nounou ke fakamafai’i pe ‘e he Pule ‘o e ‘Ako’anga’.

Kalasi 2 – Ko e Poaki ke Mālōlō Taimi Lōlōa ange ke fakamafai’i ‘e he Palesiteni Ako’ (pē Kōmiti Ako)

9.1 KALASI 1: KO E POAKI MĀLŌLŌ TAIMI NOUNOU

‘E ngofua ki ha taha ke poaki ke mama’o mei he ngāue ‘a e Potungāue Ako’ ‘o fakatatau ki he ngaahi ‘uhinga ko ‘eni pea mo hono ngaahi fakangatangata.

- i. Kuopau ke fakafonu ‘a e Foomu Kole Mālōlō Kalasi 1 ke fakamafai’i ‘e he Puleako’, pea ke ‘omi ‘e he tokotaha poaki’ ‘ene Foomu’ ki he ‘Ofisi Ako, pea toki fakahoko ‘ene mālōlō’.

- ii. 'Oku 'i he Palesiteni Ako' 'a e mafai ki hano ta'ofi 'o ha vāhenga 'o ha tokotaha ngāue 'oku 'ikai ke muimui ofi ki he ngaahi tu'utu'uni ngāue 'o e Poaki Mālōlō Kalasi 1.

(i) Poaki Mālōlō Fakafo'ituitui (Casual Leave)

- i. 'E ngofua ki ha taha ngāue' ke ne poaki mālōlō 'i ha 'uhinga fakaeia. 'E kau heni 'a e poaki fakaekita ki he ngaahi me'a hangē ko e tō ta'u, tauhi mahaki, pē ko ha ngaahi ngāue 'e 'ikai ke fekau'aki mo e fatongia fakangāue 'i he Potungāue Ako' 'a ia 'e fiema'u ke te mama'o ai mei he ngāue' 'i ha taimi nounou.
- ii. Ke 'oua 'e toe lōlōa ange 'i he 'aho ngāue 'e fitu (maximum 7 days per year) he ta'u 'a e tākaki fakakatoa 'o e ngaahi 'aho mālōlō ko ia. 'E 'ikai ngofua ke to'o faka'angataha 'a e 'aho 'e fitu'.

(ii) Poaki Puke (Sick Leave)

- i. 'E ngofua ke Poaki Puke ha tokotaha ngāue pē ko ha ūesia faka-e-sino pē faka'atamai 'o 'ikai lava 'o fakahoko lelei hono fatongia fakangāue'.
- ii. 'E ngofua pe ke poaki mālōlō' 'o 'oua 'e to e lōlōa ange 'i he 'aho ngāue 'e 20 'i he ta'u. Ka toe lōlōa ange pea ke fale'i 'e he Puleako' 'a e Palesiteni Ako' ke fakamafai'i 'a e poaki mālōlō ko'eni'.

Ko e Poaki Puke ha tokotaha ngāue 'e ngofua ke poaki 'i he 'aho hokohoko 'e ua (2) pea ka toe lōlōa ange ai', pea 'oku 'i he Puleako' ke fakalōlōa atu' 'o makatu'unga he tohi mei he Toketā'.

(iii) Poaki koe'uhi ko e Pekia 'i he Famili' (Bereavement Leave)

'E ngofua ke poaki ha taha ngāue koe'uhi ko ha pekia 'oku hoko tonu 'i he fāmili' (kāinga ofi pē maheni). 'E ngofua ke poaki mālōlō pea ke 'oua 'e toe lōlōa ange 'i he 'aho 'e 10 'i he ta'u', 'a e poaki ko ha pekia. Ka to e lōlōa ange, kuo pau leva ke fakahoko ki he Palesiteni Ako' ki ha toe tu'utu'uni fo'ou.

9.2 KALASI 2: Poaki Mālōlō Taimi Lōlōa Ange'

- 2.1 Ko e ngaahi Foomu Kōle Mālōlō Taimi Lōlōa' kuo pau ke fakafonu 'e he tokotaha poaki', pea ke fakamo'oni kiai 'a e Puleako' pea ke fakahū ki he 'Ofisi Ako' 'e he tokotaha kole ngofua ke mālōlō'.
- 2.2 Ko e ngaahi Poaki Mālōlō Kalasi 2 kuo pau ke fakangofua 'a e poaki' 'e he Palesiteni Ako' pea toki fakahoko 'a e mālōlō'.
- 2.3 'E 'i he Mafai pe 'o e Palesiteni Ako' ke ne fakahū ki he Kōmiti Ako' ha ngaahi Poaki mākehe kae toki fakakakato 'e he Kōmiti Ako' ha Tu'utu'uni.

(i) Ko e Poaki 'i he ngaahi fiema'u 'a e Fonua' (National commitment)

Ka 'i ai ha tokotaha ngāue' 'e fili ke ne fakaafongā'i 'a e fonua' 'i ha fa'ahinga fatongia pē, 'e ngofua ke ne poaki mālōlō mei he ngāue'. Kuopau ke ne fakafonu 'a e Foomu Kōle Poaki Mālōlō Kalasi 2, pea ke 'omi mo e tohi fakamo'oni fekau'aki mo e fatongia ko ia', pea fakamo'oni ki ai 'ene Puleako'

pea toki fakahū ki he ‘Ofisi Ako’ ‘o ‘oua ‘e to e tōmui ange he uike ‘e ua (2) mei he ‘aho ke kamata ai ‘ene mālōlō’. ‘E lava ke faka‘atā ha taha ngāue ‘o fakatatau ki he fiema‘u ‘o e fatongia ko ia’ ‘o ‘oua ‘e to e lōlōa ange ‘i he ‘aho ngāue ‘e 20 ‘i he ta‘u.

(ii) Poaki koe‘uhi ko ha Fakatu‘utāmaki’ (Emergency Leave)

‘Oku ‘uhinga ‘eni ki ha fakatu‘utāmaki ‘e hoko ki ha taha ngāue’ ‘o ‘ikai ke ne to e lava ‘o fakahoko hono fatongia’. ‘E fiema‘u ke ne fakafonu ‘a e Foomu Kole Mālōlō Kalasi 2 fakataha mo ha ngaahi fakamo‘oni mei ha Toketā’, pea ke fakamo‘oni ki ai ‘a e Puleako’ pea toki fakahū ki he ‘Ofisi Ako’.

‘E malava ke faka‘atā leva ‘a e tokotaha ngāue’ mei he ngāue’ ‘o a‘u ki he ‘aho ngāue ‘e 20 mei he ‘aho na’e hoko ai ‘a e fakatu‘utāmaki.

Ka fiema‘u ke kei hoko atu ‘ene mālōlō’ pea ke fakahoko ki he Palesiteni Ako pea ma‘u mo ha ngaahi fakamo‘oni pē fale‘i mei he Toketā’.

(iii) Poaki Mālōlō Fā‘ele’ (Maternity Leave)

i. ‘Oku ‘atā ke Poaki Mālōlō Fā‘ele ha fefine ngāue’, ‘oku fiema‘u ke fakafonu ‘a e Foomu Kole Mālōlō Kalasi 2 ‘o fakahū fakataha ki he ‘Ofisi Ako’ mo e ngaahi Tohi Fakamo‘oni mei he Toketā’ ‘o ‘oua toe tōmui ange ‘i he uike ua mei he ‘aho ke kamata ai ‘ene mālōlō mei he ngāue’. ‘E ‘atā leva ke ne mālōlō ‘o a‘u ki he ‘aho ngāue ‘e 40.

ii. ‘E ngofua ki he husepaniti ke poaki koe‘uhi ko e fā‘ele ‘a hono uaiifi’, ka ‘e ‘ikai toe laka hake ‘i he ‘aho ngāue ‘e nima (5). Ke ngāue‘aki ‘a e Foomu Kole Mālōlō Kalasi 2.

(iv) Poaki ke kau ki ha Fakataha ‘i Muli’ (Oversea’s Meeting)

i. ‘Oku ‘uhinga ‘eni ko e Poaki ke Folau ki Muli ki ha fakataha mākehe ‘o ‘ikai ko e fakataha ‘i he malumalu ‘o e Siasi’, ka ko e fakataha ke fakafongia ‘a e Pule‘anga’ mo e ngaahi fatongia ‘o e Fonua’. ‘E fiema‘u ke fakafonu ‘a e Foomu Kole Mālōlō Kalasi 2, fakataha mo e ngaahi fakamo‘oni mei he Fonua’, pea ke fakamo‘oni ki ai ‘a e Puleako’ pea fakahū ki he ‘Ofisi Ako’ ke fakamafai‘i ‘e he Palesiteni Ako.

ii. ‘E fakangofua ke mālōlō mei he ngāue’, ka he ‘ikai to e lōlōange he ‘aho ngāue ‘e 10. Kapau ‘e lōlōa ange he ‘aho ngāue ‘e 10 pea ‘e fiema‘u ke fai ha tohi kole ki he Palesiteni Ako’ pea ‘e fakangofua ‘i ha loto ki ai mo ‘ene Pule’, pea ma‘u mo ha ngaahi fakamo‘oni’.

‘E ‘ikai kau heni ha ngaahi fakataha ‘oku makatu‘unga ki ha lelei fakafo‘ituitui pē ko ha Kautaha Fakatupu Pa‘anga’ pē ko ha fa‘ahinga fakataha ‘oku nau taukave‘i ha ngaahi TUI kehe mei he TUI faka-Kalisitiane’.

9.3 KO E TŌMUI 'A E FOKI KI HE NGĀUE HILI 'A POAKI'

- i. 'E fakahoko 'e he 'Ofisi HRM ki he kau Puleako' 'a e ngaahi fakamatala fekau'aki mo kinautolu kuo taimi ke foki ki he ngāue'. Pea ka 'oku 'ikai ke foki mai 'a e tokotaha ngāue' he taimi totonu', pea 'e fakahoko leva 'a e tu'utu'uni kia kinautolu 'oku nau mama'o 'o 'ikai ma'u ha ngofua ke mālōlō'.
- ii. 'E kau 'i he ngaahi tu'utu'uni ko ia' 'a e ta'ofi fakataimi 'o e vāhenga' 'e he Palesiteni Ako pea ke fakapapau'i ha fakamatala mahino 'o ka foki mai 'a e tokotaha ngāue'.
- iii. 'Oku 'i he Palesiteni Ako' pē 'a e mafai ke fakangofua ke tukuange ha vāhenga 'oku ta'ofi 'e he Potungāue Ako'.
- iv. Ke fetu'utaki 'a e tokotaha ngāue' na'e poaki ki he Pule ngāue' pea mo e Palesiteni Ako' 'o ka 'oku 'i ai ha 'uhinga 'e tōmui mai ai ki he ngāue'. 'Oku 'i he mafai pe 'o e Palesiteni Ako' ke ne fakamafai'i hano tali 'o ha tōmui ki he ngāue' 'o makatu'unga 'i ha ngaahi fakamo'oni mahino 'e tōmui ai.
- v. Ka laka hake ha mama'o 'o 'ikai poaki 'a e tokotaha ngāue' 'i he uike hokohoko 'e ua (2) 'o 'ikai ke ma'u ha fakamatala mahino mei he tokotaha ngāue pē Puleako', pea 'e 'i he māfai 'o e Palesiteni Ako' ke ne fakahoko ha tu'utu'uni māhino 'o malava ke fakanofa 'a e tokotaha ngāue ta'e poaki' mei he ngāue pē ko hano ta'ofi fakataimi 'o e vāhenga.
- vi. Ka fakanofa ha tokotaha ngāue ko ha'a ne mālōlō ta'e poaki pea to e fie foki mai, pea 'e fiema'u ke ne to e tohi kole ngāue fo'ou ki he Palesiteni Ako'.

9.4 POAKI MĀLŌLŌ TU'UPAU (Long Service Leave)

'Oku 'atā ke Poaki Mālōlō Taimi Tu'upau ha taha ngāue pea ke ne fakafonu 'a e Foomu Poaki Mālōlō Kalasi 2, pea ke fakamo'oni ki ai 'a e Puleako pea fakahū ki he 'Ofisi Ako' ke fakangofua 'e he Palesiteni Ako.

Ko e Poaki Mālōlō Tu'upau 'oku vahevahe ia ki he Ngaahi Kulupu 'e 3

Kulupu 1: Ko kinautolu 'oku kau ki ai: Palesiteni Ako', Tokoni Palesiteni Ako', Talēkita 'o e Ngaahi Ako Mā'olunga Ange', Kau 'Ofisa Ako Pule', Talēkita 'o e Ako Tēsiale Ko Tupou (TTI), Tokoni Taki Ako TTI (Deans), Puleako 'o e Ngaahi Ako Lalahi', Kau Tokoni Puleako' mo e Tiuta Lahi'.

- i. Ko e Ngaahi Ako'anga Lalahi 'oku kau ki ai 'a e Ngaahi Ako Tēsiale' pea mo e Ngaahi Kolisi Lalahi 'oku nau a'u ki he Form 6 pē 7 pea 'oku 'i ai mo e Kau Ngāue tokolahi ange he 30 pea mo e Kau Ako 'oku tokolahi ange he 200.
- ii. 'Oku makatu'unga 'a e mālōlō 'a e Kulupu 1 'i he hili pē ha ta'u 'e 5, he 'oku 'ikai ke ngofua ke nau mālōlō mei he ngāue' 'i he tutuku 'a e ako.

Kulupu 2: Ko kinautolu'oku kau ki ai: Kau Puleako 'o e Ngaahi Kolisi Iiki, Kau Pule Akoteu, Kau Taki Ako Maamaloa, Kau Faiako kotoa 'a e Potungāue Ako' mo e Kau Ngāue tokoni 'o e Ngaahi Ako'anga Iiki.

Kulupu 3: Ko kinautolu 'oku kau ki ai: Kau ngāue Faama, kau Tufunga, kau Taka'uli, kau Palama 'i he malumalu 'o e Potungāue Ako'. Kau Ngāue 'Ofisi Ako Senitā Toketā Moulitoni mo e Kau Ngāue 'Ofisi he ngaahi Kolisi Lalahi'.

Ko e Kau Ngāue 'i he Kulupu 3 'e 'ikai ke ngofua ke nau mālōlō 'i he taimi tutuku 'a e ngaahi Ako'anga. Pea ke fakaongoongo ki he Puleako' ki ha taimi ke mālōlō ai.

(i) Ko e Mālōlō Tu'upau ki he Kulupu 1

'Oku poupou 'e he Potungāue Ako' ke takitaha fakahoko 'ene mālōlō he taimi totonu ke mālōlō ai.

- i. 'E ngofua ke Poaki mālōlō Taimi Tu'upau ha tokotaha ngāue 'i he Kulupu 1 'i he hili 'ene ngāue hokohoko 'i he Ta'u 'e nima (5), pea ke fakamafai'i ke ne ma'u 'a e mālōlō tu'upau mahina hokohoko 'e tolu (3), pea kei ma'u kakato hono Vāhenga'.
- ii. Ke fakahoko mei he 'Ofisi HRM 'a e ngaahi fakamatala ki he Kau Ngāue 'oku ofi ke ma'u 'enau mālōlō 'i he mahina hono ono' (6) 'o e Ta'u kotoa pē ki he Palesiteni Ako'. Ke fakafonu 'a e Foomu Kole Mālōlō Kalasi 2 pea ke fakamo'oni ki ai 'a e Puleako', pea fakahū ki he 'Ofisi HRM 'o 'oua 'e to e tōmui ange 'i he mahina 'e tolu (3) mei he 'aho ke fakahoko ai 'a e mālōlō pea ke toki fakamafai'i 'e he Palesiteni Ako'.
- iii. Ke fakahoko leva 'a e mālōlō 'i loto 'i he mahina pē 'e ono (6), pea ka 'ikai 'e mole leva 'a e taimi mālōlō ko ia', tukukehe 'o ka to e fakahoko ha tu'utu'uni ki ai 'a e Palesiteni Ako'.
- iv. Ke 'oua 'e toe tokolahi hake he toko ua' (2) 'a e Kau Mālōlō Tu'upau 'i he Kulupu 1 'i ha Ako'anga', ke fakapapau'i 'e 'ikai ke ūesia 'a e ngāue'.
- v. 'E ngofua ke hokohoko atu pe 'a e ngāue ha tokotaha ngāue' 'i he Kulupu 1 kuo taimi ke ma'u 'ene Mālōlō Tu'upau 'o ka fiema'u 'e he Puleako', Palesiteni Ako' pē ko ha ma'u mafai mā'olunga ange 'o makatu'unga 'i ha fiema'u vivili 'a e Ako'anga' pē Potungāue Ako'.
- vi. 'E toki fakamafai'i 'e he Palesiteni Ako' 'i he fale'i 'a e 'Ofisi HRM pea mo faka'atā ke ne ma'u 'a e vāhenga kakato 'o fakatatau mo e lahi 'o e taimi na'e mei hoko ai 'ene mālōlō', 'o tākaki ia ki hono vāhenga taimi kakato'.
- vii. Ka kuo pau ke mālōlō 'a e tokotaha ngāue' ko ia 'i ha hili 'o e ta'u 'e nima (5) ka hoko' 'o 'ikai ke tākaki atu ha toe mahina 'e tolu (3) ka 'e kei lau pē ko e mālōlō hili 'o e ngāue 'i he ta'u 'e nima' (5). 'Oku 'ikai ngofua ke tākaki 'a e ta'u ngāue' ki he ta'u 'e hongofulu' (10) pea toki mālōlō he māhina 'e ono' (6).

(ii) Ko e Mālōlō Tu'upau ki he Kulupu 2

- i) 'E ngofua ke Poaki Mālōlō Tu'upau ha tokotaha ngāue' 'i he Kulupu 2 'i he hili 'ene ngāue he ta'u hokohoko 'e hongofulu' (10) pea te ne toki ma'u leva 'a e mālōlō māhina 'e tolu (3) pea ma'u kakato mo e vāhenga'.

- ii) Ke fakafonu 'a e Foomu Kole Mālōlō Kalasi 2 pea ke fakamo'oni 'a e Puleako' ki he foomu', pea toki fakahū ki he 'Ofisi HRM 'o 'oua' e toe tōmui ange he mahina 'e tolu (3) ke fakapapau'i 'a e poaki' pea toki fakamafai'i 'e he Palesiteni Ako'.
- iii) Ko e toko ua (2) pē ke mālōlō he taimi tataua 'i ha 'Apiako'.
- iv) Ka 'i ai ha taha ngāue' 'i he Kulupu 2 'oku totonu ke ma'u 'ene Mālōlō Tu'upau', pea 'oku 'i he mafai 'o e Palesiteni Ako' ke ne tali ha kole ngofua ke fetongi'aki 'a e toe tōnaki mai 'a e vāhenga 'o e tokotaha ngāue' ki hono vāhenga taimi kakato' kae 'ikai fakahoko 'a 'ene Mālōlō Tu'upau'.
- v) 'E makatu'unga 'a hono tali' 'o ka 'i ai ha fakamo'oni 'o ha fiema'u vivili 'a e Ako'anga 'oku fakahoko fatongia ai' 'o 'ikai ke lava 'o fakakakato 'a e mālōlō. Ka kuopau ke mālōlō 'a e tokotaha ngāue ko ia' 'i ha hili 'o e ta'u 'e hongofulu (10) ka hoko' 'o 'ikai ke tōnaki atu ha toe mahina 'e tolu (3) ka, 'e kei lau pē ko e mālōlō hili 'o e ngāue 'i he ta'u 'e hongofulu (10). 'Oku 'ikai ngofua ke tōnaki 'a e ta'u ngāue' ki he ta'u 'e uanoa (20) pea toki mālōlō he mahina 'e ono (6).

(iii) Ko e Mālōlō Tu'upau ki he Kulupu 3

- i) 'E ngofua ki ha tokotaha ngāue' 'i he Kulupu 3 ke Poaki Mālōlō taimi tu'upau 'i ha kakato 'a 'ene ngāue hokohoko 'i ha ta'u 'e nima (5) pea te ne ma'u leva 'a e mālōlō mahina 'e tolu (3) pea ma'u kakato mo e vāhenga'.
- ii) Ke fakahoko mei he 'Ofisi HRM 'a e ngaahi fakamatala ki he kau ngāue 'oku ofi ke ma'u 'enau mālōlō 'i he māhina hono ono (6) 'o e ta'u kotoa pē ki he Palesiteni Ako'.

(iv) Ko e Ngaahi Mālōlō Makehe' (Special Leave)

Ko e ngaahi Poaki Mālōlō Kalasi Makehe ke fakapapau'i 'oku fakakakato 'a e Foomu Kole Mālōlō Kalasi 2 pea fakapapau'i 'oku kakato pea mo e ngaahi fakamo'oni', pea ke fakahoko ki he Palesiteni Ako' kimu'a 'i ha mahina 'e tolu (3) mei he 'aho 'e fakahoko ai 'a e mālōlō'.

(v) Poaki Mālōlō ke Fakahoko ha Ako' (Study Leave)

- i) 'E ngofua ki ha tokotaha ngāue' ke ne poaki mālōlō mei he ngāue' koe'uhi ko ha'a' ne to e fie hoko atu 'iate ia pē ha'ane ako.
- ii) Ke fakafonu 'a e Foomu Kole Mālōlō Kalasi 2 pea fakamo'oni ki ai 'a e Puleako' pea fakahū ki he 'Ofisi HRM ke fakapapau'i 'a e ngaahi tu'utu'uni ngāue' fekau'aki mo e poaki ko eni' pea fale'i 'e he Palesiteni Ako'.
- iii) Ko kinautolu 'oku kole mālōlō ako ka e kei ma'u pe 'enau pole ke foki mai ki he ngāue' 'o 'ikai ke fakakakato 'a e ngaahi fiema'u 'a e HRM pea 'e kei fakamafai'i pē 'e he Palesiteni Ako' ke fakangofua 'a e Poaki Mālōlō Ako', ka 'e 'ikai ke ma'u ha toe monū'ia'.
- iv) Ka 'o ka kakato 'a e Polokalama Ako', kae 'ikai ke foki mai' pea 'e 'i he mafai 'o e Palesiteni Ako' ke ne fakahoko ha tu'utu'uni ki he tokotaha Poaki Mālōlō Ako' ke ne totongi fakafoki mai 'a e tokoni na'e fakahoko kiate ia' 'o kau ai 'a hono fakamālōlō'i mei he ngāue'.

(vi) Poaki Mālōlō Kehe’ (Other Special Leave)

- i) ‘E ngofua ke poaki mālōlō ha taha ngāue ke ne fakahoko ha fa’ahinga me’a ‘oku mākehe mei he ngaahi me’a kuo Tu’utu’uni ki ai ‘a e Potungāue Ako’ ka ‘e ‘ikai ke toe hokohoko atu ‘a ‘ene ma’u vāhenga taimi kakato’.
- ii) Ke fakafonu ‘a e Foomu Kole Mālōlō Kalasi 2 pea ke fakakakato ‘a e ngaahi fiema’u kotoa ‘a e Potungāue Ako’ ‘o kau ai ha ngaahi fakamo’oni ki he ngaahi me’a ‘oku makatu’unga ai ‘a e poaki’. Pea ke fakamo’oni ‘a e Puleako’ ki he Foomu kimu’a pea fakahū ki he ‘Ofisi HRM ‘o ‘oua ‘e toe tuai ange ‘i he māhina ‘e taha (1) kimu’a pea fakahoko ‘a e mālōlō’, ke fakapapau’i pea toki fakamafai’i ‘e he Palesiteni Ako’.
- ii) ‘E ‘i he Palesiteni Ako’ ke fale’i ‘a’ e Kōmiti Ako’ fekau’aki mo ha poaki mei he ngāue’ ‘o fakataumu’a ki ha fiema’u fakafo’ituitui, ke tokoni’i ha ngāue kehe’ pē ko ha pisinisi’, ngaahi ngāue ‘oku nau fakatupu moveuveu’, politiki, ngāue ki ha Siasi kehe’ pē ko ha ngāue ‘oku nau TUI kehe mei he Tokāteline ‘a e Siasi’.

10. FAKATOKANGA

- 1 Ko e Taimi Tutuku ‘a e Ako’ e tu’utu’uni ki ai ‘a e Palesiteni Ako’ pea mo e taimi ke tāpuni ai ‘a e ‘Ofisi Ako’ ‘a e Siasi’. Ko e ngaahi ‘aho mahu’inga eni ke fakapapau’i ‘oku ‘ikai ke mama’o pe tōmui ha tokotaha ngāue tukukehe ‘a kinautolu kuo tali ‘e he Potungāue ha’anau poaki:
 - i. Sāpate Ako’
 - ii. ‘Aho Fokotu’u ‘o e Ako’
 - iii. Uike Palani ‘a e Ako’anga’ mo e Potungāue Ako’
 - iv. pē ko ha ‘Aho kuo tu’utu’uni ki ai ‘a e Palesiteni Ako’
- ‘Oku fiema’u pe ke matu’aki māhino ‘oku ‘ikai ke ngofua ke mama’o ha Puleako’ mo hono Kau Tokoni Puleako’, Kau Ngāue ‘i he Faama’ pē ko e Kau ‘Ofisa Ako Mā’olunga’ mei he ngāue’ lolotonga ‘a e tutuku’. Kuopau ke nau poaki ki he Palesiteni Ako’ ‘o ka ‘oku nau fiema’u ke nau mālōlō mei he ngāue’ ‘i ha fa’ahinga ‘uhinga pē lolotonga ‘a e tutuku, ‘o ka ‘oku te’eki ke taimi ‘enau mālōlō tu’upau’.
- 2 Ko e ngaahi ‘Aho Mālōlō Faka-Pule’anga’, ‘e mālōlō ai mo e Ngāue’ mo e ngaahi Ako’anga ‘a e Siasi’. Kuopau ke tauhi pau ‘a e Kau Puleako’ ki he tu’utu’uni faka-Fonua ko ia’, tukukehe ‘o ka ‘oku ‘i ai ha ngaahi ‘uhinga mahu’inga mo mahino foki.
- 3 ‘Oku fiema’u ‘a e Kau Puleako’ mo e ‘Ofisi HRM ke fakapapau’i ‘oku tauhi ‘a e ngaahi Foomu Kole Mālōlō pē ko ha Ngaahi Lēkooti ‘o e ngaahi Poaki Mālōlō kotoa pē ‘a e Kau Ngāue ‘i he ‘Apiako takitaha.

- 4 Ka maumau'i 'e ha taha ngāue' 'a e ngaahi Tu'utu'uni fekau'aki mo ha Poaki Mālōlō 'o fekau'aki mo e ngaahi tu'utu'uni ko 'eni', pea 'oku 'i he māfai 'o e Palesiteni Ako' ke fakahoko ha tu'utu'uni pea ke fakahā ki he Kōmiti Ako'.

KO E NGA AHI FOOMU

FOOMU 1

THE EMPLOYMENT APPLICATION FORM

Please read these note carefully BEFORE you complete this application form. Send your form to the President of Education, Free Wesleyan Church of Tonga (FWC) Education Department Office, Nuku'alofa, or P.O Box 57, Nuku'alofa, Tonga, If you have any questions, please contact ph.(676) 24934.

The Free Wesleyan Church Education Department operates the following schools:

1. Pre – Schools Program
2. Primary Schools (Classes 1 to 6), and three(3) Bilingual Side Schools
3. Middle Schools (Form 1 to 3)
4. Secondary Schools (Forms 1 to 6 and 2 High Schools operating Form 7 and some Tertiary Programs.
5. Hango Agriculture College in 'Eua offering a Certificate in Agriculture and Livestock Studies Level 3 & 4, DIPLOMA in Agriculture and Livestock Studies Level 5Program.
6. Tupou Tertiary Institute in Tongatapu and Pouono Technical Campus in Vava'u offering certificate, diploma and undergraduate program.
7. Sia'atoutai Theological College offering diploma and degree program.

Before you apply for a teaching position with the FWC Education Department System, please consider the following questions carefully:

1. Will you pursue the Aim of Education of the System which is **“To teach students in all aspects of life according to the teaching of Jesus Christ” (as written in the Holy Bible)**. This means that a teacher employed by the Free Wesleyan Church is expected to have faith in Jesus Christ and to respect, live and model the teaching of Christ, which is the reference point in the whole teaching/ learning operation process in the System.
2. Will you make the effort to give your best (as seen by the school authority) to benefit the students in your school in terms of professional and extra – curricular undertakings and activities (refer to school calendar) suggested by the FWC Education authorities and approved by the Church Conferences?

If you answer NO to either of the questions above you are NOT eligible to apply for an employment position in the FWC School System.

3. For a teaching position the applicant **MUST** have teaching qualification, In addition to other academic qualifications. For any other position in the System, the applicant should have relevant qualifications and preferably job experience.

[If you are eligible, please complete application form]

For all Applicants:

A. Personal Information

1. Surname : _____ First Name(s): _____
2. Permanent Residential
Address: _____
3. Date of Birth: _____ (D/M/Y) Gender: _____ Nationality: _____
4. Marital Status: _____ If married, Nō. of children: _____
5. Telephone Number : _____ Email address: _____
6. The Church you belong to: _____ Your current Church status: _____
7. Your Church Minister or Steward's Telephone Number : _____

B. Christian Faith

Please explain your experience under the following headings:

- 1) My Christian conversion or experience (***your born – again experience***)

- 2) My religious affiliations

My reasons for working in a FWC Schools

C. Academic History

- 1) Primary Schools

School	Year	
	From	To

2) Middle and / or Secondary Schools

School	Year	
	From	To

3) Teacher Training:

Institution	Certificates	Year	
		From	To

4) Tertiary Education:

Institution	Certificates	Year	
		From	To

For Tongans only:

5) Secondary Examination Results

1) Form 5 or Equivalent

Tonga School Certificate or Equivalent	School:	Year:

2) Form 6 or Equivalent

Pacific Secondary School Certificate or Equivalent		School:	Year:
Subject	Grades	Subject	Grades

1) Form 7 or Others

South Pacific Form Seven or Equivalent	School:	Year:

Subject		Grades		Subject		Grades	

For All Applicants:

- 1) A. What position are you applying for?

B. If you apply for a driver's job, please include a copy of your driver's license.

- 2) If you apply for teaching, what subjects can you teach best?

1) _____ 2) _____ 3) _____

- 3) List your School preference in order:

1) _____ 2) _____ 3) _____

- 4) List your work experiences:

Position	Employer	Year of Service	
		From	To

Please attach your copies of:

- all Certified Certificates, Qualification Transcripts
- Certified Diploma, Degrees,
- Testimonials,
- Birth Certificate
- References including Support Letter from your Village Church Minister who is in charge of the Church you attend and Reference from your latest Former Employer if you worked before
- Passport Photo

Certified means a person of authority from the department or forwarding the certificates etc. must see the Original Document and the photocopy of the documents.

Notes: Certified copies are photocopies which have been signed and stamped by a person of authority from the department issuing or forwarding the certificates etc., after his/her sighting of your original documents.

Confirmation of details:

I hereby certify that all information given on this form is correct to the best of my knowledge, all the questions related to me have been accurately and fully answered, and all my certified copies of the certificates I claim to hold are attached. I understand that should the information given in this application be incorrect it may render my application invalid.

Signature of Applicant: _____ Date: _____

[Please make sure that all information you have given are true and all required documents are attached before submitting your application]

FOOMU 2

‘Aho
.....
.....
.....
.....

‘Oku ou faka’apa’apa mo fakahā ‘i he tohi’ ni ‘eku fakafeta’i lahi ki he ‘Otua Mafimafi. ‘Oku ou fakamālō atu ‘i ho’o loto ke ke fakahoko fatongia ma’ae Siasi Uēsiliana Tau’atāina ‘o Tonga’ ‘i he Potungāue Ako’. Kuo u ma’u ho’o tohi ‘i he ‘aho, pea ‘oku ou fiefia ke fakahā heni ‘oku tali lelei koe ke ke hoko ko e tokotaha faiako ‘i he Siasi’.

Koia ‘oku ou kole atu te ke kamata ngāue ‘i he ‘aho ‘i he (‘apiako)..... ‘Oku ou kole atu ke ke tali mu’a mo talangofua kakato ki he ngaahi Tu’utu’uni Ngāue ‘a e Potungāue Ako’ pea mo e ‘Apiako ‘oku ui koe ki ai, ke ke fakahoko fatongia ai.

‘Ofa ke tapuaki’i koe ‘e he ‘Otua’ fakataha mo ho famili ‘i he pole ngāue ‘oku fai’.

‘I he Lotu mo e Hūfia
.....
Palesiteni Ako

Kataki ‘o fakamo’oni hingoa mai ‘i he tohi’ ni ‘o kapau ‘oku fakapapau ho loto ke ke tali ‘a e Ui ‘oku fai kiate koe.

Hingoa Kakato:

Fakamo’oni: ‘Aho:

FOOMU 3

‘Aho: _____

‘Oku ou faka’apa’apa mo fakahā ‘i he tohi’ ni ‘eku fakafeta’i lahi ki he ‘Otua Mafimafi. ‘Oku ou fakamālō atu ‘i ho’o fie faifatongia ma’a e Siasi Uēsiliaana Tau’atāina ‘o Tonga’ ‘i he Potungāue Ako. Kuo u ma’u ho’o tohi, ‘i he ‘aho _____ pea ‘oku ou fie fakahā ‘i he tohi’ ni ‘a ‘eku kole fakamolemole fakataha mo e Potungāue Ako ‘a e Siasi’ koe’uhi ‘oku ‘IKAI ma’u ha faingamālie ke ke ngāue ‘i he ta’u’ ni.

‘Oku fie fakamālō ‘i ho’o poupou ‘oku fai ki he Potungāue Ako ‘a e Siasi’. ‘Oku ou kole atu pe ke ke fakamolemole kae tauhi pe ‘i heni ho’o tohi’ ki ha faingamālie ‘i he kaha’u.

Tauange ke hoifua mai ‘a e ‘Otua’ ‘o Ne ‘atu ‘a e nonga mo e fiemālie kiate koe pea mo ho famili.

‘I he Lotu mo e Hufia

Palesiteni Ako

FOOMU 4

KAU NGĀUE ‘OKU FIEMA’U HA TOKANGA MAVAHE KI AI

HINGOA ‘O E TOKOTAHA NGĀUE: _____

PULEAKO: _____ ‘AHO: _____

1. Ko e hā ‘a e (ngaahi) tefito’i palopalema ‘o e faiako ko eni’ ‘oku ‘ikai fakafiemālie ai ‘ene ngāue?

- i. _____
ii. _____
iii. _____

2. Ko e hā ha me’a kuo ke ‘osi fai’ ke fakalelei’i ‘aki ‘a e palopalema pē faingata’a ko eni?

- i. _____
ii. _____
iii. _____

3. Kuo ‘i ai nai hā faka’ilonga ‘oku ne tali ho’o fale’i pē ko ha faka’ilonga fakalakalaka ‘i he’ene mo’ui mo ‘ene ngāue? (Fai ha’o ki’i fakamatala ki ai).

- _____

4. Ko e hā ha’o fokotu’u mai fekau’aki mo e tokotaha ngāue ko ia?

- _____

FOOMU 5

STAFF APPLICATION FORM FOR TRAVELLING OVERSEAS

Please fill in this form if you are asking to travel overseas. You are to talk to your school Principal to sign it before being submitted to the President of Education at least one month before you travel.

- 1. Full Name: _____
- 2. Date of birth: _____ 3. Phone/Mobile: _____
- 4. Current School: _____ 5. Email: _____
- 6. Reason and Country you plan to travel to.
Country: _____ Reason: _____
- 7. State the time (dates) that you will be away for.
Travel date: _____ Return date: _____
- 8. Who is sponsoring your time at the overseas destination in your visa application process?
Name: _____ Relation to you: _____
- 9. Do you realise that if this travel is based on personal reasons during your teaching time and, if approved, it will be taken off your long service leave entitlements? Yes/No
- 10. When will you resume work? Date: _____ Month: _____ Year: _____
- 11. What are your teaching areas that need to be covered when you are away?
Please state your subjects and classes (level) in your Time Table (if you are currently teaching).

Any others? _____

Signature: _____

Principal's comment: _____

Principal's Signature: _____ Date: _____

.....
FWCEO only:

Approval / Not Approved

President of Education's Signature: _____ Date: _____

FOOMU 6

Application for Assistance – USP External [Esaif you are not in the programme organized by the FWC Education Office]

1. Personal Details:

Full Name: _____
Date of Birth: _____
Present School: _____
Home Address: _____
Phone Number: (Home) _____ (Mobile) _____
Email Address: _____

2. No. of Years of Service with FWC Education Department: _____

3. Education Background [Academic]:

Name of Exams/ Qualifications	Year passed/ received	Institution	Subjects passed	Grades

4. USP External Courses Already completed:

5. Your proposed Programme of study at USP [Name of Course[s]]:

6. Duration of your course (Semester & year)

7. Total Cost of Courses: \$ _____

8. Have you been officially accepted by USP?

9. Comments from your Principal:

10. Comments from the President of Education:

Signature of Applicant: _____ **Date:** _____

FOOMU 7

KOLE PA'ANGA 'I TONGA' NI PE 'I MULI **KONGA 1: KE FAKAFONU FAKALUKUFUA**

Hingoa 'o e 'Apiako: _____ Puleako: _____
'Uhinga tefito o e Feinga Pa'anga: _____

Tāketi 'o e Lahi 'o e Pa'anga: \$ _____
Taimi ke fai ai : _____
Taki 'o e Feinga Pa'anga: _____
Toenga 'o e Kau Feinga Pa'anga: _____

Feitu'u 'e fai ai e Feinga Pa'anga ('i Tonga' ni): _____
Founga 'e fai'aki e kole Pa'anga: _____

KONGA 2: FEINGA PA'ANGA 'I HA FONUA MULI

Fonua ke folau ki ai: _____
Ko hai 'oku' ne Sponsor e folau (Hingoa, Tu'asila, Telefoni, Email):

Totongi Folau: Lahi e Pa'anga: \$ _____
Ko hai 'oku' ne Totongi e Folau? _____
Feitu'u 'e nofo ai Kau Folau (Hingoa e Kolo, Siasi/ 'Api, Tu'asila, Telefoni, Fax, Email):

Tu'unga 'o e Kole Visa Folau: _____

KONGA 3: KE TALI FAKALŪKUFUA

Hā toe me'akehe:

Fakamo'oni Puleako: _____ 'Aho: _____

Tali 'a e Palesiteni Ako: _____

Fakamo'oni 'a e Palesiteni Ako: _____ 'Aho: _____

FOOMU 8

FOOMU KOLE TOKONI FAKAPA'ANGA KI HE TOTONGI AKO 'A E FĀNAU FAINGATA'A'IA

KO E FAKAMATALA FAKAMAHINO KI HE TOKONI FAKAPA'ANGA KO'ENI'.

Ko e tokoni fakapa'anga ko'eni 'oku fakataumu'a ia ki he fānau 'a e Kau Faifekau, Kau Setuata mo e Kau Faiako 'a e Siasi', 'a ia kuo nau pekia lolotonga 'enau ngāue ma'ae Siasi'. Ka toki lava 'o fakakakato 'a e fānau ko 'eni' pea 'e toki fakakaukau'i hā kole kehe kapau 'e toe 'a e Pa'anga kuo vahe'i ki he tokoni ko'eni'.

KĀTAKI 'O FAKAFONU 'ENI KE TONU MO MAHINO

1. Hingoa 'o e Tokotaha Ako': _____
2. Ako'anga 'oku Ako ai: _____
3. Foomu / Kalasi: _____
4. 'Aho Fā'ele'i: _____ 5. Tangata/Fefine: _____
6. Kolo: _____ 7. 'Oku kei mo'ui 'a e Tamai'? _____
- 8.a Kapau kuo pekia, ko e hā, 'ene ngāue na'e lolotonga fai pea hoko ai 'ene pekia?

- 8.e Ko e hā leva 'a e ngāue 'a e fā'ee' 'oku lolotonga fai?

- 9.a Kapau 'oku kei mo'ui 'a e ongo mātu'a', ko e hā 'a 'ena ngāue 'oku lolotonga fai'

- 9.e Vāhenga he ta'u': [tamai] _____ [fā'ee] _____
10. 'Oku toko fiha kotoa 'a e fānau 'i he fāmili' _____. Ko e toko fiha 'oku lolotonga ako Kolisi 'i he ngaahi Kolisi 'a e Siasi? _____.
11. Kapau 'oku kei mo'ui fakatou'osi 'a e ongo mātu'a', 'oku na kei fakataha?

12. Kapau kuo na māvae, ko e hā hono 'uhinga?

13. 'Oku 'i ai hā taha 'i he ongo mātu'a' 'oku nofo 'i hā fonua muli?
[tamai/fā'ee/fakatou'osi] _____
13. _____

15. 'Oku 'i ai hā tokoni mai ki he ako 'a e fānau 'i Tonga ni? _____
16. Kapau 'oku 'i muli 'a e ongo mātu'a pe ko hā taha 'iate kinaua ko hai 'oku tuku ai 'a e fānau', pea ko e hā 'enau fetu'utaki kainga?

17. Kapau 'oku lolotonga 'i Tonga' ni 'a e ongo mātu'a pē ko ha taha 'iate kinaua pea **'ikai ha ngāue totongi**, ko e hā leva ' e **ma'u'anga pa'anga pau** ke tokoni ki he totongi ako?
18. Ko e hā 'a e lahi fakakātoa 'o e pa'anga 'oku kole'i ki he ta'u fakaako?
\$ _____

Fakamo'oni 'a e Tokotaha Ako': _____
 Fakamo'oni Tamai / Fā'ee pē Tauhi Fānau : _____
 Fakamatala fakamahino mei he Pule Ako: - _____

KO E TU'UTU'UNI MEI HE POTUNGĀUE AKO 'A E SIASI'.

1. 'Aho na'e ma'u ai 'a e kole' ni:
2. Ke Tali pē 'Ikai ke Tali:
3. Fakamo'oni Hingoa: 'Aho:
4. Fakamatala Makehe :

FOOMU 9

FREE WESLEYAN CHURCH OF TONGA

The Methodist Church in Tonga



DEPARTMENT OF EDUCATION Office of Education



President: Rev Dr Mele'anaPuloka, PhD P. O. Box 57, NUKU'ALOFA,
TONGA. **Phone:** (676) 23934; **Fax:** (676) 26526;
E-mail: fwceducation@gmail.com.

APPLICATION FOR SCHOLARSHIPS

1. Application are invited to apply for a Scholarship allocated for the FWC System for _____
2. Please complete this form and return it to the President of Education, F.W.C. Education Office, not later than _____. Incomplete and incorrect forms will not be considered.
3. Certified testimonials and academic results (Originals) must be attached to each application form.
4. A testimonial or letter of reference from the Principal is required to be sent with this application.

1. PERSONAL DETAILS

- (1) FULL NAME: _____
- (2) SCHOOL: _____
- (3) DATE OF BIRTH: _____ (4) MALE/FEMALE _____
(Day / Month / Year)
- (5) SINGLE/MARRIED: _____ (6) NUMBER OF CHILDREN: _____
- (7) TEACHER OR STUDENT: _____ if student state Form in _____

2. ACADEMIC RECORDS

(1) SECONDARY			
NZ/Tonga Sch. Cert of Equivalent		NZUE/PSSC Exam or Equivalent	
Year:	School:	Year:	School:
Subject	Grade/Mark	Subject	Grade/Mark

(2) TERTIARY: (Including Form 7 or USP Extension Courses)

Year	Name of Institution	Tonga	Year[s] attended		Degree, etc.	Major Subjects(s)	Year Obtained
			From	To			

3. State here your reason (s) for applying:

4. How long have you been working for the FWC System? (Give years) _____

5. If you get a Scholarship from the FWC System, state how many years you are planning to offer the Church (FWC Education System) when you complete the course.

DECLARATION: I hereby declare that to the best of my knowledge, all the information that I have stated here is true and complete.

Applicant's Signature: _____ Date: _____

ALEAPAU MA'AE KAU SIKOLASIPI 'A E SIASI'

AGREEMENT

-between-

THE FREE WESLEYAN CHURCH OF TONGA (hereinafter referred to as "The First Party" or The Church") And THE TRAINEES

1. There is in existence a course at _____
Such course being known as the _____
2. The Trainee has been chosen or nominated by the church to attend the said course.
3. The Church is anxious to make certain that the certain that the benefit of the knowledge and training to be acquired by the Trainee at he said course shall not be lost to The Church;
4. The Church had agreed to provide certain sums of money as described in this agreement; and
5. The Trainee has agreed to give to The Church a number of years' service, as described in this agreement.

NOW THIS AGREEMENT SHOWS that in consideration of The Church's nominating or choosing The Trainee to attend the said course, and to pay for the matters referred to in the Schedule, The Trainee agrees that he / she will:

1. Duly accept employment as an officer or servant of The Free Wesleyan Church of Tonga for a period of NOT LESS THAN FIVE (5) YEARS following the date of the completion of the course.
2. Repay to the Free Wesleyan Church of Tonga the full amount of money spent on The Trainee by or on behalf of The Church to enable The Trainee to get the training offered should The Trainee fail or refuse to work for The Church for not less than FIVE years. This amount of money is to be repaid to The Church in less than FIVE years following the date of The Trainee's completion of the course.
3. Well and truly apply himself / herself to the duties and training which he / she will be required to undergo during the said course.

- 4. Comply with the rules of conduct or the directions of or laid down by the manager or person in charge of the institution at which he / she is lodged.

THE SCHEDULE

The Church will meet the following as applicable

- 1. Tuition fees for the approved course of study.
- 2. Full salary on the same scale they have been on for those trainees who have been working in the Church System before they took up the course awarded.
- 3. Basis allowance agreed upon by the Church for those trainees who have just left school or who have not been working in the Church Education System before they took up the course.
- 4. Text book fees as required by the Institution
- 5. One return trip a year for overseas trainees.

IN WITNESS WHEREOF the Parties hereto have thereunto set their hands.

Full name of the Trainee : _____

Signed by the Trainee : _____

Signed at (place) : _____

Date/Month/Year : _____

On behalf of The Free Wesleyan Church of Tonga

In the presence of (authority) _____



FREE WESLEYAN CHURCH OF TONGA

The Methodist Church in Tonga



DEPARTMENT OF EDUCATION

Office of Education

President: Rev Dr Mele'anaPuloka, PhD

P. O. Box 57, NUKU'ALOFA, TONGA. Phone (676) 23934;

Fax: (676) 26526; e-mail: fwceducation@gmail.com

STAFF APPLICATION FORM FOR A LONG SERVICE LEAVE

Please fill in this form if you are asking for a long service leave. You are to talk to your school Principal for him/her to sign it before being submitted to the FWCEO 3 months beforehand.

1. Full Name : _____
2. Date of Birth : _____
3. Current School : _____
4. Working History at FWCS. Please state the School and Years of service with any previous leave you had.

_____	_____
_____	_____
_____	_____

5. Months that you are asking to take your Long Service Leave on. If you are entitled for 3 months then state the year and months you are planning to have your leave on.

6. Are you planning of travelling overseas? Please state the country you plan to travel to. Yes/No _____
7. If no, where are you going to spend you leave in Tonga.

8. When will you be back to resume work?

9. What are your teaching areas need to be covered when you are away. Please state your subjects and classes (level) in your Time Table (if you are currently teaching).

_____	_____
_____	_____

Signature: _____

School Principal Signature: _____ Date: _____

FWCE Office Only: Approval / Not Approval _____

President of Education's Signature: _____ Date: _____



FREE WESLEYAN CHURCH OF TONGA

The Methodist Church in Tonga



DEPARTMENT OF EDUCATION

Office of Education

President: Rev Dr Mele'anaPuloka, *PhD*

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(676)23934;

Fax: (676) 26526; **E-**

mail:fwceducation@gmail.com

STAFF APPLICATION FORM FOR A SPECIAL LEAVE

Please fill in this form if you are asking for a long service leave. You are to talk to your school Principal for him/her to sign it before being submitted to the FWCEO.

1. Full Name: _____
 2. Date of birth: _____
 3. Phone/Mobile: _____
 4. Current School: _____
 5. Email: _____
 6. Briefly explain the main reason for your special leave.

 7. Do you understand that your Special Leave will be taken off your Long Service Leave Entitlement? Yes/No (Cross out one)
 8. Are you going of travel overseas? Please state the Country you plan to travel to.
Yes/No _____
 9. If no, where are you going to spend your leave in Tonga?

 10. When will you be back to resume work? _____
 11. What are your teaching areas need to be covered when you are away. Please state your subjects and classes (level) in your Time Table (if you are currently teaching).

- Any others? _____
- Signature: _____ Date: _____

Principal's comment:

School Principal Signature: _____ Date: _____

FWCED only: Approval / Not Approved _____

President of Education's Signature: _____ Date: _____