



[www.utopiaedu.co.nz](http://www.utopiaedu.co.nz)

# Company Overview

Utopia Education works as a platform connecting ECE centres with qualified or unqualified teachers. We work to provide an affordable and reliable service to ECE centres so that they can put their whole heart into providing quality education to young children.

We understand it can be an anxious process trying to find relief teachers... so we have made it our mission to deliver centre managers and owners with an easy, worry-free platform!

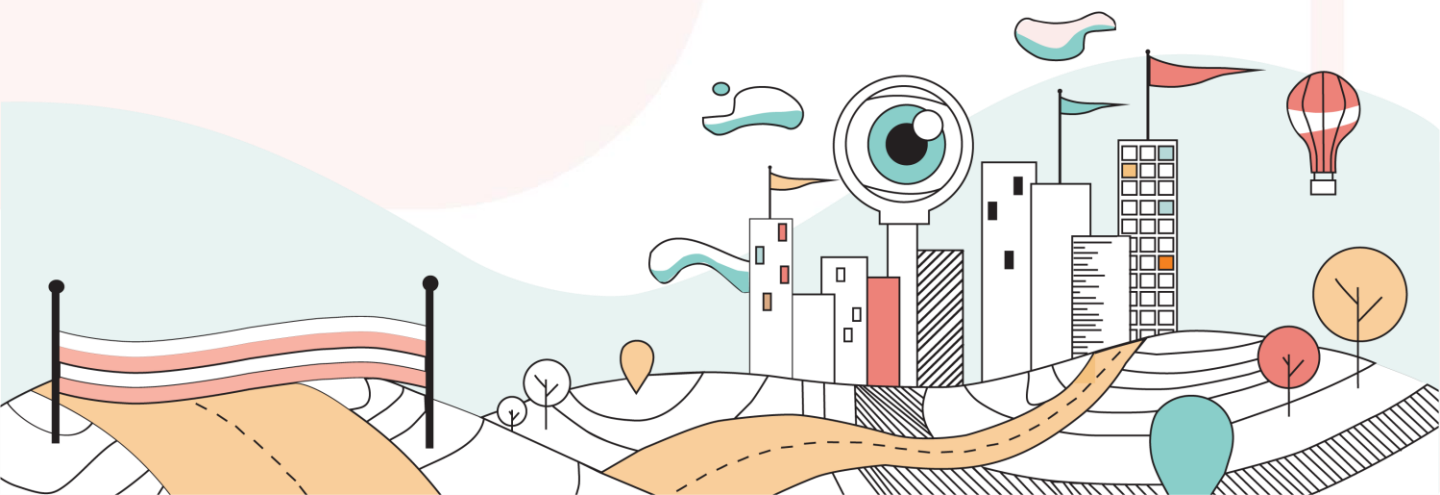
With Utopia Education, ECE centres can find relief staff who are **affordable, available, and adaptable.**

Additionally, Utopia provides a free placement service for centres if they wish to offer any relief teachers from Utopia a full-time position.

Utopia addresses current social challenges through human-centred technology and innovation.

By providing support services and quality work to teachers, we create a care infrastructure that:

- Gives ECE centres the freedom to focus on educating.
- Offers Employers to gain better talent and increase productivity.



# Support that you can count on

What sets us apart from other staffing services?

Our mission is to make your experience finding staff –**simple, quick, and efficient.**

We take a personal approach to help remove any pressures that your management may face.

## **No binding contracts:**

As you might know, the majority of relief agencies require users to be in binding contracts with them, meaning when you need to get help fast you are restricted to one agency's process because of a contractual agreement.

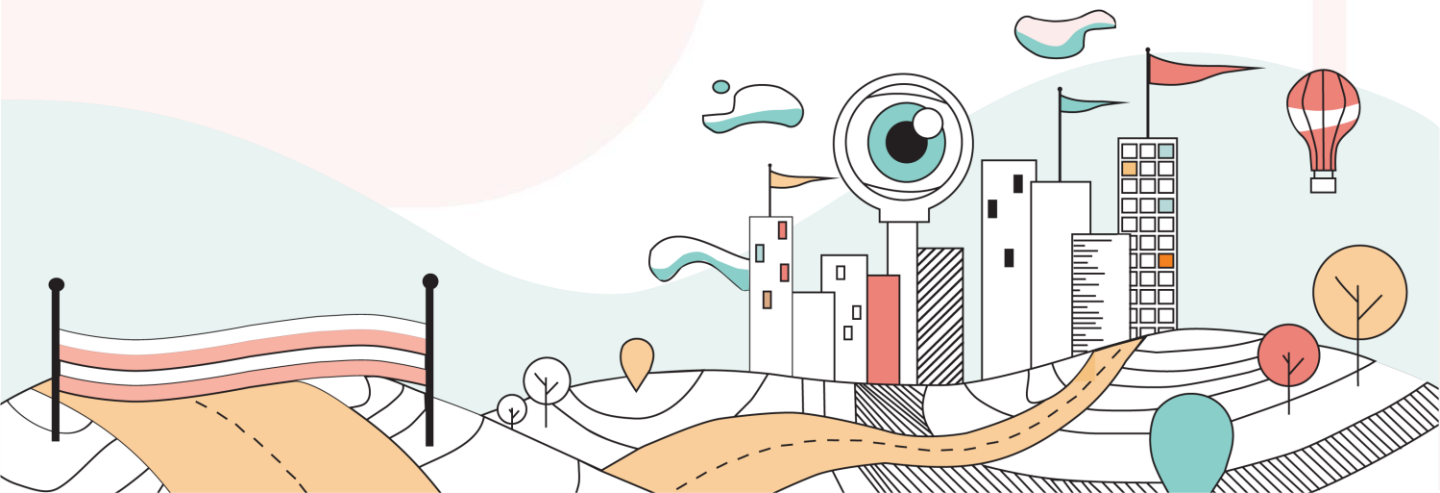
That's where Utopia Education jumps in to help!

We do not have any binding contracts. Utopia is a **FREE** on-demand platform.

Our mission is to get you the help that you need and solve your staffing issues instantly!

If you are looking for new talent, an agency, or a consultant, look no further!

We've got everything to solve your staffing issues.



# ***We are your alternative platform***



## **Work on Demand**

Utopia is your backup plan. We provide extra support and assistance in situations where your staff is unavailable.



## **Affordable Rate**

We offer great rates in the competitive market.



## **No Placement Fees**

If you wish to offer one of our relievers a full-time position, you do not have to pay Utopia any hidden placement fees.

We want the best for you, it's a win-win solution!



## **U R Free**

We also offer our platform to centres who may be in need of a permanent staff member. You can post your job and details for this job on our website & App, FREE of charge.



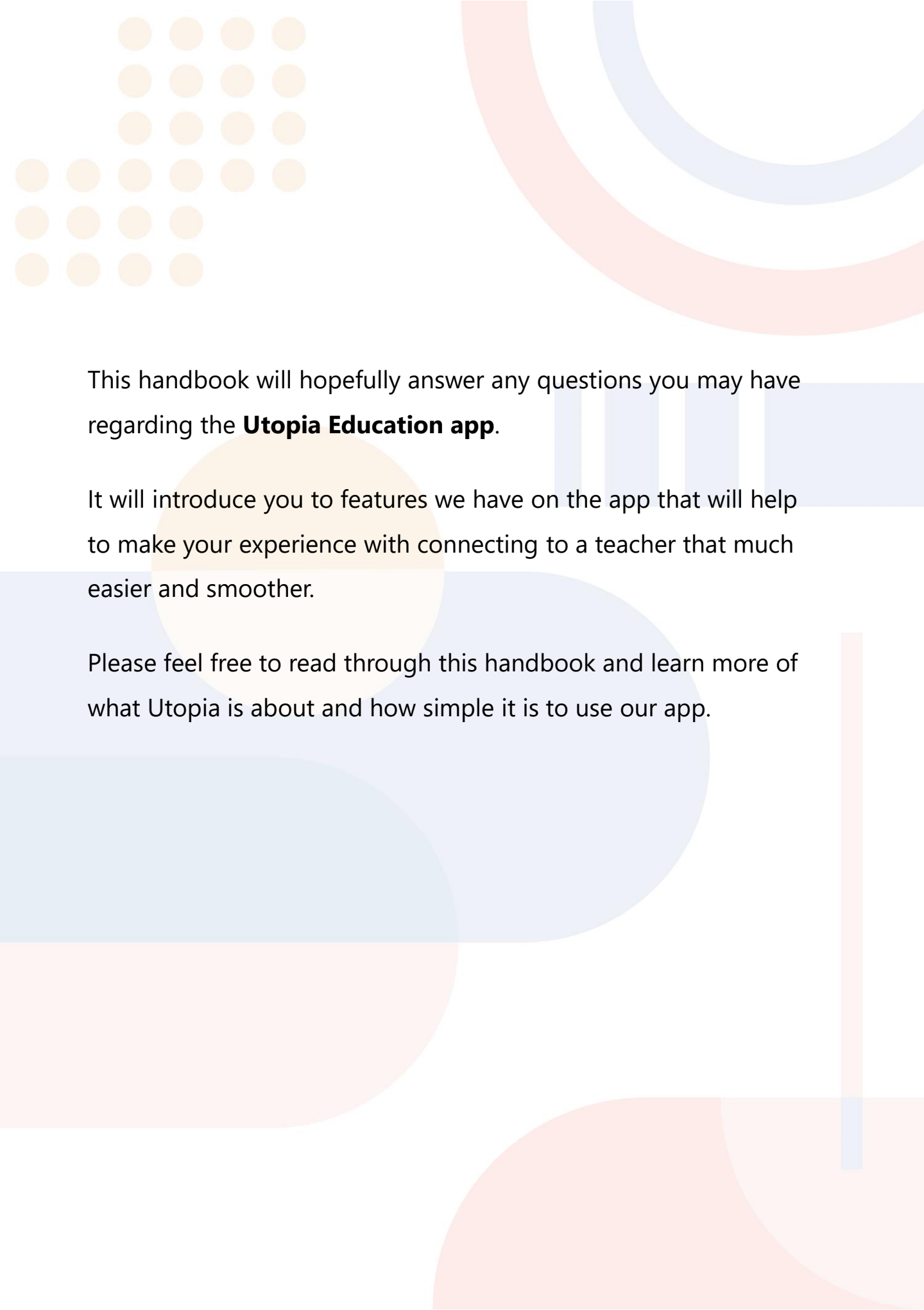
## **U Mat-Time**

We combine ideas and update them weekly for all our centres and teachers to see and enjoy.



## **Webinar & PD Courses**

This extended service is to make sure our users will have the opportunity to achieve their educational goals and business goals.



This handbook will hopefully answer any questions you may have regarding the **Utopia Education app**.

It will introduce you to features we have on the app that will help to make your experience with connecting to a teacher that much easier and smoother.

Please feel free to read through this handbook and learn more of what Utopia is about and how simple it is to use our app.

# Contents

<b>Introduction</b> .....	1
Features and Benefits	
What People Say	
Statistics	
HOME Overview	
<b>Let's Get started</b> .....	4
Welcome Screen	
Enter the 4-digital Code	
Select Your Role	
Fill out Your Centre's Profile	
Ready to Roll	
<b>Find a Teacher</b> .....	9
Make a Single Day Booking	
14 Day Advance Booking	
Make a Multiple Day Booking	
Favourite Teacher Pool	
Split a Multiple Day Booking	
Boost Your Booking	
Extend Booking	
<b>View Your Bookings</b> .....	32
Download Teacher's Files	
<b>Billings</b> .....	34
Look at the Invoices	
Give Us Feedback	
<b>Calendar</b> .....	37
<b>Explore the Menu Bar</b> .....	38
<b>U R Free</b> .....	40



# Features and Benefits

As part of Utopia's continued evolution, the new Utopia app was released in July 2022 and is available to download from both Google Play and the App Store.

The first release of this app replaces the offline services we had. Here's a list of the Features and Benefits of Utopia Education.



## Features & Benefits

- ✓ Sign In via mobile or email
- ✓ Easy Bookings
- ✓ Download Invoices
- ✓ Customize Notifications
- ✓ Chat to Teachers
- ✓ Download Teacher's Files
- ✓ Extend Booking Hours
- ✓ Favourite Teacher Pool
- ✓ Boost Jobs
- ✓ U R Free



**Download the app today!**





## Here's what our Centres already using UTOPIA are saying:

*"Good service and the App is easy to use.*

*U Mat time resources are useful as it sparked ideas and linked to children's interests."*

-- Lillah, the CM of Kidzone Public Servants Childcare

*"App is pretty straightforward and easy to use."*

-- Hayley, the CM of Chasing Joy

*"I LOVE using your App! I found it very useful in finding a teacher."*

-- Christina, the owner of Kid's Land Educare Centre

*"Utopia has teachers with good quality. The App is very easy to approach."*

-- Lei, the CM of Learning Tree Albany

*"Your quick response is amazing"*

-- Suzanne, the CM/administer of Kadimah Preschool

*"App is very easy to use. Your response is faster than other agencies."*

-- Jane, the CM of ACG Parnell

*"The service is good. The relief teachers are amazing. They are helpful and supportive. "*

-- Nicole, the CM of Tiny Tuis

## Our Year in Numbers

**400+**

Satisfied App Users



**58 mins**

Average Response



**83.68%**

Connection Success Rate



**8**

Iterations



**47**

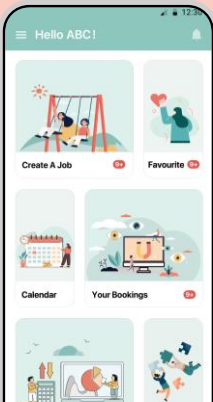
U Mat-Time Published in 2022



# Utopia Overview

Here's what centres are able to see and do on each of the Utopia Home screens:

## Landing Page



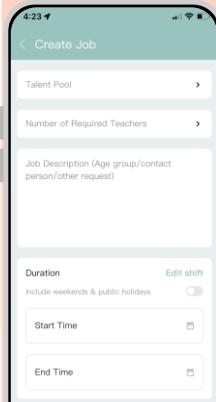
Here Centres can:

See their home page, they can Create a Job and see this job in "Your bookings" tab.

They can view their billings.

Additionally they have access to the Menu Bar which allows them to edit their centres profile. You can also select your favorite teacher pool and blacklist certain teachers.

## Create a Job

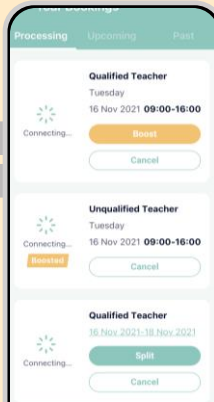


Here Centres can:

Create a job booking.

This can be a single day job or a multiple-days job where you may need a teacher to come multiple days.

## Your Bookings



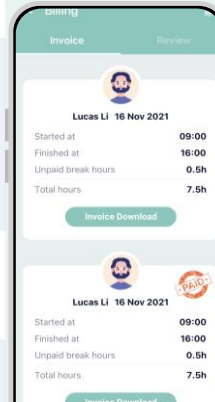
Here Centres can:

Process – this means that Utopia is currently processing your job and connecting you with a teacher.

Upcoming – this is when the job you created has been connected with a teacher and is upcoming.

Past – is the past job that have happened, you are able to see the booking details.

## Billing

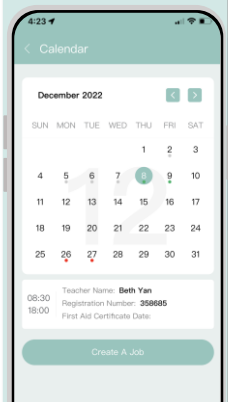


Here Centres can:

Check the invoices of the bookings.

You are able to download the invoice and we will send you a PDF copy to your email address.

## Calendar



Here Centres can:

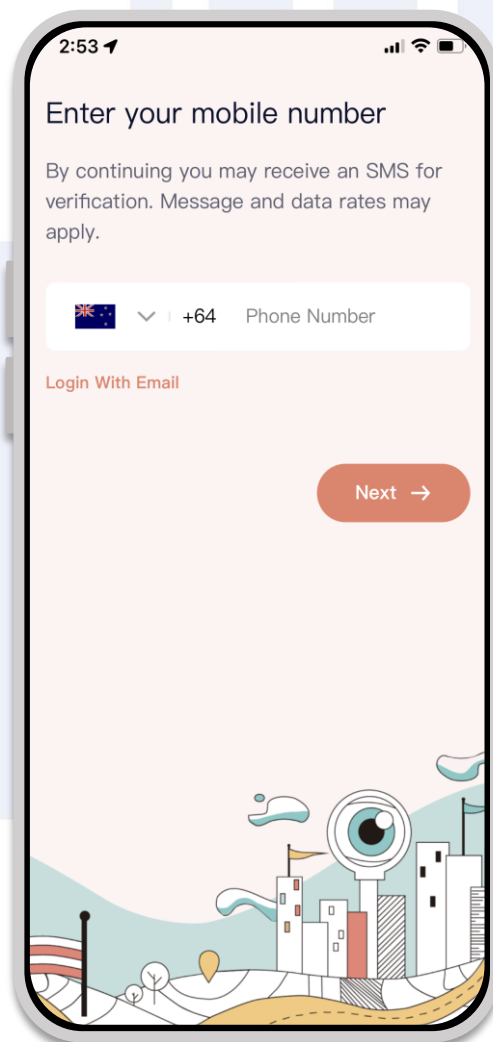
See their upcoming and completed bookings.

# Welcome Screen

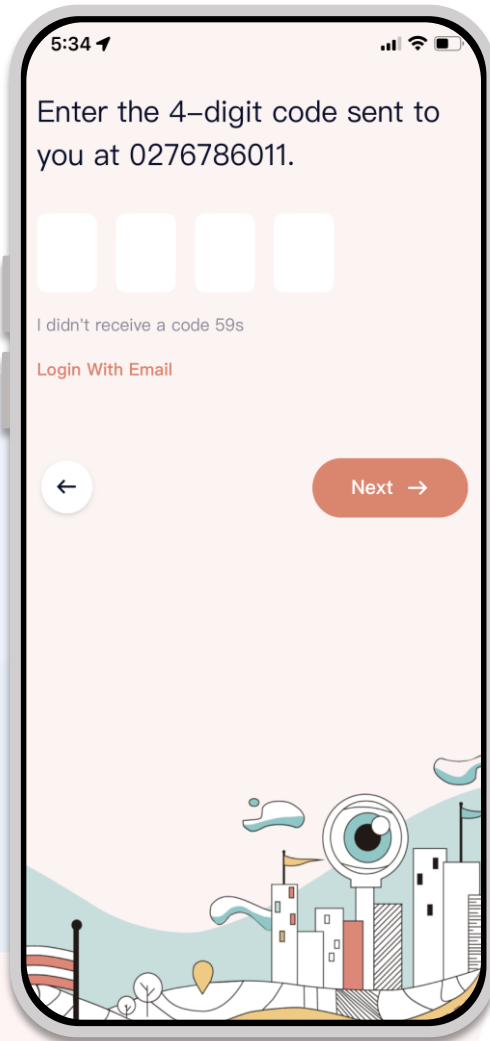
## Let's get started !

First you need to make an account.

Open the app and enter your mobile number.



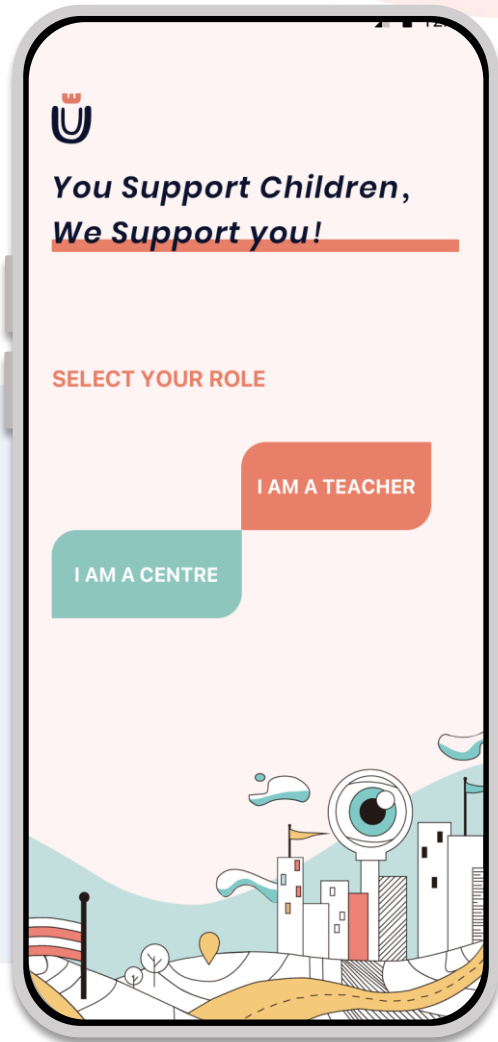
# Enter the 4-digit Code



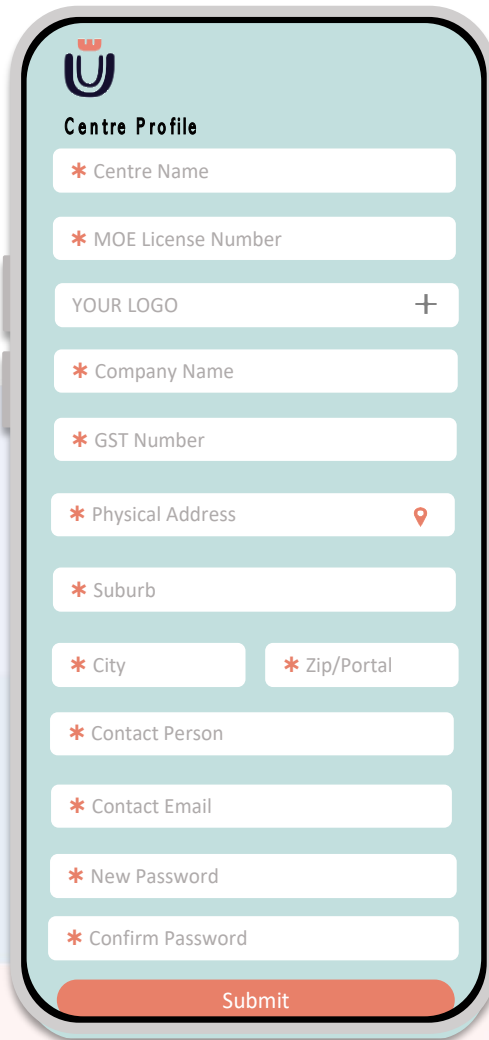
You will receive a verification text.

# Select Your Role

Select  
"I AM A Centre"



# Fill out Your Centre's Profile



The image shows a smartphone screen with a 'Centre Profile' form. The form includes the following fields:

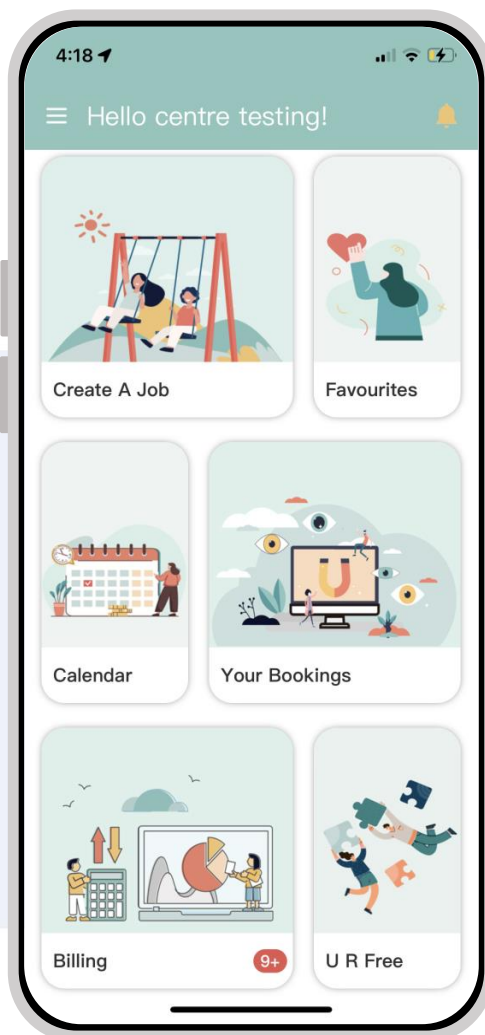
- Centre Name
- MOE License Number
- YOUR LOGO (with a plus icon for adding a logo)
- Company Name
- GST Number
- Physical Address (with a location pin icon)
- Suburb
- City
- Zip/Postal
- Contact Person
- Contact Email
- New Password
- Confirm Password

A red 'Submit' button is located at the bottom of the form.

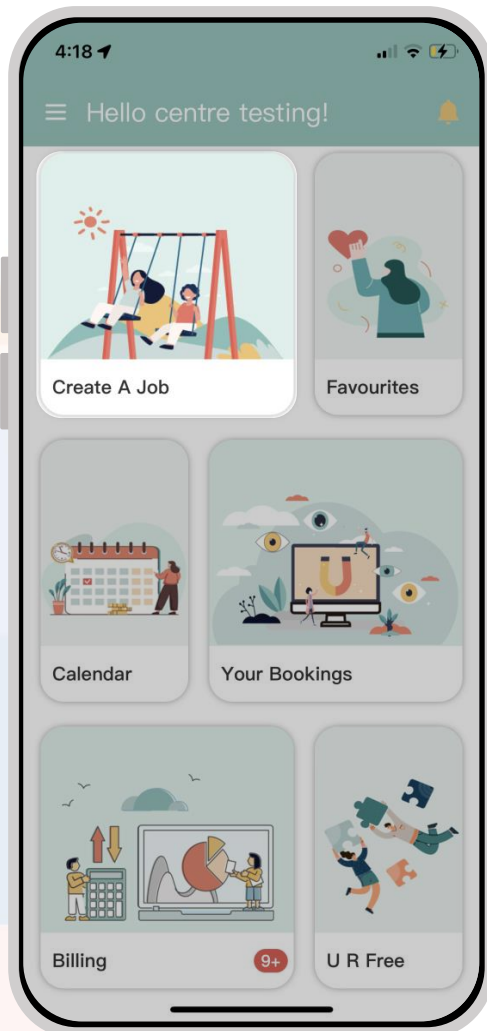
Ensure all the information is correct before pressing 'Submit'. Once your account has been processed and activated you will receive a notification via email.

# Ready to Roll

Once your account is ready, the app will look like this.



# Make A Single Day Booking



On the home page  
Press  
**'Create A Job'**



# Make A Single Day Booking

< Create Job

Talent Pool >

Number of Required Teachers >

Job Description (Age group/contact person/other request)

Duration Edit shift

Include weekends & public holidays

Start Time

End Time

Submit

Select from **Qualified** or **Unqualified** teachers.

Choose the number of teachers you need.

Add a Job Description to give teacher more info about your job.

# Pick the Time

1.  
Select the  
Start Time.

10:32

< Create Job

Unqualified Teacher >

1 >

Help with cover breaks! From babies to preschool 😊

Duration Edit shift

Include weekends & public holidays

Start Time 📅

End Time 📅

Submit

2.  
Select the  
End Time.

< 01 / 2024 > X

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

01/01/2024 09:00

Confirm

< 01 / 2024 > X

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

01/01/2024 15:00

Confirm

# Pick the Time

This is what your complete job invite will look like.

Then press **Submit**.

10:29

< Create Job

Unqualified Teacher >

1 >

Help with cover breaks! From babies to preschool 😊

Duration Edit shift

Include weekends & public holidays

01/01/2024 09:00

01/01/2024 17:00

Submit

4:39

< Job To Confirm

Your Bookings

Talent Pool: Unqualified Teacher

Number of Required Teachers: 1

Duration:

Start: 01/01/2024 09:00

End: 01/01/2024 17:00

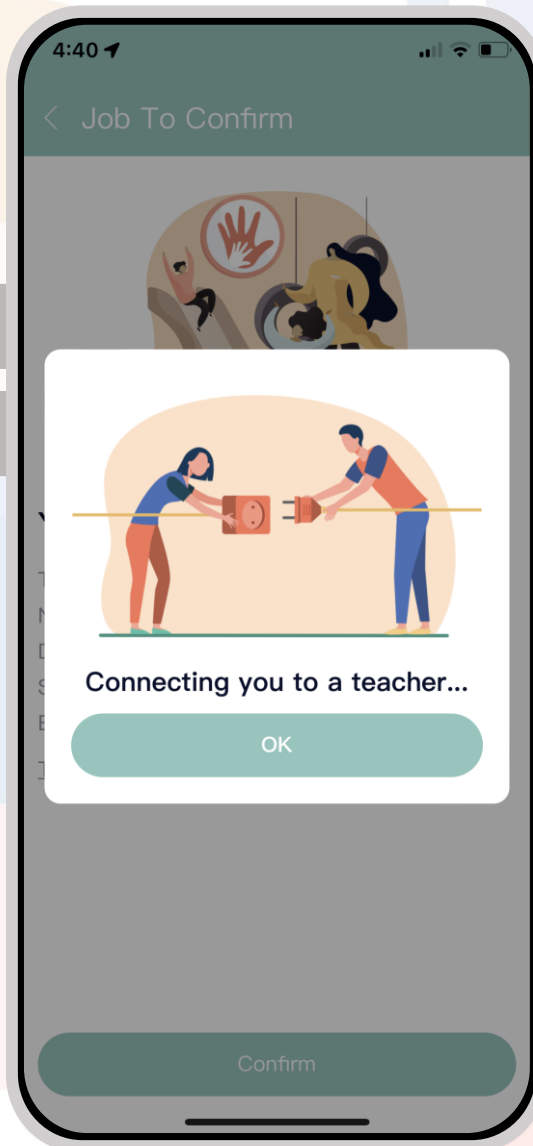
[Terms of Use](#)

Confirm

This would be your last check to check all the details of the job you've created before it is posted. Please be sure to double check all the information is correct.

Then press **Confirm**.

# Sit back while we work to contact you to a teacher.



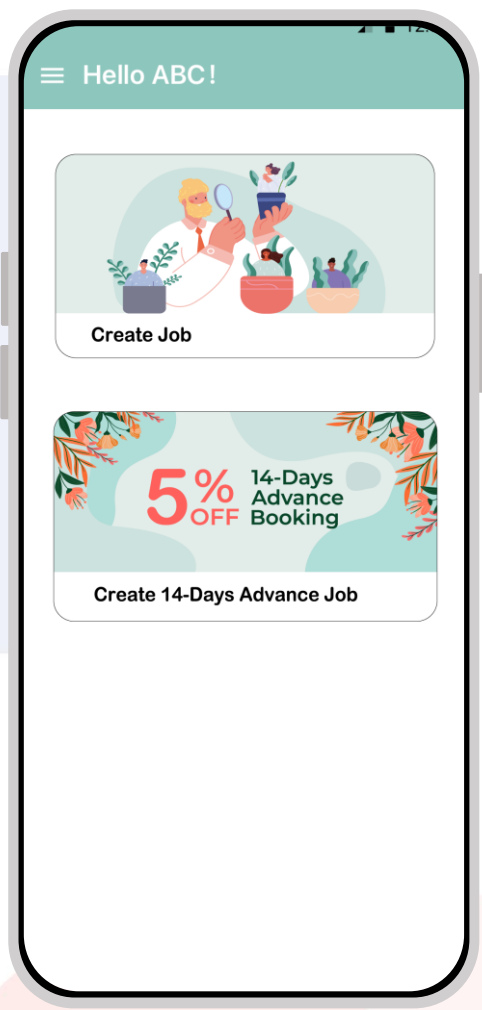
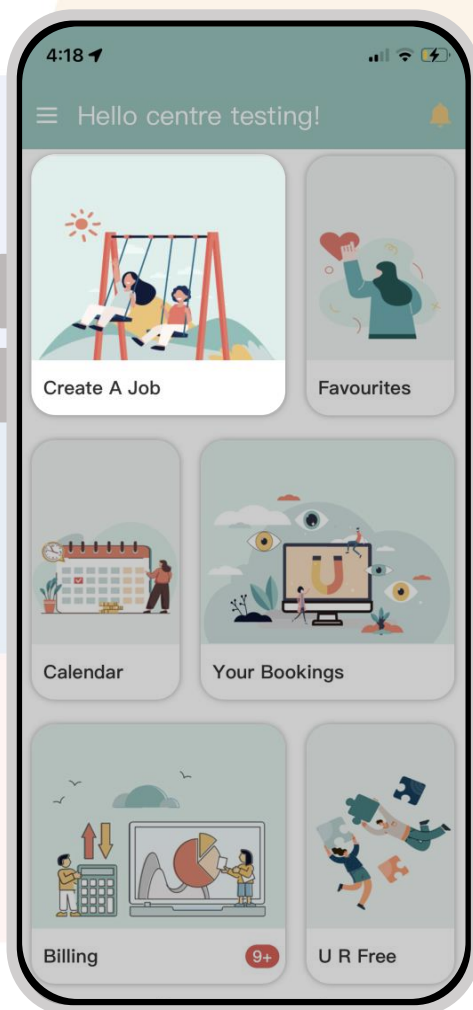
# 14 Days Advance Booking Receive 5% Discount



# Advance Booking

Secure a discount and prebook a teacher by making a booking 14 days in advance.

**Step One:** Press **Create A Job** then select **Create 14-Days Advance Job**.



# Advance Booking

< Create 14-Days Advance Job 5% OFF

Talent Pools >

Number of Required Teachers >

Job Description

Duration Edit shift

Include weekends

Start Time

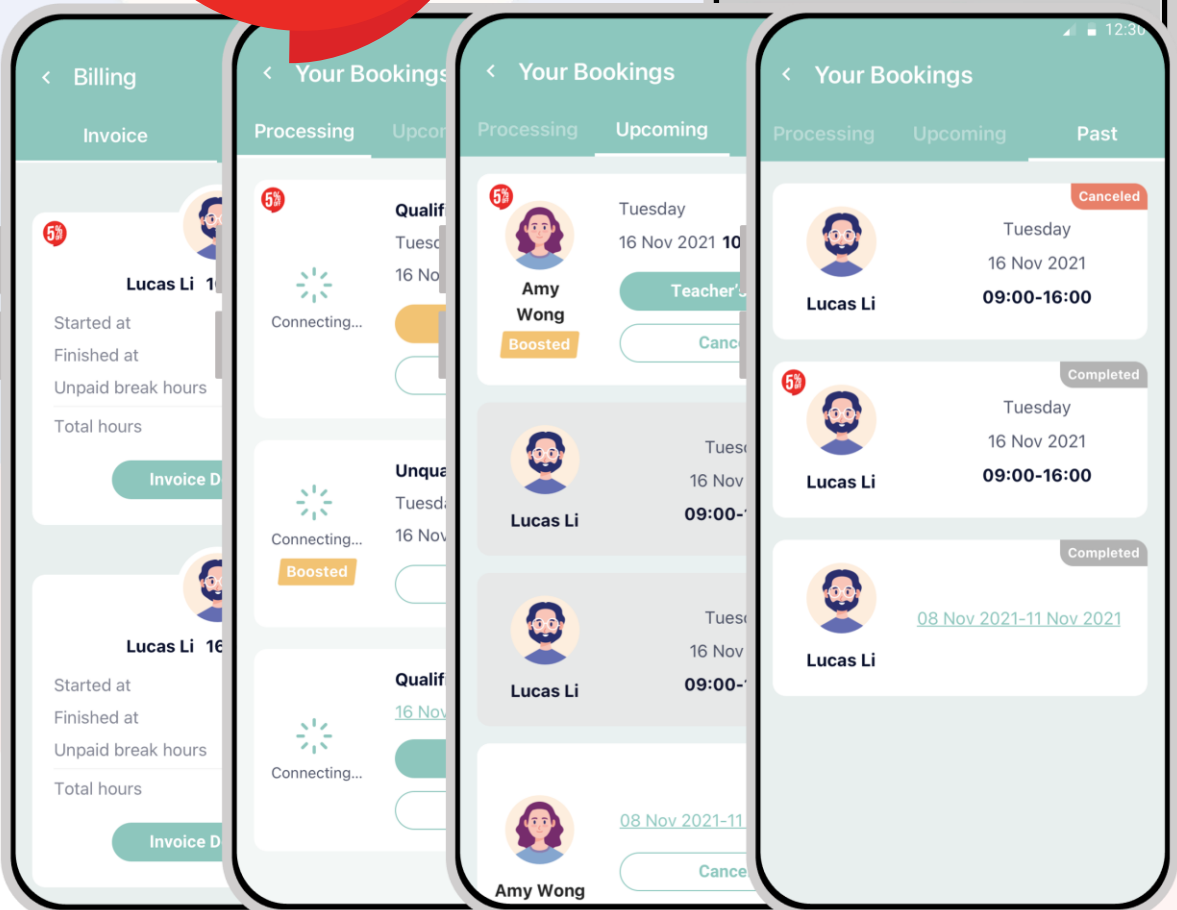
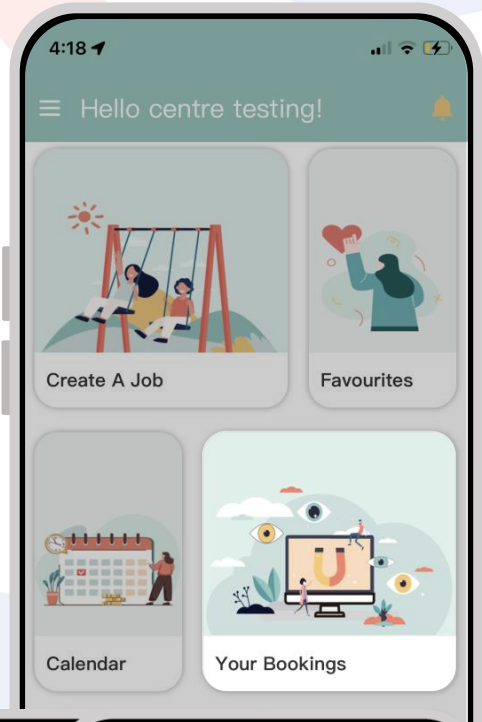
End Time

Submit

**Step Two:**  
Fill out job details.

# Advance Booking

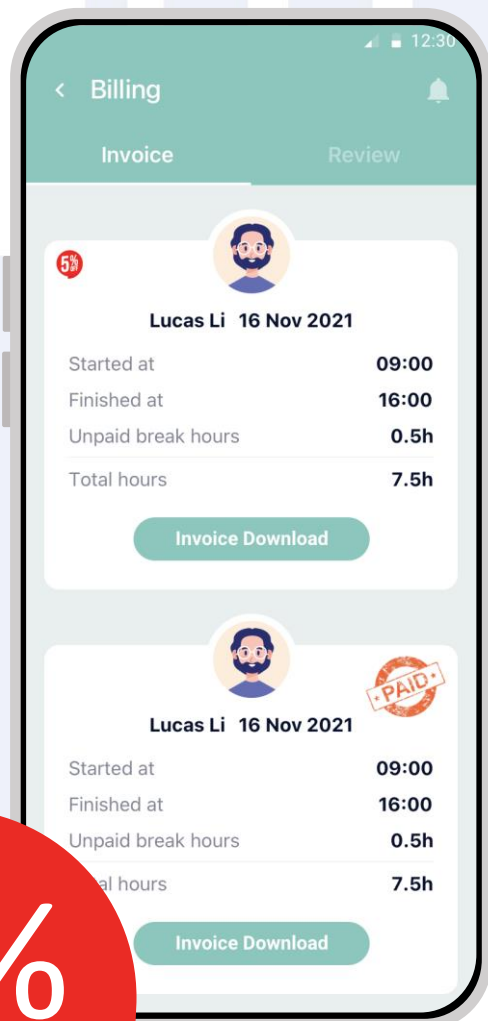
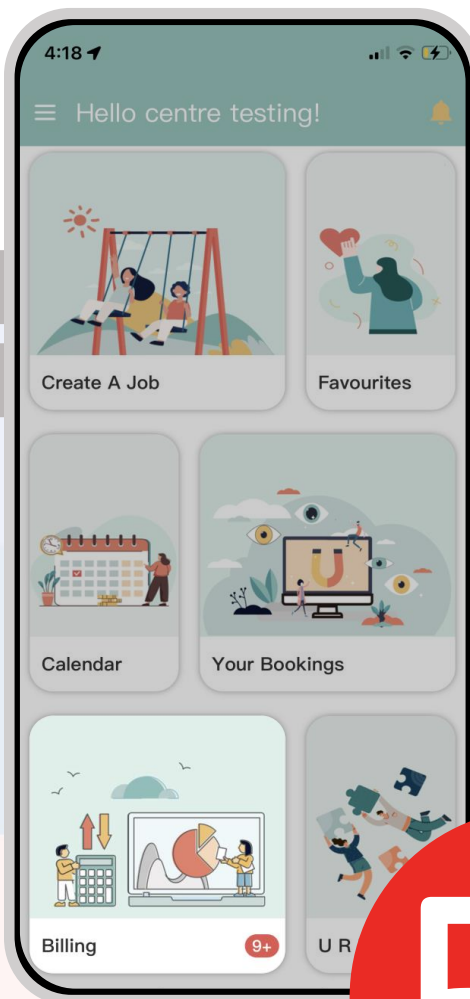
Keep track of which jobs have been made in advance. Any jobs you made **14 days** in advance will have the **"5% OFF"** icon.





# Advance Booking

Check the billings, where the 5% discount will show on the top left.

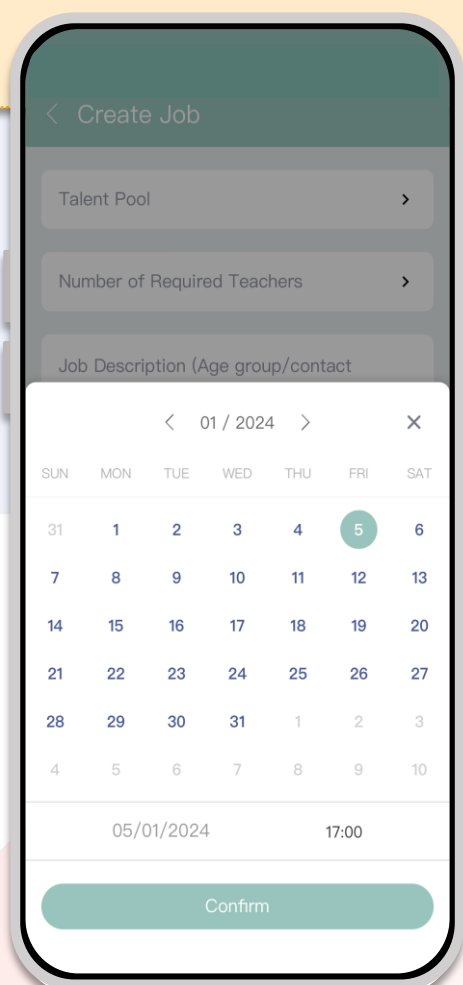
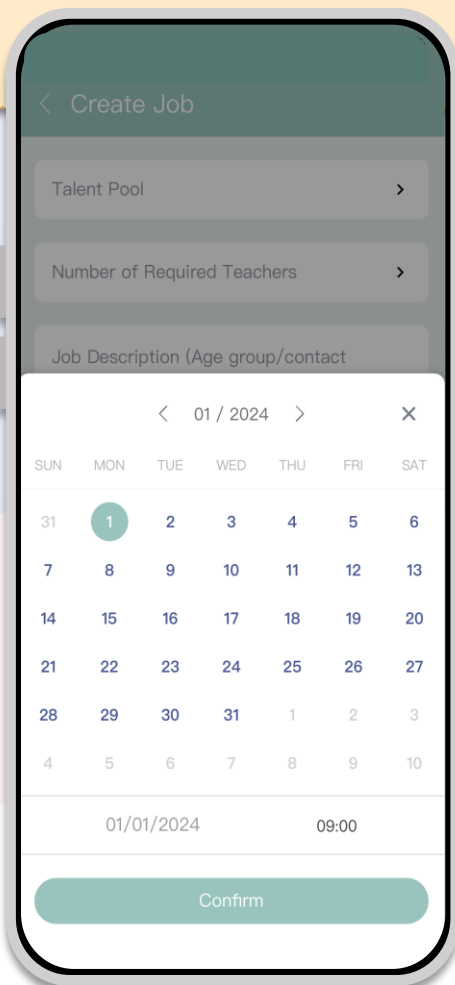


# Make A Multiple Day Booking

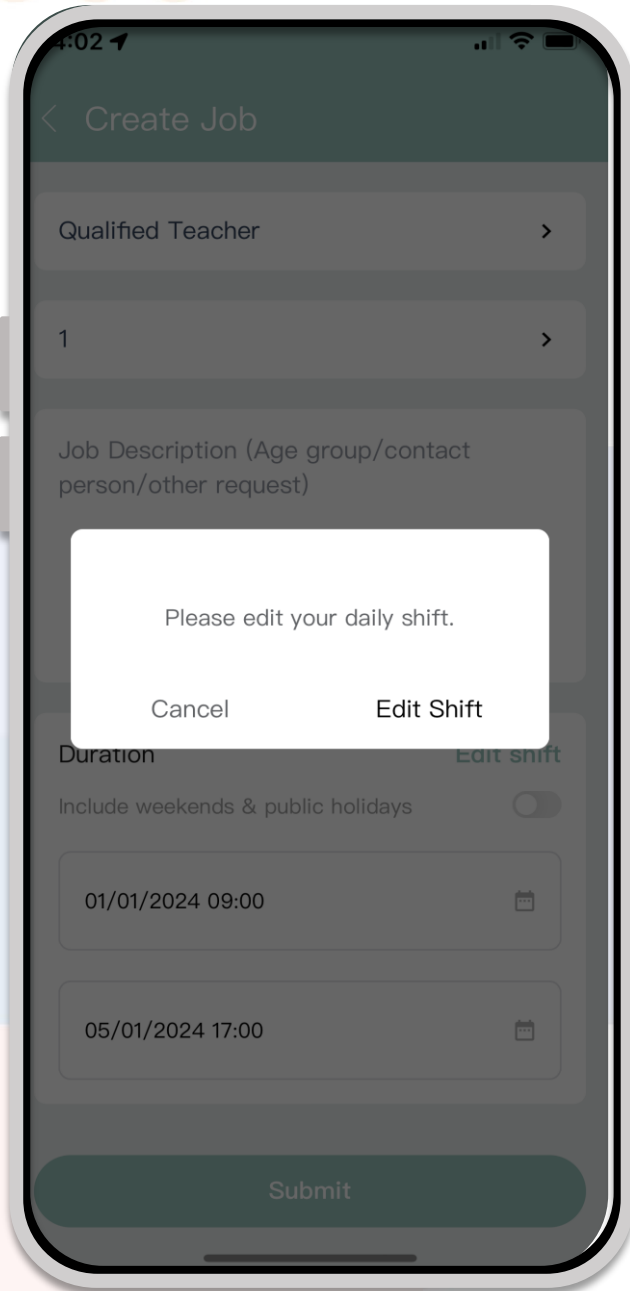
This feature allows you to create a multiple day job where you can have one teacher come into your centre over a number of days.

Ensure the start time and the end time is on different days. Select the duration from the first day you want the teacher to the last day.

Below we have chosen the 1st - 5th as an example of a multiple day booking. You can create a 2 week or even a month long booking, it's up to you.



# Make A Multiple Day Booking



Once you Submit  
you can edit each  
shift.

Press **Edit Shift**.

# Make A Multiple Day Booking

If you want the teacher to only come in on specific days or have different start or end times on each shift. We got you covered.

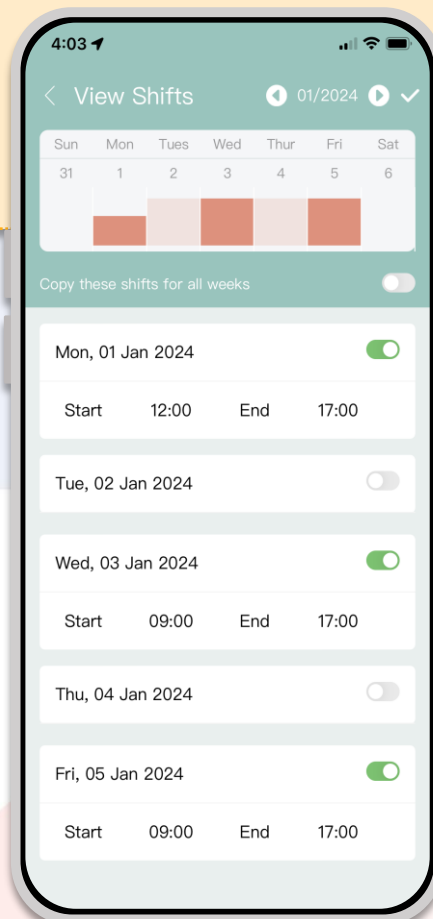
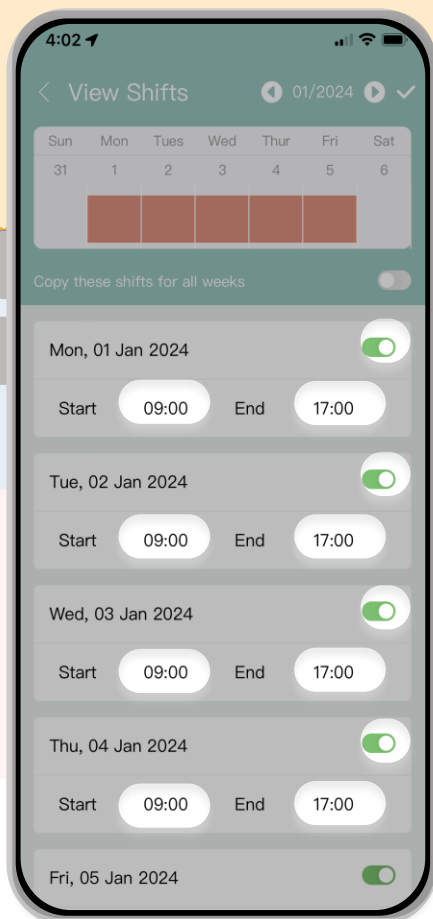


Pressing the toggle to select or deselect a day. Having it **green** means you have booked for the teacher; **grey** means you will not book for a teacher.



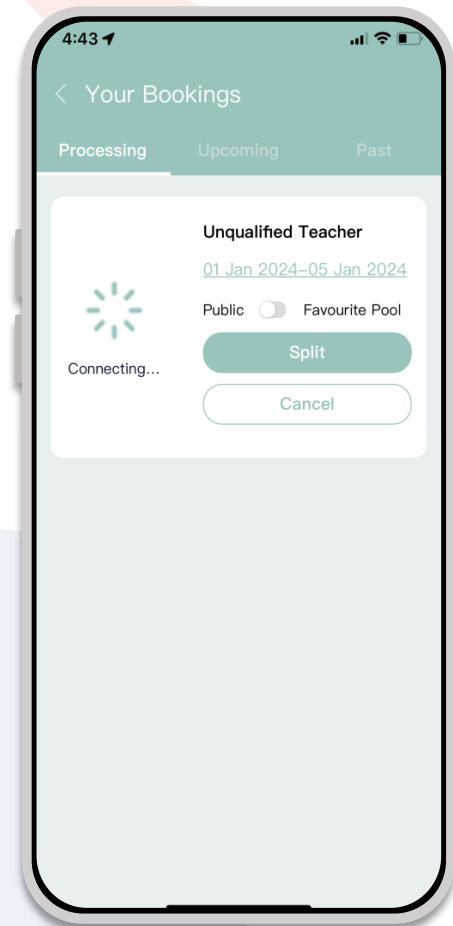
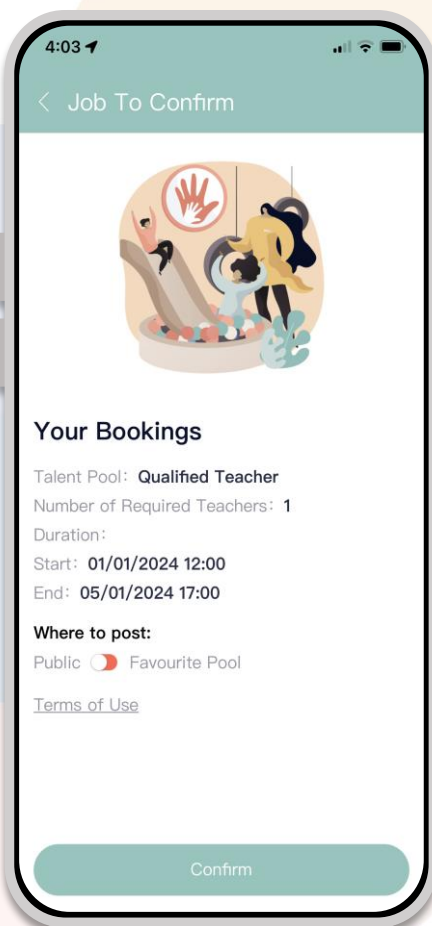
You can also individually choose the start and end of each day by pressing the start time.

Once done **press the tick in the right hand corner.**



# Make A Multiple Day Booking

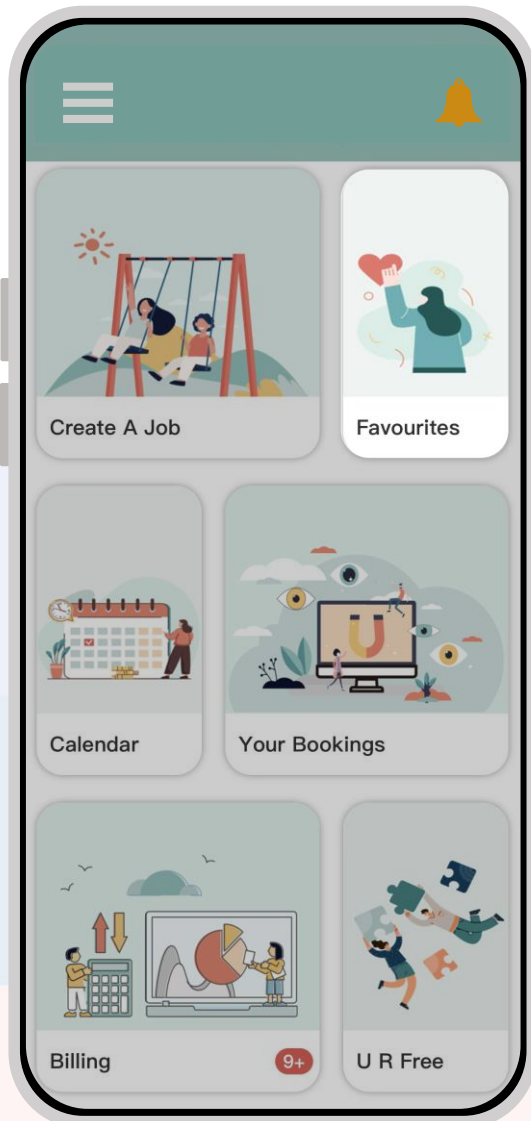
This is what your booking will look like.



Before you confirm you will have a chance to double check your listing then press confirm.

And we will do the rest.

# Favourite Teacher Pool



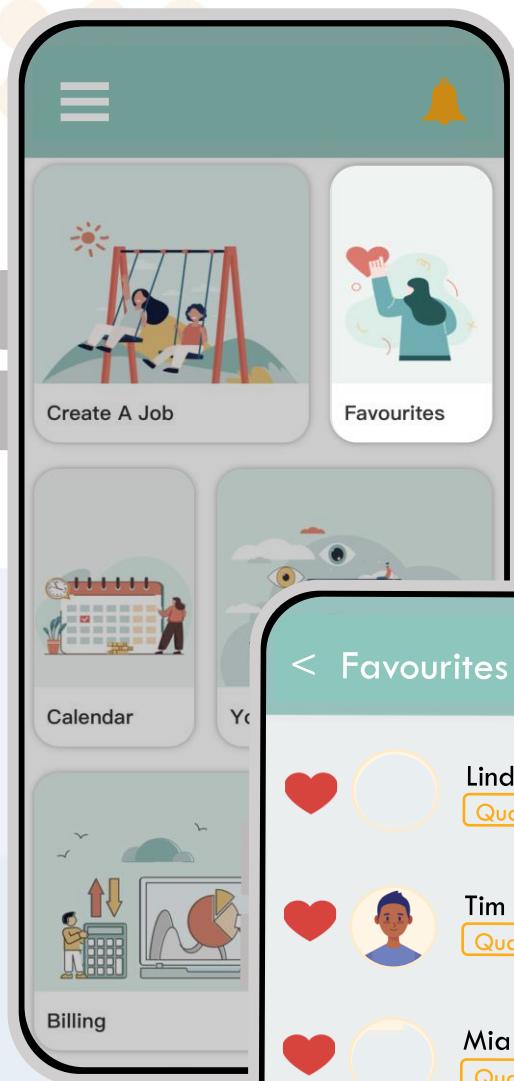
Multiple day booking can be sent to only your Favourite teachers

User can create their own favourite teacher pool,

Be able to hand select from teachers that have worked at your center prior.

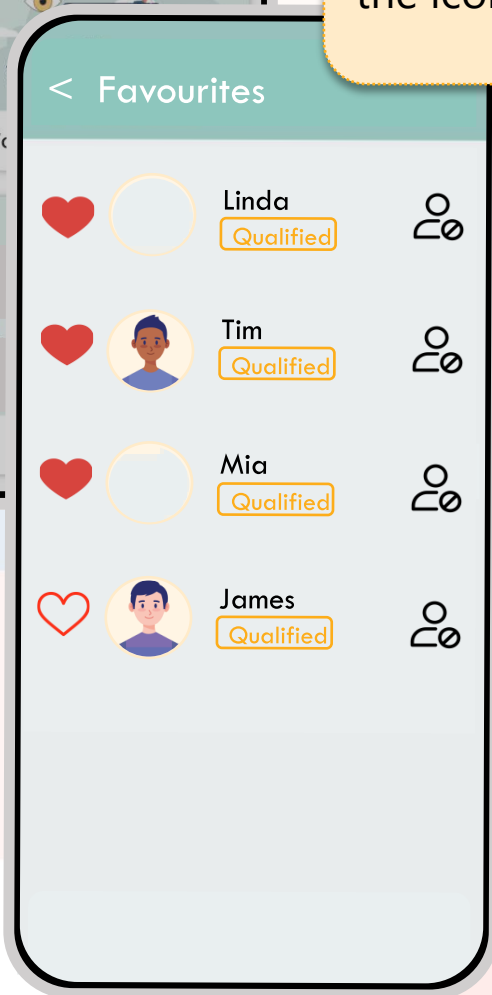
This helps to open the door for direct chats and booking opportunity.

# Favourite Teacher Pool

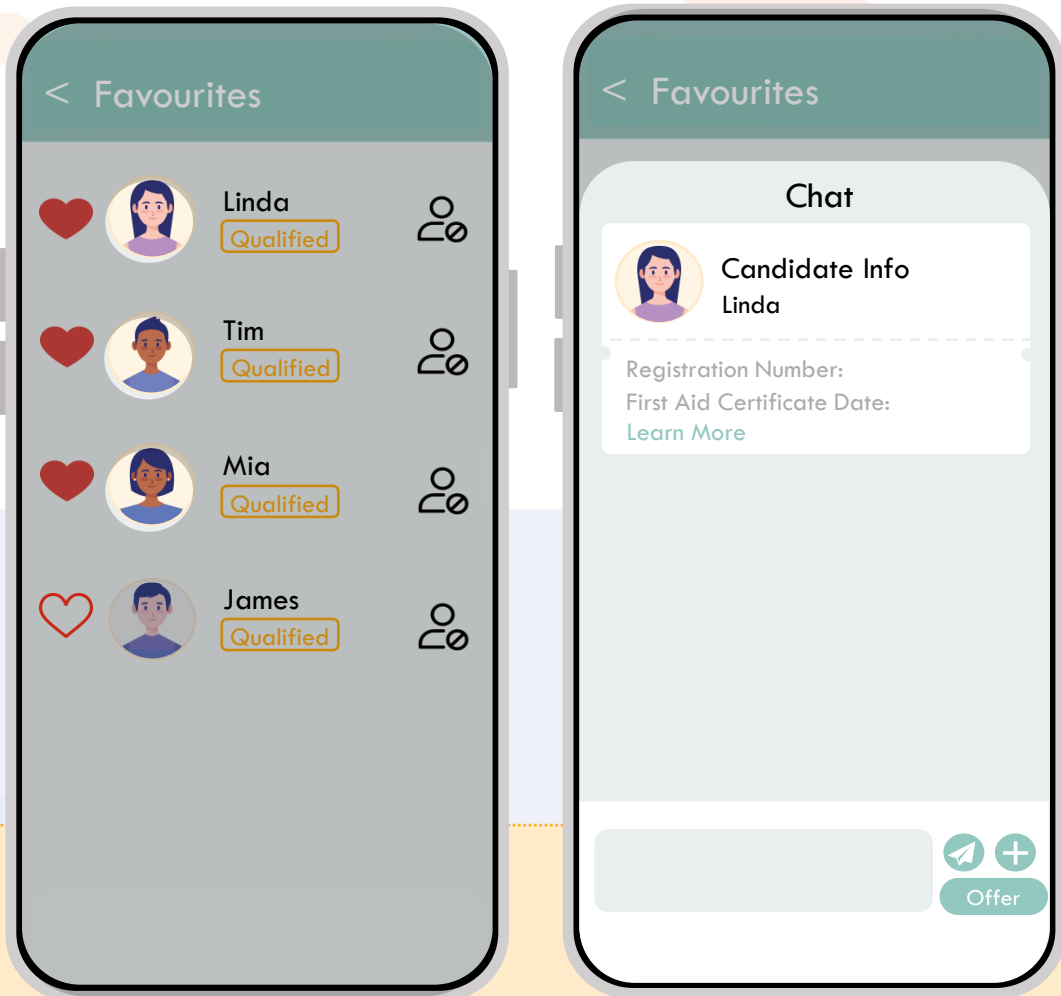


To create your favourite teacher pool, go to Favourites at the home screen to see all the teachers from the previous bookings, press the heart next to the teacher. ❤️

To blacklist a teacher, press the icon. 👤

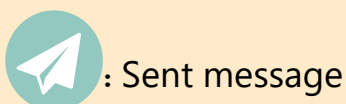


# Favourite Teacher Pool



To chat directly with a favourite teacher, simply click on their profile picture.

From here you can create a job, send a direct message or offer this teacher a permanent role at your centre.



: Sent message



: Create job

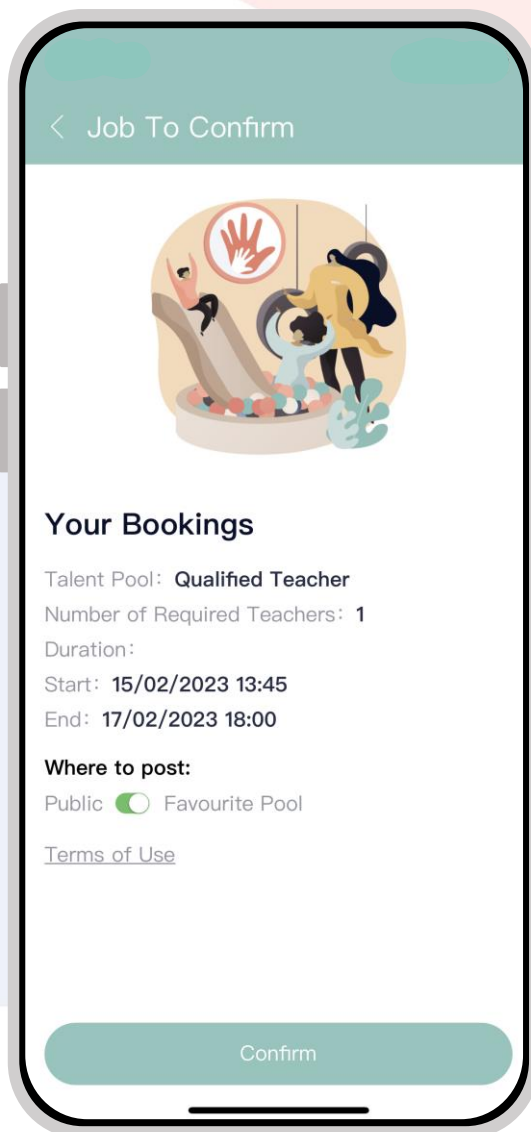
**Offer** : Offer permanent position



# Favourite Teacher Pool

When creating a job for a favourite teacher you need to toggle onto the 'Favourite Pool' rather than 'Public'. This is applicable to multiple day bookings.

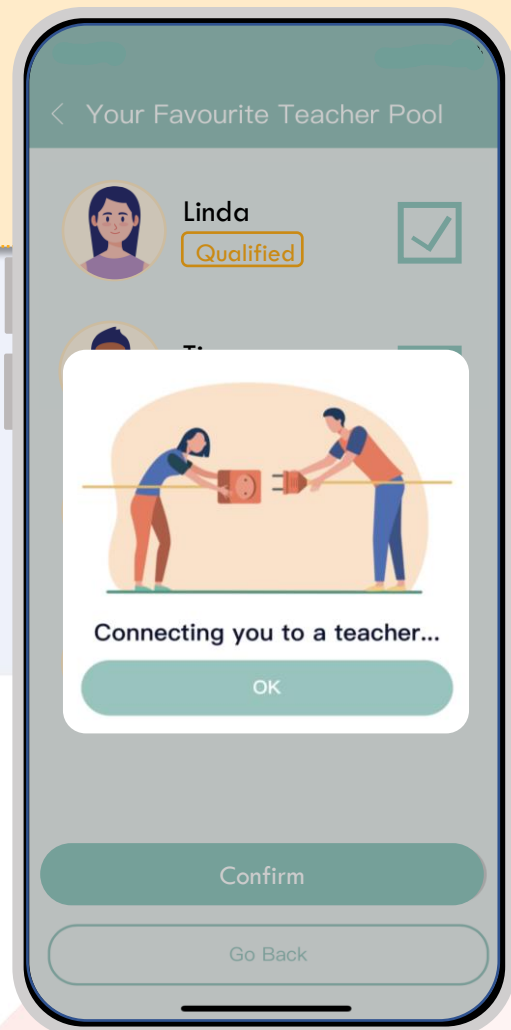
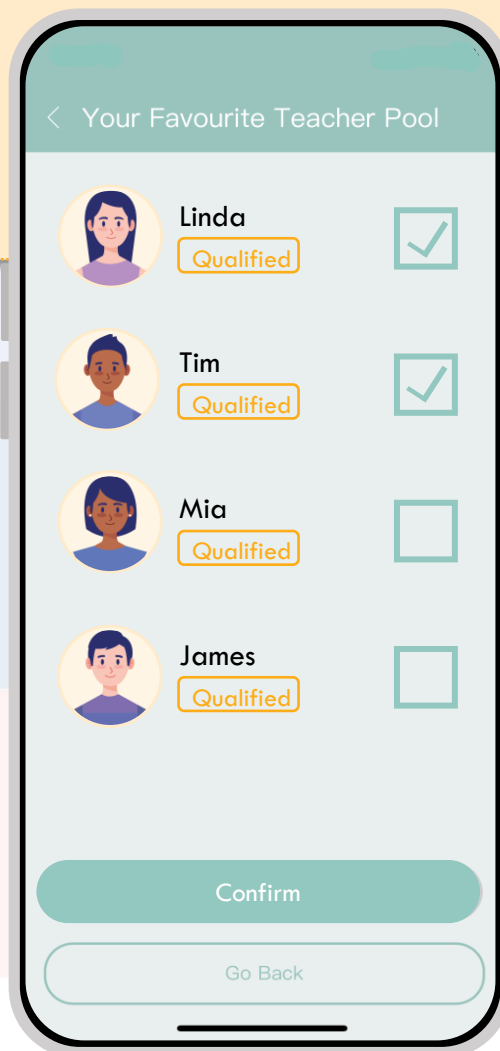
Please confirm to be taken to the next stage of the booking.



# Favourite Teacher Pool

Tick the box to the right of the teachers you want to send the job invite to. You will be unable to select any teacher that already has bookings on that date.

Please confirm to be connected with your selected teachers.



# Split A Multiple Day Booking



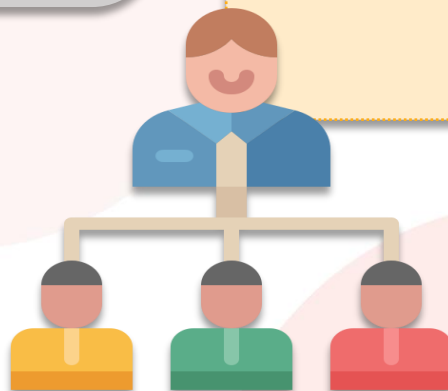
Although having a familiar face come into your center is beneficial, if you have a job listing that hasn't been accepted for a while, it may be because our teacher is not able to commit to everyday you have selected.

Keep in mind a multiple day booking will only be accepted by a teacher who can commit to everyday. Otherwise, they will not accept the job.

To make it easier for our teacher to accept your job invite, we advise you to use our feature called Split.

**Homepage > Your Booking > Processing.**

And press **Split**.



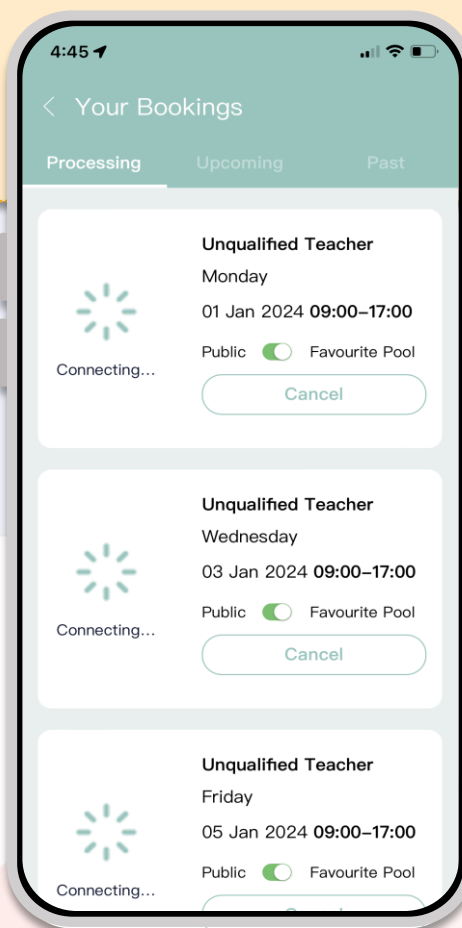
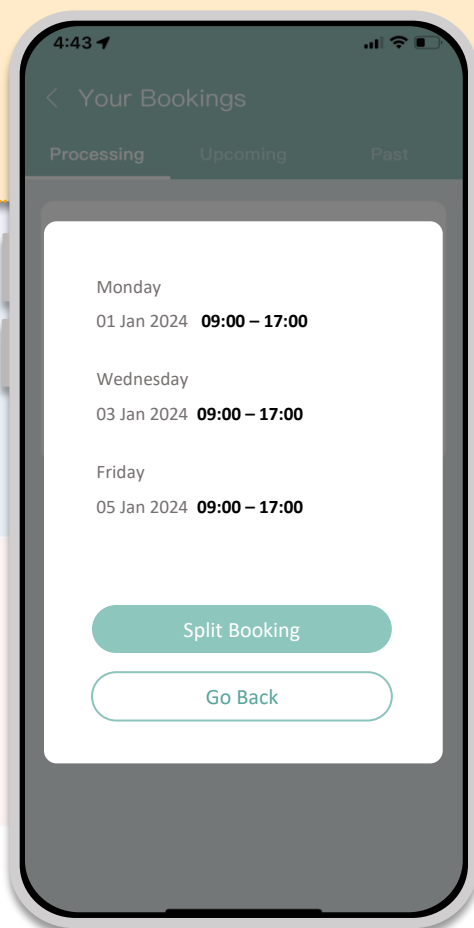
# Split A Multiple Day Booking

You get to overview the bookings you will now make before confirming.

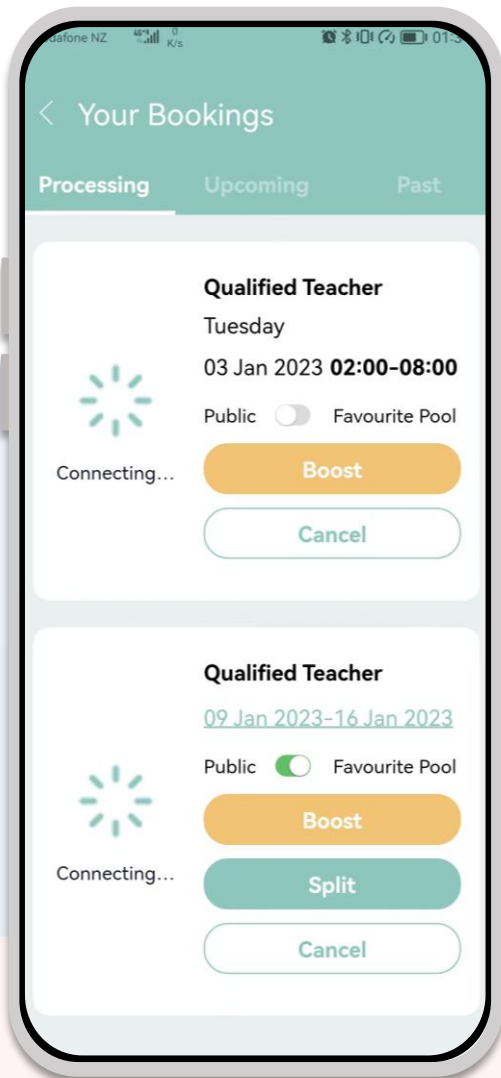
Press **Split Booking**.

And your booking will successfully have been split.

This action cannot be undone so double check before proceeding.



# Boost Your Booking



- **From launch page > your bookings > processing**

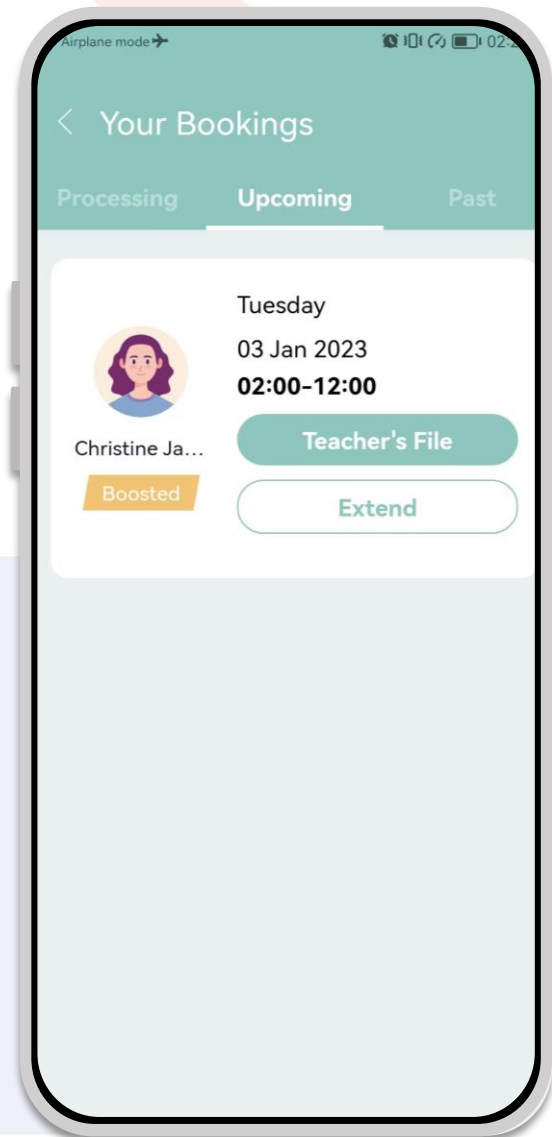
This button is only available if the booking is under one of the scenarios below:

1. The time of the booking and when the booking is made is very close.
2. If your booking has not been accepted after some time has passed.

Keep in mind you will be paying additional \$1 to \$5 on top of the hourly rate.

# Extend Booking Time

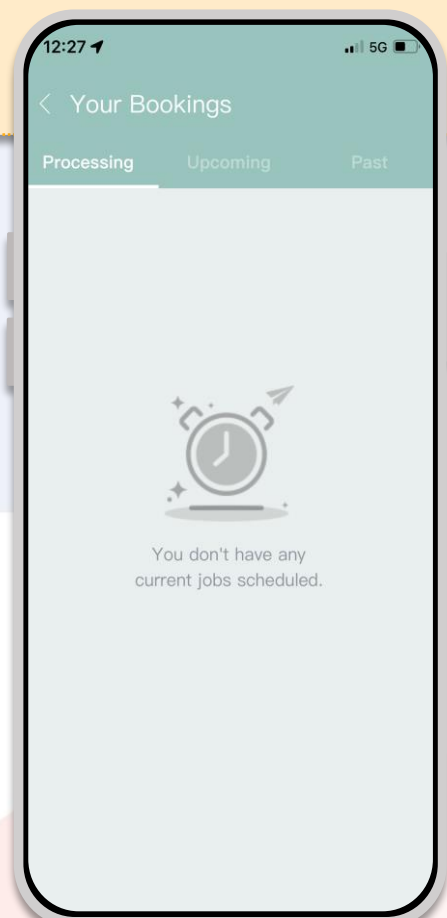
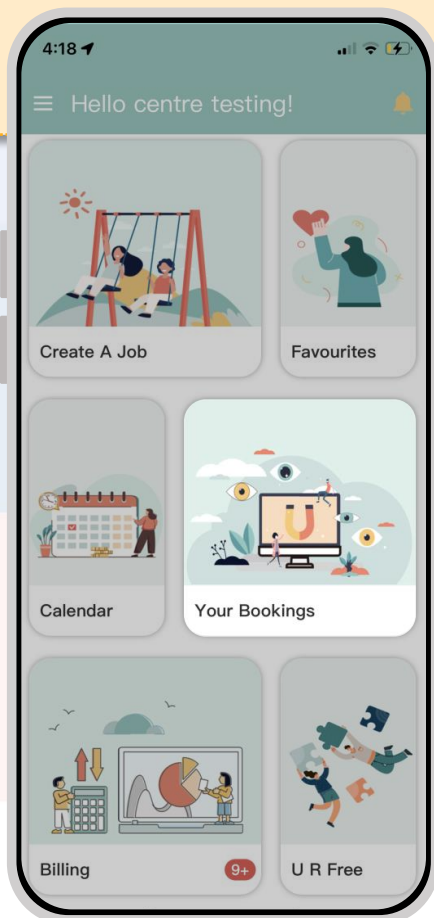
- If you need the teacher to stay a bit longer in your center, you can extend their time on the app.
- This feature is only available before the booking end time.
- Be sure to consult with the teacher to confirm they can stay a bit longer.



# View Your Bookings

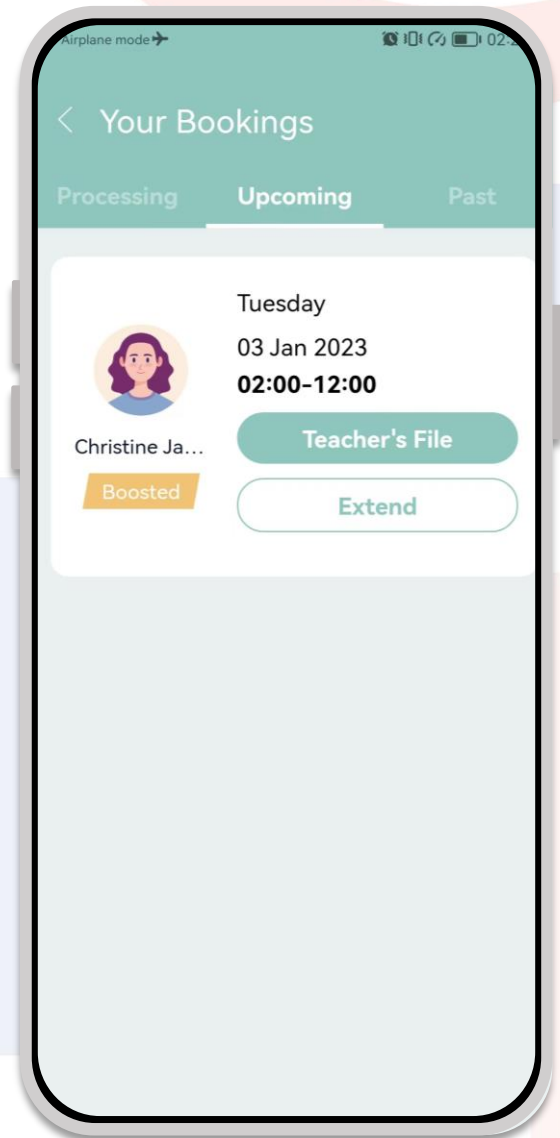
Since you have created all these jobs, you may ask, how do you view them all?

- Processing (waiting to connect to teacher)
- Upcoming (connected to teacher and waiting for day to start)
- Past ( View the past booking records )



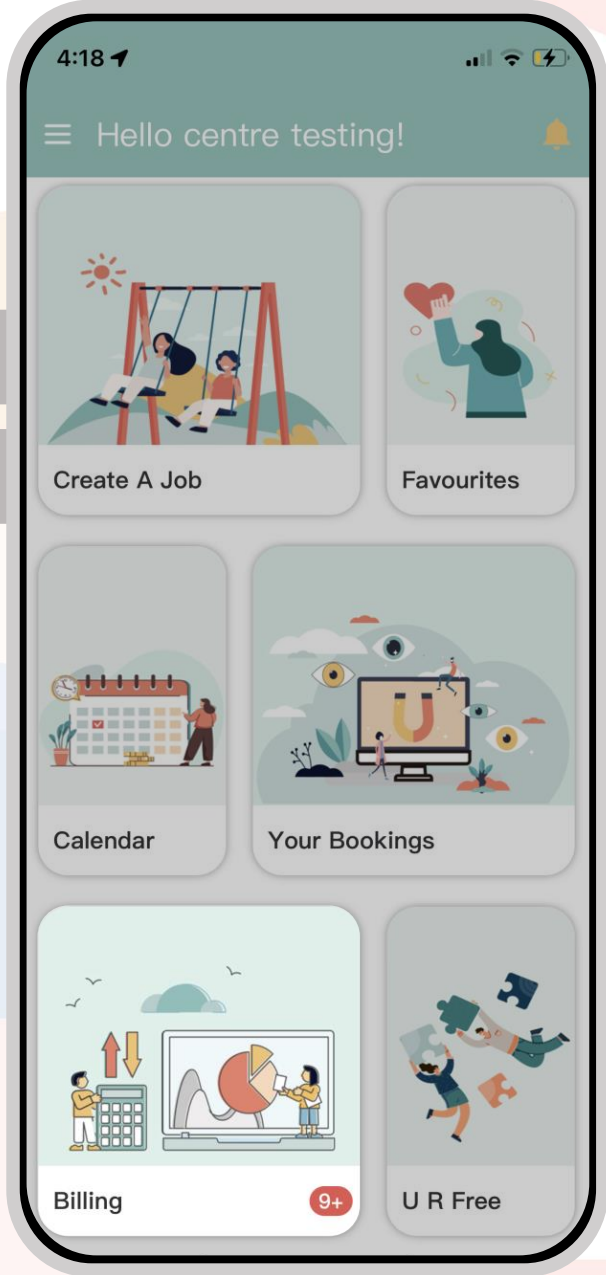
# Download Teacher's Files

- Teacher's file button is only available 24 hours before the job starts.
- **Homepage > Your Bookings > Upcoming Jobs > Teacher's File.**

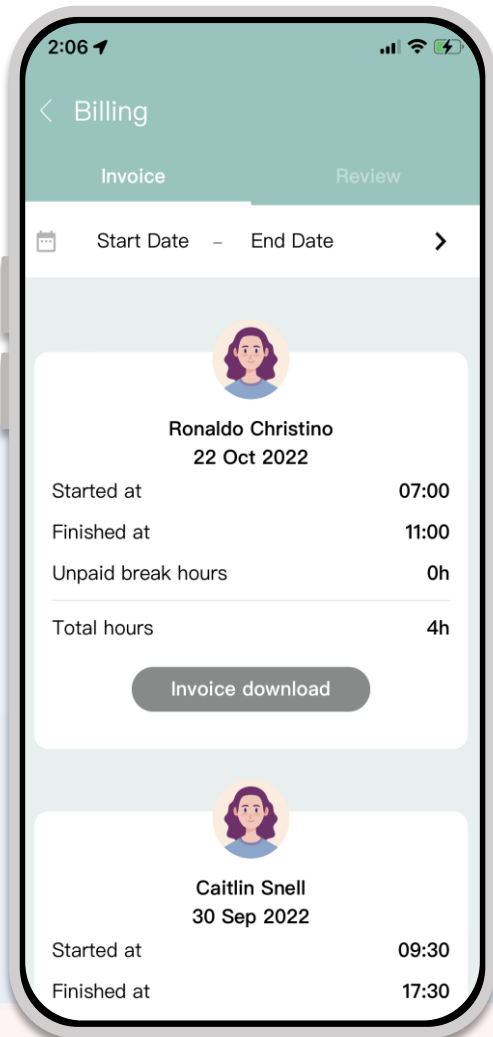




# Billings



# Look at the Invoices

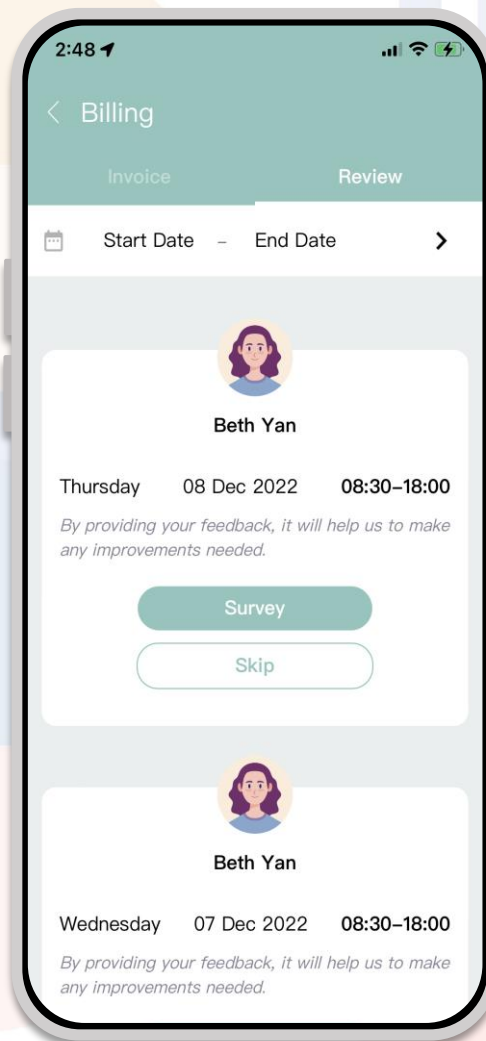


- Remember to pay the invoice within **5** days to avoid a fine.
- You can also download the invoice by pressing **'Invoice download'**.

# Give Us Feedback

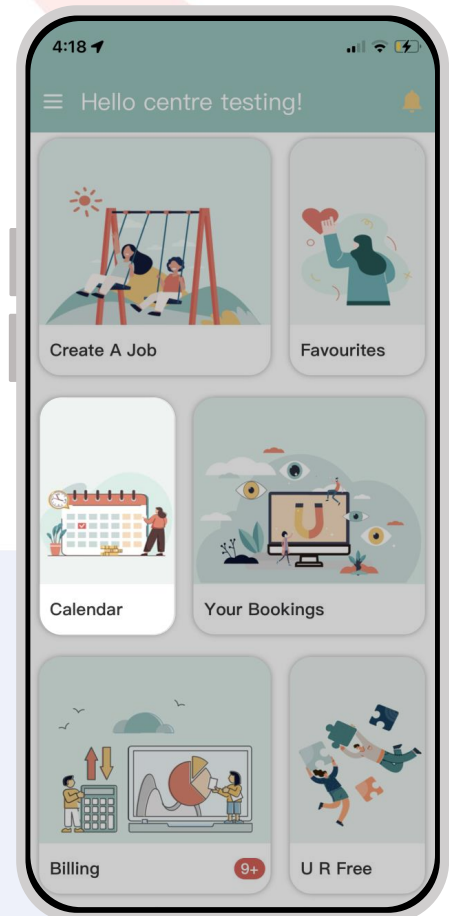
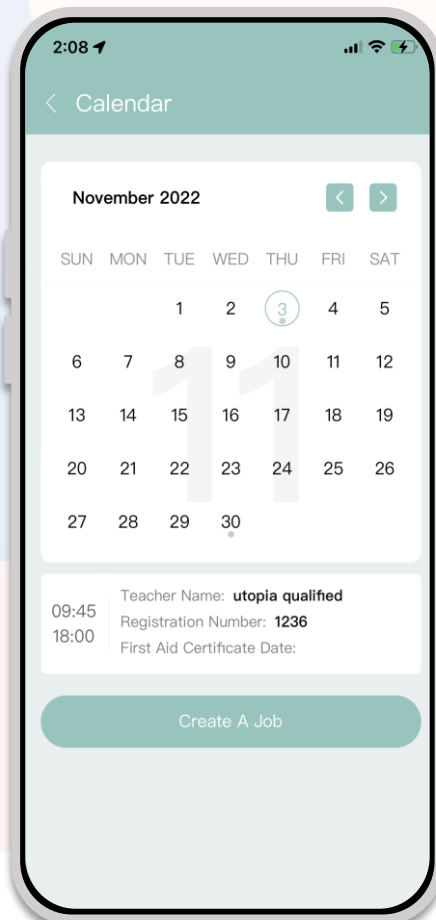
## Review:

You can give us a review or feedback regarding the Utopia teachers' performance by simply completing a survey to reflect on your experience with the teacher.

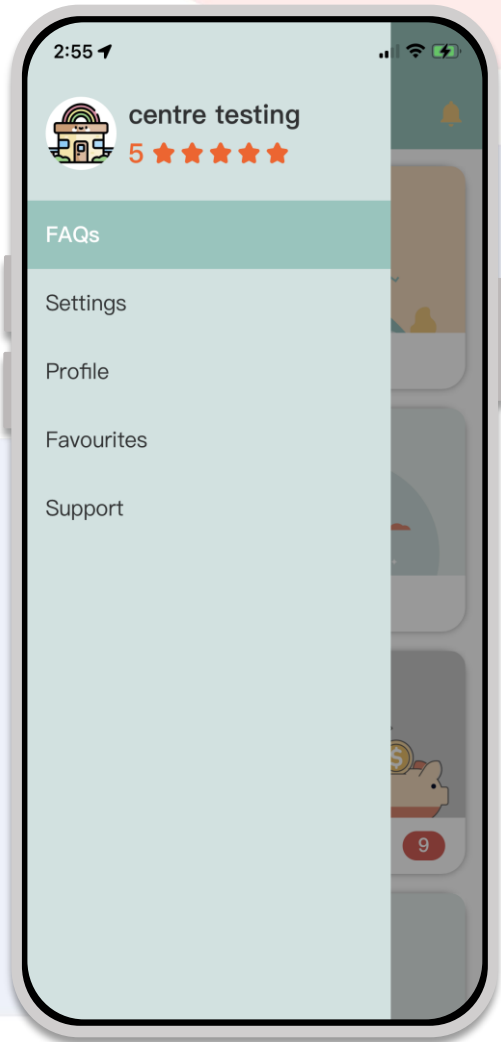
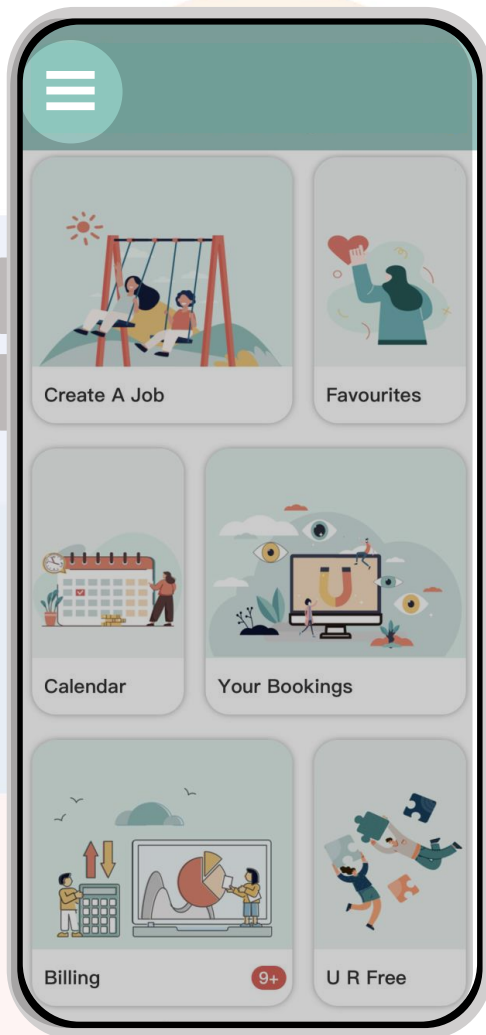


# Calendar

Keep organised with all your bookings with the Calendar.



# Explore the Menu Bar



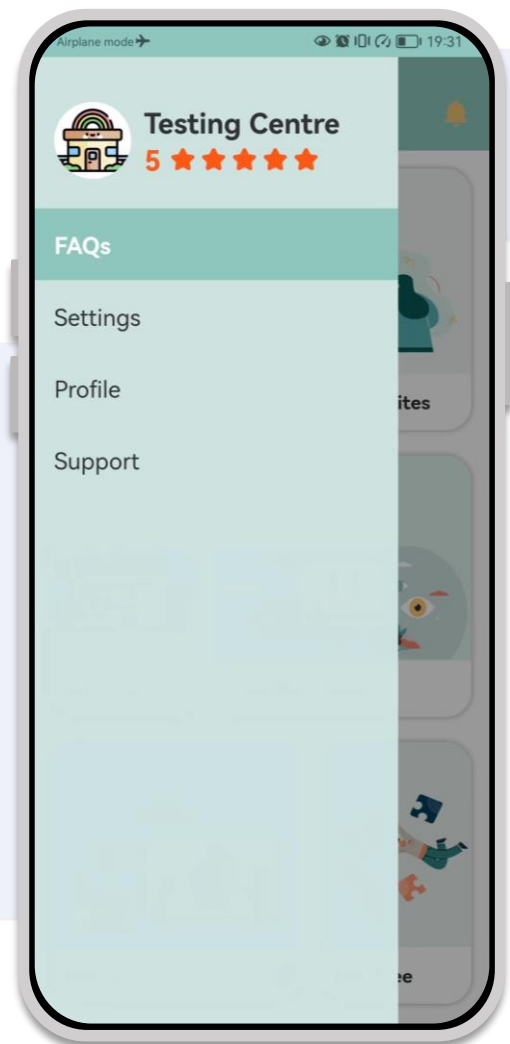
# Explore the Menu Bar

**FAQ's:** Here are answers to some common questions we get.

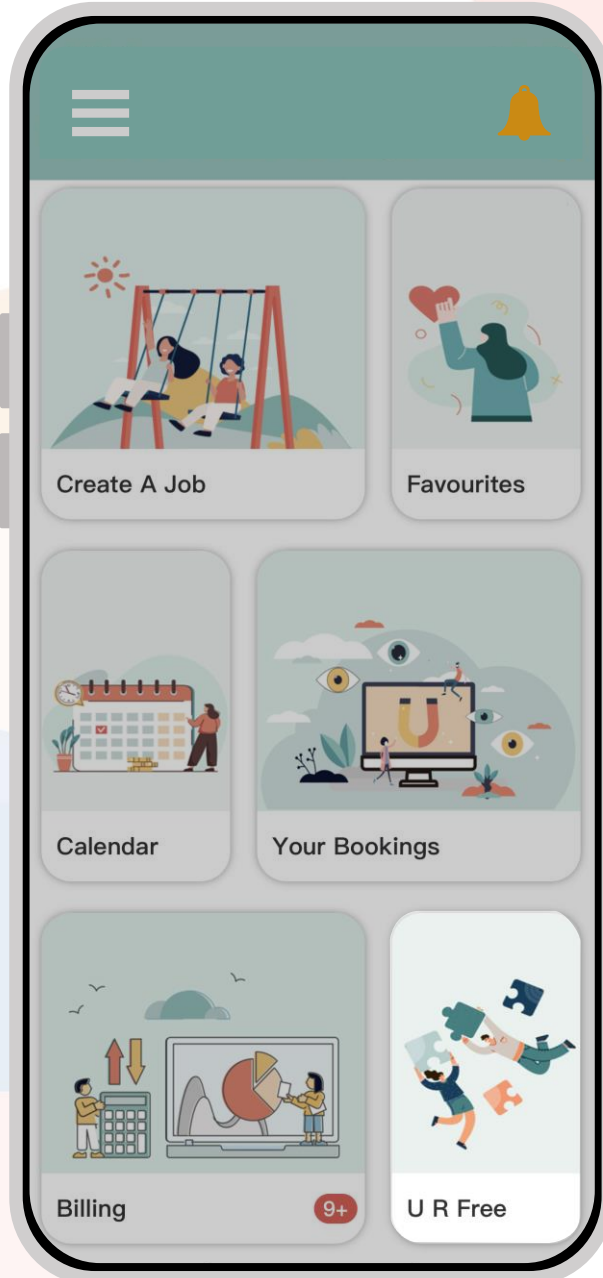
**Settings:** You are able to edit your profile and change the password.

**Profile:** You can add a profile picture and edit any contact details.

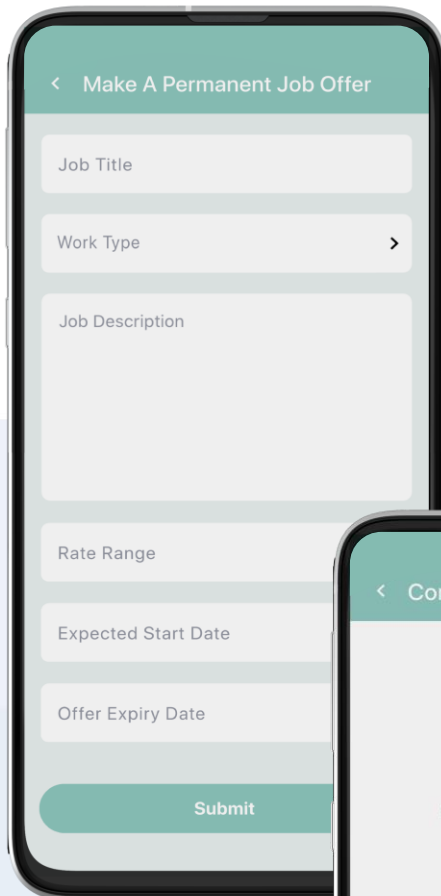
**Support:** This is where you can find video tutorials to help you through the app.



# U Recruitment Free



# U R Free



< Make A Permanent Job Offer

Job Title

Work Type >

Job Description

Rate Range

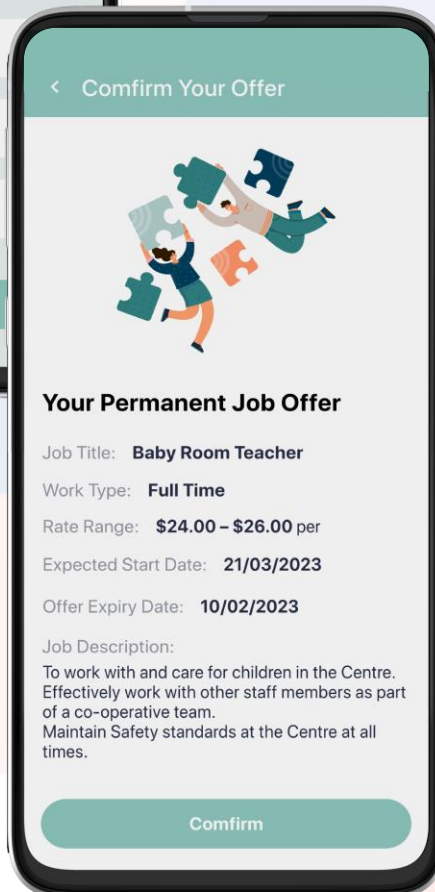
Expected Start Date

Offer Expiry Date


Submit

From the home screen press **U R Free**.

Put in the details of the permanent job description.



< Confirm Your Offer



**Your Permanent Job Offer**

Job Title: **Baby Room Teacher**

Work Type: **Full Time**

Rate Range: **\$24.00 – \$26.00** per

Expected Start Date: **21/03/2023**

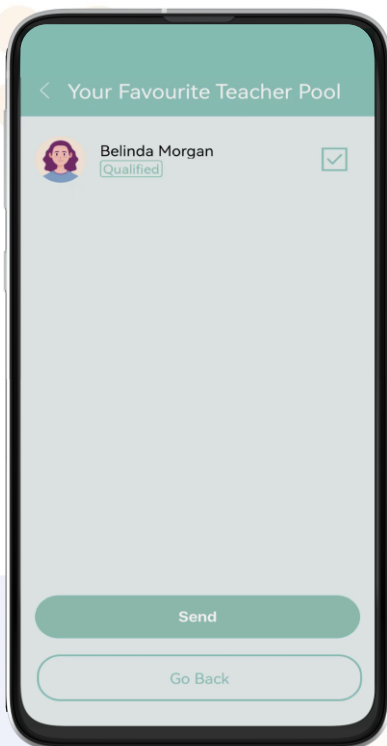
Offer Expiry Date: **10/02/2023**

Job Description:  
To work with and care for children in the Centre.  
Effectively work with other staff members as part of a co-operative team.  
Maintain Safety standards at the Centre at all times.

Confirm



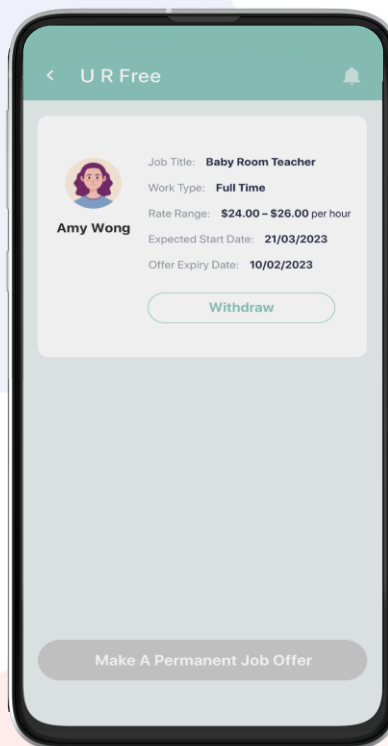
# U R Free



Select which teacher you want to offer the permanent position to, and press **Send**.

You have the option to **Withdraw** your job offer.

Only one active job advertisement can be posted at any one time on your account.





# U Recruitment FREE

*"Better than a thousand days of diligent study is one day with a great teacher".*  
--- Japanese Proverb

Great teachers are born from nurturing environments that help them to grow and develop as educators. When this happens, young minds receive the quality education they need to succeed in life. Utopia Education offers you reliable, dedicated and passionate teachers.

We require **no placement fee** if a centre wants to keep one of our relief teachers on permanently. **You may be wondering why?**

We want to take as much stress as possible off centres who may need a teacher but simply cannot or will not pay hundreds or even thousands of dollars to agencies for a recruitment fee.

Finding the right teacher for your centre, for your children, should not cost any placement fee.

We believe that selecting a permanent teacher for your centre is not an easy choice and not one to be taken lightly. You need a teacher who can work well with your centre, your children and whose philosophy fits your centre.

So instead of paying an \$8,000 placement fee - why not use that to hire

- **Qualified Teacher** -161 hours
- **Unqualified Teacher** -250 hours

Then select the teacher that is perfect for your centre!

At Utopia, we believe it is best to observe the teaching practices of teachers before offering them a permanent role. You cannot know whether a teacher is perfect for you just by reading their CV and an interview, you should be able to take your time and try different teachers to make the best choice.

That is exactly what Utopia offers!

Not only that, but our app allows you to chat with teachers directly.

Once you've found the right one, you will not need to worry about a placement fee!

It also allows you to collect feedback from your team regarding a teacher.

This allows you and your team to choose the perfect teacher for your centre.

You can't go wrong with Utopia.

Our end game is to make the world of ECE as simple as possible.

The education of young minds is paramount at Utopia Education and so we do our very best to offer support and help to our clients, so they can better help and equip our children in the world of education.

It isn't just about providing relief teachers to centres in need but creating a culture of love for the field of ECE teaching and all that comes with it.





Enquiry: [info@utopiaedu.co.nz](mailto:info@utopiaedu.co.nz)

App Support: [app@utopiaedu.co.nz](mailto:app@utopiaedu.co.nz)

Accounting: [accounts@utopiaedu.co.nz](mailto:accounts@utopiaedu.co.nz)

[www.utopiaedu.co.nz](http://www.utopiaedu.co.nz)

© 2023 Utopia Education Limited NZBN 9429050019687  
Level 33, Anz Centre 23-29 Albert Street, Auckland, 1010, NZ



**UTOPIA EDUCATION**

---

*You Support Children  
We Support  
You*