



Memorandum of Understanding 2020

Education in Schools

Royal New Zealand Plunket Trust ("The Provider")

School Name

School Postal Address

School Contact Numbers

Royal New Zealand Plunket Trust, a Private Training Establishment (PTE) is registered and accredited under the Education Act 1989.

Plunket Education in Schools (EIS) operate under this PTE and are a provider of the New Zealand Certificate in Early Childhood Learning & Care, Level 2 as well as Unit standards that can lead New Zealand Certificate in Early Childhood Education & Care, Level 3. EIS also offer two non-assessed courses – Caring for Kids and Babysitting.

Plunket offers three types of provision:

- Plunket Led – Plunket Educators teach the material in the schools
- Teacher Led – Schools buy and teach the materials themselves
- Single Student – Schools buy the materials for students to work through independently with support from a teacher

Plunket holds Consent to Assess for all the unit standards it offers. Some schools will hold Consent to Assess for the unit standards they teach. In cases where schools do not have Consent to Assess the unit standards they teach they will be deemed to be sub-contractors to Plunket and need to complete a Sub-Contracting Agreement Form to agree to upholding all the requirements of using Plunket's Consent to Assess.

Each school will need to complete, sign and send back to Plunket the appropriate forms at the beginning of each school year or as they order new material. All forms should be sent to eis.admin@plunket.org.nz

These forms will include:

- MOU
- Sub-Contracting Form
- Agreement Form (for each unit standard)

Plunket has a Quality Management System (QMS) which outlines all of the quality assurance systems including policies, procedures, programme information, assessment, moderation and appeals. This is available to schools on request.

Schools enrol their students into the programme on the Course Report Form provided for each delivery.

When a unit standard has been completed Plunket should receive:

- Full details of each student enrolled in the learning including: full name, gender, ethnicity and National Student Number) on the Course Report Form.
- A completed marking sheet for each student enrolled in the learning.
- Completed student evaluations, and a completed teacher evaluation.
- Three examples of **achieved** student assessments (high, middle and low) to be used for moderation purposes (Plunket may request further examples).

Each school will have procedures to collect fees from students (including NZQA fees), is responsible for the reporting of student achievement to NZQA using Plunket Provider Number **8389** upon receipt of signed off moderated unit documentation from Plunket Education in Schools. The school must then advise Plunket Education in Schools by email the date credits were loaded. Credits should be logged within three months of completion of the standard.

The school is responsible for the implementation and over-seeing of all resubmissions, using the materials provided by EIS and abiding by the **two week resubmission timeframe**. Failure to comply with the timeframe could result in the re-sit students marked as NA. Resubmission extension due to special circumstances can be negotiated.

A signed and stamped Course Report form along with completed unit documents will be sent back to the school within two weeks of receipt of the completed unit documentation from the school or Plunket educator. This indicates the course has been moderated and completes the process.

Shared Responsibilities:

Either party may terminate or extend this MOU Agreement by giving two weeks' notice in writing, prior to course commencement.

Confidentiality:

The parties to this agreement will take all reasonable steps to ensure the confidentiality of all materials.

Fees:

A full fees schedule is provided in the Agreement Form or Sub-Contracting Form.

Disputes resolution:

Any dispute or difference arising from this agreement must be notified in writing and will first be discussed between parties in an attempt to reach resolution. If resolution is not possible the matter may be referred to arbitration and settled according to the rules and processes set out by the Arbitration Act 1996.

On behalf of: Royal New Zealand Plunket Trust (The Provider)

Education in Schools Manager	
------------------------------	--

Date	
------	--

On behalf of the school:

Name	
------	--

Role	
------	--

Signature	
-----------	--

Date	
------	--

Please return this form to:

Scan/email/send the original to eis.admin@plunket.org.nz

Plunket Education in Schools Phone: 04 4704983

Royal New Zealand Plunket Trust, Simpl House, P O Box 5474, 40 Mercer Street, Wellington 6140