



Plunket Led Agreement Form 2020

Education in Schools

Agreement for the provision of Plunket provided early childhood based learning between Royal New Zealand Plunket Trust, The Provider and The School.

School Name			
Unit #	Estimated # students	Start date	End date
Plunket led unit price	Administration fee per student <i>circle one</i>	Notes/ Variations/Invoicing requirements etc.	Total Estimated Price <i>ex gst</i>
	\$5 Unit standard courses \$3 Babysitting <i>includes individual Plunket Babysitting Certificate</i>		Plunket Handbook <i>Thriving Under 5</i> order <i>pto</i>
Teacher contact name		School postal address	
Teacher email		School phone	
School's Principal signature (or pp) signed for the "School"		Plunket Education in Schools signature signed for the "Provider"	
Date		Date	

Signatory agrees to the terms and conditions of the purchase option set out on this Agreement Form and in particular for **Plunket Led** learning:

- Active teacher involvement and support in all sessions, including assessments and resubmissions will assist in ensuring all students are equipped to meet the assessment requirements.
- Two week resubmission timeframe applies unless agreed otherwise
- Change of timetable must be notified prior to the day of delivery or a charge applies for the Plunket educator's time and travel (\$85.00)
- A teacher is expected to remain in the classroom at all times and the school is responsible for student behavior
- Agreed class size 25 max; larger classes to be negotiated with the EIS Coordinator (extra cost involved to cover Educator time/marking/travel or two educators for extra large classes)

Complete one Agreement Form for each class delivery

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

Plunket Responsibilities

- Ensure Plunket units are delivered by suitably qualified personnel
- Moderate 3 assessed samples of achieved student work (high, middle, low) from the first delivery of each unit per annum
- The signed and certified Course Report Form, Student Marking Sheets and moderation letter will be sent back to the school to indicate that the course has been moderated and the process is complete
- Plunket will invoice the school at the completion of the Plunket led unit. Payment required within 14 days of the invoice.
- Where activities or developments are undertaken by the partnership using Plunket's resources, the ownership of the intellectual property rights arising belongs to RNZPT.
- RNZPT is not responsible for lost mail.

School Responsibilities

- Scan/ email completed MoU and Course Agreement forms to Plunket eis.admin@plunket.org.nz
- The recommended number of students per Plunket delivered unit is 25. If numbers exceed 25 this must be negotiated with the EIS Coordinator prior to delivery
- 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 resit students marked as NA. Resubmission extension due to special circumstances can be negotiated
- **A teacher must be present, in the classroom**, for the duration of a Plunket led unit
- Behaviour management of students is the responsibility of the school and the designated teacher
- School collects NZQA fees, is responsible for students' hook on fee and notification of student achievement to NZQA using Plunket Provider Number 8389. Schools report the credits upon receipt of signed off unit documentation from Plunket.
- Photocopying unit related materials (Learner Workbook and Student Assessment) prior to the beginning of delivery.
- School will be invoiced upon completion and moderating of the Plunket led unit
- The school Health and Safety policy must be adhered to at all times
- \$85 fee will be charged for a cancelled or postponed session without prior notice (Educator time and travel)
- Complete teacher and student evaluations and send to Plunket

Shared Responsibilities:

Either party may terminate or extend this 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:

Fees for the course are noted above

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.