

# Memorandum of Understanding

## 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 Level 2 and Level 3 ECE unit standards. 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. No teaching resources will be sent to sub-contracting schools until Plunket have received their signed Sub-Contracting Form and it has been approved by NZQA. All forms should be sent to [eis.admin@plunket.org.nz](mailto:eis.admin@plunket.org.nz)

These forms will include:

- MOU (this does not need to be renewed annually unless there are changes to be made)
- Sub-Contracting Form (for schools without Consent to Assess)
- Agreement Form for each unit standard (for schools with their own Consent to Assess)

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

Schools enrol their students into unit standards 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.

All schools **must** retain in their possession all learner assessment work for 12 months from completion of course completion. Plunket may ask for this work anytime within the 12 months.

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:**

If a dispute arises in relation to this Agreement, both parties agree to communicate with each other in good faith, using their best endeavours to resolve the dispute.

If the dispute is not settled between the two parties within five (5) working days, the liaison person will refer the dispute to the Chief Executive of their respective institutions who will use their best endeavours to resolve the dispute.

If the dispute is not resolved by the Chief Executive of each institution within ten (10) working days, and the parties agree, the dispute may be referred to mediation. The parties agree to commit to resolving the dispute in good faith at mediation. In the event the mediation does not resolve the dispute, the parties agree that the mediator shall make a decision on the dispute and that decision shall be binding on both parties.

The costs of dispute resolution, including mediation if required, will be borne by each party equally.

Both parties will, in so far as practicable, continue to comply with their obligations under this Agreement until the dispute is resolved.

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

Education in Schools Manager	
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Date	
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**On behalf of the school:**

Name	
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Role	
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Signature	
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Date	
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**Please return this form to:**

Scan/email/send the original to [eis.admin@plunket.org.nz](mailto: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