



Teacher Led Agreement Form 2021

School Name			
Unit #	Estimated # students	Start date	End date
Teacher led unit price <i>circle one</i> Level 2 unit \$455 Level 3 unit \$505 <i>Invoice will be sent upon request/receipt of each unit</i>		Administration fee per student <i>circle one</i> \$5 Unit standard courses	Total Estimated Price <i>ex gst</i>
Notes/ Variations/Invoicing requirements etc.			
Teacher contact name		School postal address	
Teacher email		School phone	
School's Principal signature (or pp) 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 the reverse side of this Agreement Form.			
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			

Teacher Led Option

- For Teacher Led units Plunket will provide the learning resources upon receipt of the signed Agreement Form Plunket will then invoice according to the information/student numbers provided on the Agreement Form
- Payment required by the 20th of the month following invoicing

Plunket responsibilities:

Plunket will:

1. Ensure Plunket units are delivered by suitably qualified personnel
2. Provide an Agreement Form for the provider to sign and return for each 'teacher led' unit standard the provider will be using
3. Have quality management systems to oversee and deliver courses of learning that lead to the assessment of the standards and moderation procedures
4. Provide assurance that the standards are assessed and moderated according to NZQA requirements.
5. Enrol students through Plunket and Plunket will maintain a copy of all student enrolment and academic information.
6. Provide a manual and instructions to schools and teachers on requirements.
7. Provide learner workbooks providing the content necessary for teachers and educators to guide student's learning towards the achievement of the unit standards.
8. Provide pre-moderated assessments to assess students' achievement of the learning outcomes of the unit standards. Marking schedules for all assessments will also be provided.
Note: Assessments are primarily 'open book', complemented for some standards by the practical demonstration of skills.
9. At the end of delivery cycle: moderation report and formal approval to submit achievement results. The school will be sent back the signed, stamped Course Report Form and completed unit documents as well as all moderated assessments. The school must agree to retain in their possession all learner assessment work for 12 months from completion of a course.
10. Provide a moderation service - Moderate 3 assessed samples of achieved student work (high, middle, low) from the first delivery of each unit per annum
11. Provide evaluation survey tools for students and teachers to complete.
12. Invoice the school at the completion of the Plunket led unit. Payment required within 14 days of the invoice.
13. Where activities or developments are undertaken by the partnership using Plunket's resources, the ownership of the intellectual property rights arising belongs to RNZPT.
14. RNZPT is not responsible for lost mail.

School responsibilities:

School will:

- Return a signed Agreement Form for each 'teacher led' unit standard the provider will be using (**before** provision commences) to Plunket eis.admin@plunket.org.nz
- Provide assurance and evidence, as requested, that teachers have appropriate experience, qualifications, and training to meet requirements for delivery of courses in early childhood care, learning and education and meet Plunket requirements.
- Provide assurance and evidence, as requested, that adequate resources are available for the delivery of education and training in early childhood care, learning and education in an appropriate environment.
- Apply all entry criteria and confirm all requirements are met for students including: When units have a practical component beyond the classroom, and early childhood services are used, students may require a safety check to meet the requirements of the Children's Act (2014). It is recommended that these are completed for all students enrolled in a year's programme of study [Early Childhood] at the commencement of the academic year. See: <https://education.govt.nz/assets/Uploads/VCAPracticalGuide.pdf>

- Establish a process to ensure students are informed of and meet attendance requirements as stipulated by the school
- Read the appropriate material and complete the exercises in their workbook if they miss a session.
- Complete all assessment tasks by the required dates.
- Complete all assessment tasks completely and correctly. In the event that a student does not achieve the unit standard, they will be given one opportunity to resubmit their work.
- Implement process to support students, manage appeals and inform students of the processes:
 - For Teacher Led process: Students are to discuss appeals with the teacher. This process is confidential. The assessment policy of the school is to be followed.
- Be 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
- To have responsibility for the welfare of students while under their supervision and their health, safety and welfare when travelling to and from external premises such as practicums in Early Childhood Centres (Schools should ensure these align with the school's health and safety, and welfare expectations)
- To have responsibility for reporting the attendance and progress of students while attending courses
- That their 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. All student credits must be logged within 90 days or 3 months of completion of the assessment by the student /s. Plunket will check regularly that schools have entered these credits on the student's record of learning within this timeframe.
- The school must agree to retain in their possession all learner assessment work for 12 months from completion of a course.
- Complete an end of course report with:
 - 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 and teacher evaluations
 - Three assessment samples of achieved student work (high, middle, low) from the first delivery of each unit per annum
- School will be invoiced when ordering teaching materials

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:

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.