

**Teacher Led Agreement Form 2025**

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| School Name  |
| Notes/ Variations/Invoicing requirements etc. |
| Teacher contact name | School postal address |
| Teacher email | School phone |
| School’s Principal signature (or pp) for the “School” Date | Plunket Education in Schools signature signed for the “Provider”Date |
| Signatory agrees to the terms and conditions as set out on this Agreement Form ***Scan/email/send the original to*** ***eis.admin@plunket.org.nz*** |

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| Unit number | Estimated Students | Enrollment date | Ends Date | Teacher Led PriceL2 $550 L3 $620 |
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If additional units are required than will fit please provide unit informaiton as an separate page.

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| **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
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| **Plunket responsibilities:**1. Provide an Agreement Form for the provider to sign and return for each ‘teacher led’ unit standard the provider will be using
2. Have quality management systems to oversee and deliver courses of learning that lead to the assessment of the standards and moderation procedures
3. Provide assurance that the standards are assessed and moderated according to NZQA requirements.
4. Enroll students through Plunket and Plunket will maintain a copy of all student enrolment and academic information.
5. Provide a manual and instructions to schools and teachers on requirements.
6. Provide digitally learner workbooks including the content necessary for teachers and educators to guide student’s learning towards the achievement of the unit standards.
7. 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.1. 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.
2. Provide a moderation service - Moderate 3 assessed samples of achieved student work (high, middle, low) from the first delivery of each unit per annum
3. Provide evaluation survey tools for students and teachers to complete.
4. Where activities or developments are undertaken by the partnership using Plunket’s resources, the ownership of the intellectual property rights arising belongs to whànau àwhina Plunket.

**School responsibilities:*** 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.
* Provide assurance and evidence, as requested that the school has current NZQA and MOE policies as required for students under instruction, including but not exclusively, Health and Safety, and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
* 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
* Ensure all assessment tasks are completed by the required dates.
* 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.
	+ Advise Plunket of any concerns regarding course content raised by students or teachers.
* 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.
* That the school has a suitable pastoral and student wellbeing and complaint process, and meets all relevant NZQA code requirements including the code of compliance act 2021
* Complete an end of course report.
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