

MEMORANDUM OF AGREEMENT (MoA)

This memorandum is between CAREERFORCE INDUSTRY TRAINING ORGANISATION and the PARTNER SCHOOL for the GATEWAY PROGRAMME

THIS AGREEMENT IS MADE BETWEEN:

Community Support Services ITO Ltd trading as Careerforce and:

**(Name of School)** ……………………………………………………………………………………………………………

Hereafter called the “School”

1. **TERM**
   1. This agreement will take effect from the 31 of January 2017 and operate until such time as terminated by mutual agreement between the parties.
2. **PURPOSE**
   1. Careerforce and the School agree that the purpose of this agreement is to support the introduction and maintenance of the Gateway and/or other school programmes, as applied to work based learning using selected Careerforce unit standards.
   2. The School may only use and report from the list of workplace-approved unit standards as listed in the Enabling Careers document.
3. **ASSESSMENT**
   1. Where the School holds appropriate Consent to Assess and has marked the work themselves, the School must use its own provider code for reporting student results to NZQA.
   2. Where the School uses a Careerforce registered assessor, the results will be registered by Careerforce.
4. **SERVICE PROVISION - SCHOOL**

The School will:

* 1. In advance of the commencement of the programme, submit to Careerforce:
* a completed and signed MoA,
* a completed application form providing details of all students who are scheduled to be assessed by a Careerforce Registered Assessor, including:
* a list of unit standards/programme title,
* full name, date of birth and National Student Number (NSN)
* the name of the assessor and workplace where the work placement will take place.
  1. Select and support students involved in the Gateway programme as per current Tertiary Education Commission (TEC) guidelines.
  2. Ensure that all students going on a work placement where they will be working with children have:
     + completed the required safety checking in accordance with the Vulnerable Children’s Act 2014 (VCA)
     + confirmed that the students meet the VCA standard.
  3. Accept responsibility at all times for the welfare and safety of students in a Gateway programme as per current TEC guidelines.
  4. Ensure that if the School’s Teacher or Gateway Coordinator is used for training and assessment of Careerforce unit standards, that they are a Careerforce registered assessor and meet all Careerforce Consent and Moderation Requirements (CMR).
  5. Ensure that the unit standards undertaken by Gateway students are completed by the end of the school year.
  6. Liaise with Careerforce as needed.

1. **Service Provision**

Careerforce will:

* 1. Return a signed copy of the MoA to the school.
  2. Provide access to training and assessment resources.
  3. Assist the School to identify suitable workplaces for the purpose of arranging industry placements in the health, disability, aged support, youth work, cleaning and social services sectors for Gateway students.
  4. Assist the School to find a Careerforce registered assessor. If the School is managing the assessment themselves, it is the School’s responsibility to ensure they meet Careerforce’s CMR.
  5. Report unit standard achievement to NZQA, assessed by a Careerforce registered assessor.
  6. Issue a certificate to the School for any student that completes enough credits to attain a New Zealand qualification.

1. **Financial Arrangements**
   1. The School agrees to pay Careerforce $450 (including GST) per student on receipt of invoice for the Vocational Pathways Packages purchased, or $225 (including GST) for the Small Steps Package.
   2. The School agrees to pay Careerforce $775 (including GST) per student on receipt of invoice for students enrolled to complete the New Zealand Certificate in Youth Work (Level 3) [NZQA Ref: 2448]. The School will not be responsible for the assessment of the students.
   3. The School agrees to pay Careerforce $690 (including GST) per student on receipt of invoice for students enrolled to complete the New Zealand Certificate in Health and Wellbeing (Level 2) [NZQA Ref: 2469]. The School will not be responsible for the assessment of the students.
   4. Careerforce will be responsible for all assessment costs either in the workplace with a Careerforce registered assessor, or with an external Careerforce registered assessor.
   5. Careerforce will issue a certificate for any student that completes enough credits to attain a New Zealand qualification.
   6. The School will be responsible for the student’s NZQA hook on, and any purchased learning and assessment material.



Signed for and on behalf of: **The School**:

Name of School: ................................................................................................................................

Address: ............................................................................................................................................

City: .......................................................................................... Postcode: ..…………………………………..

**Main point of contact for Careerforce School Gateway Programmes:**

Name: ...............................................................................................................................................

Title: .................................................................................................................................................

Email: ................................................................................................................................................

Phone: (0...........) ........................................................ Mobile phone: (0...........) …………………………

Signature: ............................................................................... ….... Date: ............../........../.............

**Careerforce Representative**

Name: ...............................................................................................................................................

Careerforce signature: .................................................................. Date: ............../........../.............

Please complete, sign and send your MoA to:

Scan/Email: schools@careerforce.org.nz or

Fax: (03) 371 9285 or

Post: Careerforce

PO Box 25 255  
Christchurch 8144

Attention: Manager-Employer Services