

Memorandum of Understanding

For the purposes of unit standard delivery and assessment to Gateway students

BETWEEN

Academy New Zealand (hereafter called the 'Academy')

Academy Details (to be completed by Academy before authorisation)	
Academy location:	_____
Academy Gateway Coordinator for this school:	_____
	<i>(First Name) (Last Name)</i>

	<i>(Phone Number)</i>

	<i>(Fax)</i>

	<i>(Email)</i>

AND

School or consortium (hereafter called the 'School')

School Details	
School:	_____
School Physical Address:	_____
	<i>(Number) (Street)</i>

	<i>(Suburb) (Post Code)</i>

	<i>(Town/City)</i>
School Gateway Coordinator:	_____
	<i>(First Name) (Last Name)</i>

	<i>(Phone Number)</i>

	<i>(Fax)</i>

	<i>(Email)</i>

1. Term

The agreement will take effect from 1 February 2011 to 31 December 2011. Earlier termination can be made by mutual agreement.

2. Academy will / is

Accredited by NZQA for all of the unit standard assessments offered.

Provide courses, workbooks, assessment and re-assessments as confirmed on an authorised Gateway Student Placement agreement.

Use approved assessors and assessment materials.

Retain originals of marked candidate work for moderation purposes.

Report to the School the achievement of units / credits by Gateway students on authorised Gateway Placements with the Academy.

Allow the School to use the Academy provider code to register the units / credits achieved by Gateway students on authorised Gateway Placements with the Academy.

3. School will

Ensure that this MoU is duly authorised by both the Academy and School before submitting Gateway Placement Agreements.

Ensure that a duly authorised Gateway Placement Agreement is confirmed with the Academy for each and every student before they are placed with the employer.

Manage the implementation of the Gateway programme and student placements inline with the expectations of TEC.

Pay the Academy as detailed on each individual Gateway Placement Agreement.

Report the unit results to NZQA only after receiving written confirmation from the Academy of the achievements.

Ensure the results are reported using the Academy provider code.

Accept that all workbook and assessment tools are the property of the Academy and may not be copied or passed on to any other party but are for the use only by the student referred to in the duly authorised Gateway Placement Agreement.

4. Dispute Resolution

In the event of a dispute the parties will make a genuine attempt to resolve the dispute at the Academy and School Co-ordinator level.

Should any dispute not be resolved at this level it should be brought to the attention of the School Principal and Academy General Manager.

In the unlikely event that it remains unsettled then the parties will progress to mediation and if necessary arbitration.

5. Authorisation

Signed for and on behalf of:

the School

Principal (or delegate)

Date _____

Signed for and on behalf of:

the Academy

Group Manager (or delegate)

Date _____

Once authorized by the Academy they shall file the original and return a copy to the designated School Gateway Coordinator.

For Gateway Placements to be assessed, the Academy require the following:

- Memorandum of Understanding between the School and Academy New Zealand; and a
- Duly authorised Gateway Placement Agreement.

For further information please contact Academy New Zealand on (3) 366 3785 or email gateway@academy.ac.nz