



Teacher Led Agreement Form 2020

Education in Schools

Agreement for the provision of Plunket provided early childhood based learning between Royal New Zealand Plunket Trust (The Provider) and The School.

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 Single Student \$85 <i>Invoice will be sent upon request/receipt of each unit</i>		Administration fee per student <i>circle one</i> \$5 Unit standard courses \$3 Babysitting <i>includes individual Plunket Babysitting Certificate</i>	Total Estimated Price <i>ex gst</i> Plunket Handbook <i>Thriving Under 5</i> order pto
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	
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			

Single Student Study Option

- For single students and students studying Early Childhood Education. Students can complete Plunket units independently (with teacher support/monitoring)
- For Single Student units Plunket will provide the learning resources upon receipt of the signed Agreement Form
- Each assessment needs to be sent to the Plunket National Support Office for moderation. The school/student will need to have a relationship with an ECE service to complete some of the assessment requirements for some units

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 is required within 14 days of the invoice.

Plunket responsibilities:

Plunket will provide:

1. An Agreement Form for the provider to sign and return for each 'teacher led' or 'single student' unit standard the provider will be using
2. Quality management systems to oversee and deliver courses or programmes of learning that lead to the assessment of the standards and moderation procedures
3. Assurance that the standards are assessed and moderated according to NZQA requirements.
4. Student enrolments through Plunket and Plunket will maintain a copy of all student enrolment and academic information.
5. At the end of delivery cycle: moderation report and formal approval to submit achievement results. The provider will be sent back the signed, stamped Course Report Form and completed unit documents as well as all moderated assessments.
6. A guide and instructions to schools and teachers on requirements.
7. Learner workbooks providing the content necessary for teachers and educators to guide student's learning towards the achievement of the components making up the programme.
8. Pre-moderated assessments to assess students' achievement of the learning outcomes making up components of the programme. These assessments are also designed to assess students' achievement of Directory of Standards (DAS) standards specified for use for all components of the programme. 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. Moderation service.
10. Teacher and component evaluation survey tools for students and teachers to complete.

School responsibilities:

School will:

11. Return a signed Agreement Form for each 'teacher led' or 'single student' unit standard the provider will be using (**before** provision commences) to Plunket eis.admin@plunket.org.nz
12. Provide assurance and evidence, as requested, that teachers have appropriate experience, qualifications, and training to meet requirements for delivery of education and training programmes in early childhood care, learning and education and meet Plunket requirements.
13. 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.

14. 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 Vulnerable Children 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>

15. Establish a process to ensure students are informed of and:

- Meet attendance requirements as stipulated by the provider.
- 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.

16. Implement process to support students, manage appeals and inform students of the processes:

For Teacher Led and Single Student components: Students are to discuss appeals with the teacher. This process is confidential; the student may bring a support person. The assessment policy of the school is to be followed. In the event that the matter cannot be resolved National Office is to be contacted and the Plunket National Moderator will determine the final result.

17. 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

18. 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)

19. To have responsibility for reporting the attendance and progress of students while attending courses

20. Complete an end of programme 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 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).

21. 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. The school must then advise Plunket Education in Schools by email the date credits were loaded

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:

Any dispute or difference arising from this agreement must be notified in writing and will first be discussed between parties in an attempt to reach resolution. If resolution is not possible the matter may be referred to arbitration and settled according to the rules and processes set out by the Arbitration Act 1996.