

SKILLS ACTIVE GATEWAY PROGRAMME

Skills Active supports Gateway Programmes and requires schools entering into Memorandum of Understanding arrangements with Skills Active to comply with their quality assurance requirements. The majority of Skills Active unit standards are designed for workplace application; therefore it is appropriate that learning and assessment occurs in real workplace environments and with access to qualified people who meet any technical Minimum Assessor Requirements (MARs).

PROCEDURE

1. Schools that do not hold Skills Active accreditation should contact Skills Active (0508 4 SKILLS or info@skillsactive.org.nz) to discuss their requirements (ie number of student placements and the potential unit standards to be assessed).
2. The school is responsible for contacting Skills Active to ascertain whether a Skills Active registered workplace assessor is available at a workplace near them.
3. The school, the workplace (and the workplace assessor), and Skills Active sign a Memorandum of Understanding (MoU) which outlines the roles, responsibilities and costs/charges. The MoU will be supplied by Skills Active.
4. On completion of assessment, the workplace informs the candidate, the school and Skills Active of the outcomes.
5. When credit has been achieved, the assessor reports the credits to Skills Active using the Skills Active Credit Reporting form.
6. The students' assessment material is required to be retained for a period of two years as the material may be required for moderation.

MEMORANDUM OF UNDERSTANDING

A partnership between Skills Active, a school which does not have Skills Active accreditation, and a Workplace

Between **SKILLS ACTIVE AOTEAROA LTD**

and

_____ (referred to as The School)

and

_____ (referred to as The Workplace/Assessor)

Overview

The school has no accreditation with Skills Active and wishes to engage in the Gateway initiative. The school has contracted the above named Skills Active workplace AND/ OR registered Skills Active Assessor to assess the unit standards identified in Schedule A.

Purpose

This Memorandum of Understanding is to ensure all parties understand their roles, responsibilities and costs. It does not include specific details regarding the learning outcomes, health and safety, or any financial contractual arrangements between The School and The Workplace Assessor which will need to be agreed between those parties independent of Skills Active.

The parties agree as follows:

1 Term

- 1.1 This agreement will commence on _____ and unless terminated earlier, will expire on _____.

2 The School's Responsibilities

- 2.1 The School is responsible for developing the teaching and assessment plan to ensure there is sufficient time for learning, assessment and re-assessment opportunities (if required); and sufficient resources (including equipment, facilities and locations).
- 2.2 The School is responsible for providing information to the students enrolled on the Gateway programme including disclosing any inherent risks involved, and the concept of 'student choice' enabling the student to know when they can call off an assessment; the appeal process; the re-sit policy.
- 2.3 The School is responsible for the student's safety and risk management as covered under the National Administration Guidelines (NAGs) and National Education Guidelines (NEGs) that schools must meet.
- 2.4 The School is responsible for monitoring and reviewing the programme.

- 2.5 The School is responsible for providing written confirmation to Skills Active and The Workplace/Assessor of:
- each student's full name, date of birth, and NSN number
 - timeframes for assessment opportunities and workplace placement
 - the unit standard(s) the student(s) will be assessed against.
- 2.6 The School is responsible for retaining students' assessment material for a period of two years as the material may be required for moderation.
- 2.7 The School is obligated to make prompt payment to Skills Active for all invoices received, for ordered and distributed resources.

3 The Skills Active Workplace/Registered Assessor's Responsibilities

- 3.1 The Workplace/Assessor is responsible for ensuring that the workplace assessor holds the unit standards to be assessed in their Skills Active accreditation scope (and meets any Minimum Assessor Requirements).
- 3.2 The Workplace/Assessor must only assess the student(s) for the agreed unit standards once the school has provided the information list in clause 2.5 above.
- 3.3 The Workplace/Assessor is responsible for taking all practicable steps to ensure the health and safety of the school student/s and staff during assessment.
- 3.4 The Workplace/Assessor is responsible for informing the student and The School of the assessment result on completion of the assessment.
- 3.5 The Workplace/Assessor is responsible for reporting the credits to Skills Active.

4 Skills Active's Responsibilities

- 4.1 Skills Active is responsible for approving this MoU once it has been signed by both parties. Skills Active will then authorise and distribute a copy The School and The Workplace/Assessor.
- 4.2 Skill Active is responsible for the annual moderation of The Workplace/Assessor.
- 4.3 Skills Active is responsible for providing and distributing to the School any resources ordered for their Gateway students, and also to issue invoices for the distributed resources as ordered.
- 4.4 Skills Active is not obliged to make any refunds for resources determined unnecessary by the School either by a change of student or programme, once the resources have been despatched.

Signed

The School (To be signed by the Principal or Gateway Coordinator)

Signed _____ Date _____

Name _____ Position _____

The Workplace/Registered Assessor

Signed _____ Date _____

Name _____ Position _____

Skills Active – Quality Co-ordinator

Signed _____ Date _____

Name _____ Position _____

**Forward your completed documents to:
Skills Active
PO Box 2183
WELLINGTON**