

**Skills Active, School and Auckland Rugby
League Growing Coaches Programme
Memorandum of Understanding (MOU)**

THIS THREE-WAY MOU AGREEMENT IS MADE BETWEEN:

SKILLS ACTIVE AOTEAROA LTD

AND

SCHOOL:

AND

Auckland Rugby League
(An authorised agent of Skills Active)

1. Purpose

1.1 The purpose of this agreement is to support the delivery and assessment of Skills Active school programmes which are not suitable to be wholly delivered and assessed within a school environment and require involvement of Auckland Rugby League as an industry partner.

2. Programmes

2.1 The school programme(s) approved through this MOU is shown below:

Growing Coaches Plus Programme

Unit	Title	Level	Credit
22771	Plan a beginner level coaching session for sport participants (v3)	3	6
31677	Coach beginner level participants through skill development activities for a selected sport (v1)	3	4
31678	Coach beginner level participants through skill development activities for a selected sport	3	4
Total credits			14

3. Delivery of Training and Assessment

- 3.1 The School is responsible for placing the student within a Auckland Rugby League programme. Auckland Rugby League has a current Workplace Relationship Agreement (WRA), and has internal registered SNZ Skills Active Assessors.
- 3.2 Skills Active resource material must be used for all School and Industry programmes. Resources will be supplied by Auckland Rugby League at the course. The resources cannot be purchased under the Skills Active resource licensing arrangement.
- 3.3 Auckland Rugby League will be responsible for the delivery and assessment of the workplace component of the programme. An Auckland Rugby League Skills Active Registered Assessor must carry out the assessment of student competency.
- 3.4 Once the SNZ Skills Active Registered Assessor has confirmed achievement of standards, the School may use Skills Active's provider code to log student results within the school's internal student management system and to report student results to NZQA. The Skills Active provider code will be sent to the school with a counter-signed copy of this MoU. Skills Active will verify all students results reported with NZQA on a quarterly basis.

4. The School will:

- 4.1 Accept responsibility at all times for the conduct, welfare and safety of students in programme.
- 4.2 Report achieved standards to NZQA for each student, using the Skills Active provider code.
- 4.3 Take responsibility for checking that the unit standard results have appeared on the student's NZQA Record of Achievement.

5. Auckland Rugby League will:

- 5.1 In advance of the commencement of the programme, submit to Skills Active, a completed and signed MoU and 'Student registration' form. These must be received 10 working days in advance of the programme starting
- 5.2 Appropriately induct the students into their health and safety procedures and manage their safety while on site.
- 5.3 Supply resources and conduct the delivery and assessment of the Auckland Rugby League component of the programme.
- 5.4 Send a register of student course attendees with programme details to Skills Active for accurate invoicing.
- 5.5 Ensure a Skills Active Registered Assessor carries out the assessment of student competency.
- 5.6 Keep records of student work for moderation purposes.

6. Skills Active will:

- 6.1 Return a signed copy of the MoU to the school.
- 6.2 Allow the school to use the Skills Active provider code for the agreed unit standards (as per section 3.4 of this agreement) enabling the achieved unit standard credits to be reported against the students NCEA results only with a signed MoU in place.
- 6.3 Invoice Auckland Rugby League for appropriate course costs per student.

7. Financial Arrangements

- 7.1 Auckland Rugby League will be responsible for the costs associated with purchasing the resources for the programme. The cost per student is \$10 plus GST.
- 7.2 The School will be responsible for all costs associated with the programme, including:
 - a. Training and assessment costs to be negotiated directly with Auckland Rugby League.
 - b. Fees payable to Skills Active for establishing the MoU. This is a one-off \$50 plus GST fee per MoU. Skills Active will invoice the school on receipt of the MoU.
 - c. NZQA hook on and credit reporting fees.

8. Term and Termination

- 8.1 This MoU will be reviewed after a period of two years.
- 8.2 Either party may terminate this MoU if the other party has substantially breached an obligation under this MoU.
- 8.3 Before terminating this Agreement on the grounds of breach, the party wishing to terminate will give the other party written notice of the breach and request that party to remedy the breach within a specified time, which is reasonable in the circumstances.

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

Name of School:

Principal’s Nominee Name:Email:

MOU Contact Name:

School Position/role: Phone:

Email: Date: ... / ... /

Signed on behalf of **Auckland Rugby League:**.....

Contact Name: Phone:

Email: Date: ... / ... /

Signed on behalf of **Skills Active:**

Contact Name:

Phone: 0508 475 4557

Email:@skillsactive.org.nz

Date: ... / ... /

Please complete, sign and attach the required Student Registration form to your MoU.

Scan/Email: info@skillsactive.org.nz Post: Skills Active, PO Box 2183, Wellington 6140

