



**Skills Active, School and Swimming New Zealand Programme  
Memorandum of Understanding (MOU)**

*THIS THREE-WAY MOU AGREEMENT IS MADE BETWEEN:*

**SKILLS ACTIVE AOTEAROA LTD**

**AND**

**SCHOOL:** .....

**AND**

**SWIMMING NEW ZEALAND Inc**  
*(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 Swimming New Zealand as an industry partner.

**2. Programmes**

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

**NZ Certificate in Aquatics (Swim and Water Safety Teacher) L3**

Unit	Title	Level	Credit
29848	Demonstrate knowledge of safe working procedures and practices in a recreation workplace	3	5
29849	Demonstrate knowledge of professional practice in a recreation workplace	3	5
30122	Operate professionally and promote safe, enjoyable experiences in an aquatic facility	3	15
30125	Plan, deliver and review swimming and water safety lessons	3	15
<b>Total credits</b>			<b>40</b>

**3. Delivery of Training and Assessment**

- 3.1 The School is responsible for placing the student within a Swimming New Zealand programme. Swimming New Zealand 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 Swimming New Zealand at the course. The resources cannot be purchased under the Skills Active resource licensing arrangement.
- 3.3 Swimming New Zealand will be responsible for the delivery and assessment of the workplace component of the programme. A Swimming New Zealand 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 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.
- 4.2 Accept responsibility at all times for the conduct, welfare and safety of students in programme.
- 4.3 Report achieved standards to NZQA for each student, using the Skills Active provider code.
- 4.4 Take responsibility for checking that the unit standard results have appeared on the student’s NZQA Record of Achievement.

**5. Swimming New Zealand will:**

- 5.1 Ensure swim schools appropriately induct the students into their health and safety procedures and manage their safety while on site.
- 5.2 Supply resources and conduct the delivery and assessment of the Swimming New Zealand component of the programme.
- 5.3 Send a register of student course attendees with programme details to Skills Active for accurate invoicing.
- 5.4 Ensure a SNZ Skills Active Registered Assessor carries out the assessment of student competency.
- 5.5 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 Swimming NZ for appropriate course costs per student.

**7. Financial Arrangements**

- 7.1 The School will be responsible for all costs associated with the programme, including:
- a. Training and assessment costs to be negotiated directly with Swimming New Zealand.
  - 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.

**School information**

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Name of School: .....

Principal’s Nominee Name: ..... Email: .....

MOU Contact Name: .....

School Position/role: ..... Phone: .....

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

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

**Swimming New Zealand information**

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Contact Name: ..... Phone: .....

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

Signed on behalf of **Swimming New Zealand:**.....

**Skills Active information**

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Contact Name: ..... Phone: 0508 475 4557

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

Signed on behalf of **Skills Active:** .....

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

Scan/Email: [info@skillsactive.org.nz](mailto:info@skillsactive.org.nz)

Post: Skills Active, PO Box 2183, Wellington 6140

# Student Registration and Resource Order Form



Note: The School and Workplace must have signed the 'School and Swimming NZ Programme MoU' prior to registering students.

The school will be invoiced for the applicable \$150 per student + GST (\$172.00). Once complete please send this form to: [info@skillsactive.org.nz](mailto:info@skillsactive.org.nz)

## SCHOOL DETAILS

Name of School	
Contact Name	
Phone and Email	
Address	

## SWIMMING NZ DETAILS

Name of Workplace	Swimming New Zealand
Contact Name	
Phone	
Email	

## STUDENT DETAILS

Student's Full Name	NSN	Date of Birth	Gender M/F	Programme (refer below for details)	Swimming NZ Registered Assessor Name
				<input type="checkbox"/> Swim and Water Safety Teacher	
				<input type="checkbox"/> Swim and Water Safety Teacher	
				<input type="checkbox"/> Swim and Water Safety Teacher	
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				<input type="checkbox"/> Swim and Water Safety Teacher	
				<input type="checkbox"/> Swim and Water Safety Teacher	

## SCHOOL AND SWIMMING NZ PROGRAMME DETAILS

### NZ Certificate in Aquatics (Swim and Water Safety Teacher) L3

Unit	Title	Level	Credit	Cost
29848	Demonstrate knowledge of safe working procedures and practices in a recreation workplace	3	5	\$150.00 per student + GST (\$172.50)
29849	Demonstrate knowledge of professional practice in a recreation workplace	3	5	
30122	Operate professionally and promote safe, enjoyable experiences in an aquatic facility	3	15	
30125	Plan, deliver and review swimming and water safety lessons	3	15	
<b>Total credits</b>			<b>40</b>	