



**Skills Active, School and Boyle River Outdoor
Education Centre
Memorandum of Understanding (MOU)**

THIS THREE-WAY MOU AGREEMENT IS MADE BETWEEN:

SKILLS ACTIVE AOTEAROA LTD

AND

SCHOOL:

AND

BOYLE RIVER OUTDOOR EDUCATION CENTRE (BROEC)

(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 BROEC as an industry partner.

2. Programmes

- 2.1 The school programme(s) approved through this MOU is shown below (select which programme(s) is to be offered):
Refer to Appendix One for details of each programme

Programme Overview		
Programme Number	Programme name	Tick if applicable
Programme 1	ABL Course	
Programme 2	Outdoor Instructor and Park Ranger Pathway (2020)	
Programme 3	Potential Leaders	
Programme 4	Introduction to Rock Climbing and Abseiling	

- 2.2 If the school programme selected has unit standards not managed by Skills Active, the school will be responsible for the consent to assess and the reporting of those unit standards using their provider code.

3. Delivery of Training and Assessment

- 3.1 The School is responsible for placing the student within a BROEC programme. BROEC has an internal registered Skills Active Assessors.
- 3.2 Pre-assessment moderated resource material must be used for all School and Industry programmes. Resources will be supplied by BROEC.
- 3.3 BROEC will be responsible for the delivery and assessment of the programme. A Skills Active Registered Assessor must carry out the assessment of student competency.
- 3.4 Evidence verifiers can be used by the assessors to support the collection of evidence of student competency
- 3.5 Once the 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 Provide evidence of pre-requisite first aid and health and safety unit standards, i.e. 497, or 6400, 6401 and 6402.
- 4.2 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 within 10 working days in advance of the programme starting.
- 4.3 Accept responsibility in conjunction with the BROEC for the conduct, welfare and safety of students as outlined in the NCAT Agreement, in accordance with BROEC's health and safety processes.
- 4.4 Report the achieved Skills Active managed unit standards to NZQA for each student, using the Skills Active provider code and the NZQA managed unit standards using your school code. The Skills Active managed unit standards are highlighted in the programme with an asterisk.
- 4.5 Take responsibility for checking that the unit standard results have appeared on the student's NZQA Record of Achievement.

5. Boyle River Outdoor Education Centre will:

- 5.1 Supply resources and conduct the delivery and assessment of the selected programme.
- 5.2 Ensure any assessment material used has been pre-assessment moderated by Skills Active before it is used.
- 5.3 Send a register of student course attendees with programme details to Skills Active via the Student Registration form.
- 5.4 Ensure a 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 3.5 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 Moderate BROEC annually as per the Skills Active internal moderation plan.

7. Financial Arrangements

- 7.1 The School will be responsible for all costs associated with the programme, including:
 - a. 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 or BROEC on receipt of the MoU.
 - b. Fees payable to Skills Active for administration cost per student of \$10 plus GST. Skills Active will invoice the school or BROEC on receipt of the MoU.
 - c. Fees payable to NZQA for 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

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:**

Boyle River information

Contact Name: Phone:

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

Signed on behalf of **Boyle River Outdoor Education Centre:**.....

Skills Active information

Contact Name: Phone: 0508 475 4557

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

Signed on behalf of **Skills Active:**

APPENDIX 1 - Boyle River Outdoor Education Centre Programmes

Note: The asterisk unit standards are the ones that apply to this MOU

Programme 1: ABL Course					
Programme delivered over 5 days (Approx 24-40 total hours)					
Standard/ version	Title	Domain	Level	Credits	SSB
467 v5*	Demonstrate personal and social development through participation in adventure based learning	Adventure Based Learning (ABL)	2	3	Skills Active
470 v5*	Demonstrate personal and social development through participation in a low ropes course programme	Adventure Based Learning (ABL)	2	3	Skills Active
473 v6*	Demonstrate personal and social development through participation in a high ropes course programme	Adventure Based Learning (ABL)	2	3	Skills Active

Programme 2: Gateway: Pathway to Outdoor Instructor and Park Ranger (2020)					
Programme delivered over 5 days (Approx 24-40 total hours)					
Standard/ version	Title	Domain	Level	Credits	SSB
425 v6*	Experience Day Tramps	Tramping	2	3	Skills Active
426 v6*	Experience Camping	Tramping	2	3	Skills Active
1312v6	Give oral instructions in the workplace	Interpersonal Communications	3	3	NZQA
4573v6*	Communicate in the outdoors using a two-way radio	Outdoor Equipment	2	1	Skills Active
20159v2*	Gather and apply weather information to an outdoor recreation activity	Weather interpretation in the outdoors	2	2	Skills Active
10780v3	Complete a work experience placement	Work and Study Skills	1	2	NZQA
3491v6	Write a report	Writing	3	4	NZQA
3490v6	Complete an incident report	Writing	1	2	NZQA

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



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Programme 3: Potential Leaders					
Programme delivered over 5 days (Approx 24-40 total hours)					
Standard/ version	Title	Domain	Level	Credits	SSB
24663 v1*	Demonstrate leadership while participating in an Adventure Based Learning programme	Adventure Based Learning (ABL)	3	3	Skills Active
3503v5	Participate and communicate in team or group to complete routine tasks	Interpersonal Communications	1	2	NZQA

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

Programme 4: Intro to Rock Climbing and Abseiling					
Programme delivered over 5 days (Approx 24-40 total hours)					
Standard/ version	Title	Domain	Level	Credits	SSB
444 v7*	Demonstrate basic rock climbing movement	Rock Climbing	2	1	Skills Active
20152 v2*	Experience and complete Abseiling sessions	Rock Climbing	1	1	Skills Active
20157 v2*	Demonstrate use of basic rope systems for top rope rock climbing and abseiling	Rock Climbing	2	3	Skills Active
20210 v2*	Experience Rock Climbing	Rock Climbing	1	1	Skills Active

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



The school or BROEC will be invoiced for cost per student of \$10 plus GST and applicable fees. Once complete please send this form to: quality@skillsactive.org.nz

SCHOOL DETAILS

Name of School	
Contact Name	
Phone and Email	
Address	

BROEC DETAILS

Name of Workplace	Boyle River Outdoor Education Centre
Contact Name	
Phone	
Email	

Please indicate who Skills Active should invoice for associated costs, as per Section 7 – Financial Arrangements. School BROEC

STUDENT DETAILS

Student's Full Name	NSN	Date of Birth	Gender M/F	Programme (refer below for details of each)	BROEC Registered Assessor Name
				<input type="checkbox"/> ABL <input type="checkbox"/> Gateway: Pathway to Outdoor Instructor and Park Ranger (2020) <input type="checkbox"/> Potential Leaders <input type="checkbox"/> Intro to Rock Climbing and Abseiling	
				<input type="checkbox"/> ABL <input type="checkbox"/> Gateway: Pathway to Outdoor Instructor and Park Ranger (2020) <input type="checkbox"/> Potential Leaders <input type="checkbox"/> Intro to Rock Climbing and Abseiling	
				<input type="checkbox"/> ABL <input type="checkbox"/> Gateway: Pathway to Outdoor Instructor and Park Ranger (2020) <input type="checkbox"/> Potential Leaders <input type="checkbox"/> Intro to Rock Climbing and Abseiling	
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