

2012 ATTTO GATEWAY MEMORANDUM OF UNDERSTANDING (MoU) (covering assessment and credit reporting)

To support Aviation and Tourism Gateway learning programmes.

School Name	
<p>NOTE: A copy of the 'ATTTO Gateway Student Registration Form' appended to this document MUST be completed for EACH Gateway student. It covers student name, NSN number, the unit standards assessed against, and the assessing party. (This enables accurate record keeping and generation of certificates of achievement).</p>	

TERMS AND CONDITIONS

1. Purpose

This MoU covers any use of ATTTO unit standards as part of an ATTTO Gateway programme.

The MoU formalises an agreement between the parties listed below, for the purposes of assessment against unit standards delivered under a Gateway training programme, and subsequent credit reporting.

2. Student Entry

It is the responsibility of the School to ensure that the student meets the criteria to undertake Gateway training in the workplace.

The Employer or their representative will have the opportunity to interview and approve the student as suitable for the workplace.

3. Training Plan and Schedule of Learning Outcomes

The training plan and schedule of learning outcomes will be developed and agreed to by the School and Workplace involved. Sufficient time for assessment and possible reassessment will be included.

The School will be responsible for ensuring that the training plan is maintained and learning outcomes are being achieved within the specified timeframe(s).

It is understood that the unit standards will be delivered and assessed against to national standards and the relevant New Zealand Qualifications Framework (NZQF) credits for competency achieved will be reported to NZQA by the School.

It is essential that the School seeks the support of ATTTO for the learning programme before completing this MoU, and consults carefully with the intended Workplace to ensure that the objectives of the training plan and schedule of learning outcomes can be met in the timeframe indicated.

4. Timeframe

The terms and conditions as detailed in this MoU will cover the 2012 calendar year.

5. Assessment

The School may carry out assessment where they hold appropriate Consent to Assess (previously called accreditation) to do so. Schools holding Consent to Assess may choose to use the services of an ATTTO registered assessor to carry out the required assessments.

The Aviation Gateway unit standards are always assessed by an ATTTO registered assessor as they are beyond the Consent to Assess scope appropriate to a school. All ATTTO assessment services are offered on an affordable per assessment basis.

For any Tourism Gateway unit standards selected where the school does not hold Consent to Assess, ATTTO will provide an assessment service on a cost recovery basis.

The detailed arrangements for assessment of competency for each student are found on the 'ATTTO Gateway Student Registration Form', a sample of which is appended to this document and must be completed for each student.

6. Delivery of Training and Verification of Evidence

The School is responsible for placing the student within a suitable workplace within either the Aviation or Tourism sectors. ATTTO Industry Training and School Advisors will assist where possible. The Workplace will be responsible for delivery of the workplace component of the training plan. A workplace assessor registered with ATTTO may carry out the assessment of student competency, or for written work it may be posted to ATTTO to be marked. ATTTO Gateway resource material must be purchased and used for all ATTTO Gateway unit standards. Evidence verification is required for assessment of student competency.

The School must keep records of student work for moderation purposes. Internal Moderation to ensure marking consistency is the responsibility of the School. Annual External Moderation sampling by ATTTO is a process for checking that assessment decisions have been made consistently across the country.

7. Reporting

- a) Where a School holds appropriate Consent to Assess and has marked the work themselves, the School must use it's own Provider Code for reporting student results to NZQA.
- b) Where a School has used the marking service provided by ATTTO, the School may use ATTTO's Provider Code to log student results within the school's internal student management system and to report student results to NZQA. The ATTTO Provider Code will be listed on the Competency Report which is sent back with the student's work.

The distinction between a) and b) must be adhered to, and ATTTO will verify any student results reported under b) with NZQA, on a quarterly basis.

ATTTO will, on request, issue a Gateway Certificate of Achievement for each student who achieves 10 credits in any of the ATTTO Gateway programmes at a cost of \$15. Applications will need to be made to The Hub (thehub@attto.org.nz) and Certificates will be issued within two weeks of application.

8. ATTTO Gateway Unit Standards for 2012.

Aviation Gateway – only ATTTO registered assessors may assess			
		Level	Credit
US 19587	Demonstrate knowledge of internal structures in the civil aviation industry in New Zealand	2	3
US 20677	Demonstrate knowledge of the principles of aircraft flight	2	2
US 19585	Describe the development of aviation from pre World War 1 through to current times	2	8
US 19586	Identify aviation support structures, aircraft types and operations in New Zealand	2	3
US 20676	Demonstrate knowledge of aviation career and training options	2	3
US 16818	Demonstrate knowledge of aviation industry law, systems and procedures	1	1
Tourism Gateway – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess			
US 23761	Read and comprehend work-related documents in English for a tourism workplace	2	3
US 23767	Demonstrate knowledge of and use the Internet in a tourism workplace	2	2
US 18237	Perform calculations for a tourism workplace	2	3
US 24728	Demonstrate knowledge of work roles in tourism	2	3
US 24731	Demonstrate knowledge of destination New Zealand	2	4
US 24726	Describe and compare social and cultural impacts of tourism	2	3
US 24732	Demonstrate knowledge of tourist characteristics and needs	2	3
Advanced Tourism Gateway – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess			
US 23755	Identify and self-evaluate the demands of a specific role in a tourism workplace	3	3
US 23766	Demonstrate knowledge of the tourism industry	3	5
US 18212	Demonstrate knowledge of New Zealand as a tourist destination	3	8
Service Sector Gateway (Tourism Slant) – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess			
23758	Demonstrate knowledge of communication and customer service theory in a tourism workplace	3	4
23764	Demonstrate verbal communication skills in a wide range of tourism contexts	3	3
18228	Demonstrate knowledge of specific New Zealand regions as tourist destinations	3	8
Travel Gateway – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess			
18211	Demonstrate knowledge of Australia as a tourist destination	3	8
23764	Demonstrate verbal communication skills in a wide range of tourism contexts	3	3
25503	Identify and access travel product information and travel-related information	3	3

AGREEMENT

The parties below agree to the terms and conditions within this MoU.

Authorised Signatory for and on behalf of the School	
School name	
School address	
School phone number	
Authorised signatory for and on behalf of the school (Name - printed)	
Position	
Date	
Signed	
Gateway Coordinator (Name printed)	
Phone	
Email	

Authorised Signatory for and on behalf of ATTTO	
Authorised signatory for and on behalf of ATTTO (Name – printed)	
Position	
Date	
Signed	

Please complete **all pages, sign above** and send to **Attention: The Hub**

Courier: ATTTO, Level 13 Grand Plimmer Tower 2-6, Gilmer Terrace WELLINGTON 6011

Post: ATTTO, PO Box 6466 Te Aro, WELLINGTON 6141

Fax: 04 499 6577

Scan: thehub@attto.org.nz

Appendix – ATTTO Gateway Student Registration Form

To be completed by each student enrolled in ATTTO's Gateway Programme and sent to ATTTO.

School Details:

School Name	
Postal Address	
Gateway Coordinator	
Phone	
Fax	
E-mail	

Student details:

Student Name	(Please use your legal names as they appear on your NZQA record) First Names: Surname:		
NZQA NSN No.			
Year 12 <input type="checkbox"/> Year 13 <input type="checkbox"/>	Gender Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Ethnic Origin (Please tick) ✓			
European/Pakeha <input type="checkbox"/>	Tongan <input type="checkbox"/>	Indian <input type="checkbox"/>	
NZ Maori <input type="checkbox"/>	Fijian <input type="checkbox"/>	Chinese <input type="checkbox"/>	
Cook Island Maori <input type="checkbox"/>	Samoan <input type="checkbox"/>	Asian <input type="checkbox"/>	
Tokelauan <input type="checkbox"/>	Niuean <input type="checkbox"/>	Other <input type="checkbox"/>	

Workplace Details:

Workplace			
Address			
Supervisor			
Position			
Phone			
Fax			
E-mail			
Work Assessed by	ATTTO (ATTTO registered assessor) <input type="checkbox"/>	School <input type="checkbox"/>	Workplace (ATTTO registered assessor) <input type="checkbox"/>

Aviation Gateway – only ATTTO registered assessors may assess				
			Level	Credit
<input type="checkbox"/>	US 19587	Demonstrate knowledge of internal structures in the civil aviation industry in New Zealand	2	3
<input type="checkbox"/>	US 20677	Demonstrate knowledge of the principles of aircraft flight	2	2
<input type="checkbox"/>	US 19585	Describe the development of aviation from pre World War 1 through to current times	2	8
<input type="checkbox"/>	US 19586	Identify aviation support structures, aircraft types and operations in New Zealand	2	3
<input type="checkbox"/>	US 20676	Demonstrate knowledge of aviation career and training options	2	3
<input type="checkbox"/>	US 16818	Demonstrate knowledge of aviation industry law, systems and procedures	1	1
Tourism Gateway – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess				
<input type="checkbox"/>	US 23761	Read and comprehend work-related documents in English for a tourism workplace	2	3
<input type="checkbox"/>	US 23767	Demonstrate knowledge of and use the Internet in a tourism workplace	2	2
<input type="checkbox"/>	US 18237	Perform calculations for a tourism workplace	2	3
<input type="checkbox"/>	US 24728	Demonstrate knowledge of work roles in tourism	2	3
<input type="checkbox"/>	US 24731	Demonstrate knowledge of destination New Zealand	2	4
<input type="checkbox"/>	US 24726	Describe and compare social and cultural impacts of tourism	2	3
<input type="checkbox"/>	US 24732	Demonstrate knowledge of tourist characteristics and needs	2	3
Advanced Tourism Gateway – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess				
<input type="checkbox"/>	US 23755	Identify and self-evaluate the demands of a specific role in a tourism workplace	3	3
<input type="checkbox"/>	US 23766	Demonstrate knowledge of the tourism industry	3	5
<input type="checkbox"/>	US 18212	Demonstrate knowledge of New Zealand as a tourist destination	3	8

<input type="checkbox"/> Service Sector Gateway (Tourism Slant) – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess		Level	Credit
23768	Demonstrate knowledge of communications and customer service theory in a tourism workplace	3	4
23764	Demonstrate verbal communication skills in a wide range of tourism contexts	3	3
18228	Demonstrate knowledge of specific New Zealand regions as tourist destinations	3	8

<input type="checkbox"/> Travel Gateway – Schools with appropriate Consent to Assess or ATTTO registered assessors may assess		Level	Credit
18211	Demonstrate knowledge of Australia as a tourist destination	3	8
23764	Demonstrate verbal communication skills in a wide range of tourism contexts	3	3
25503	Identify and access travel product information and travel-related information	3	3

Please tick the assessments that the student is planning to undertake.

Note:

- **Service Sector Gateway (Tourism Slant), and Travel Gateway come as packs so individual unit standard material cannot be ordered separately.**
- **Learning and assessment resources need to be ordered separately to the completion of this MoU. This can be done by visiting www.attto.org.nz or Emailing thehub@attto.org.nz or calling 04 499 6570**

Please complete and send to
Post: ATTTO, Box 6466 Te Aro, WELLINGTON 6141
Email: thehub@attto.org.nz
Fax: 04 499 6577