

2011 ATTTO GATEWAY MEMORANDUM OF UNDERSTANDING (MoU) (covering assessment and credit reporting)

To support Aviation and Tourism Gateway learning programmes.

School Name	
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)	

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 reported.

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 2011 calendar year.

5. Assessment

The School may carry out assessment where they hold appropriate accreditation to do so. Accredited schools may also 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 accreditation scope appropriate to a school. All assessment services are offered on an affordable per assessment basis.

For any Tourism unit standards selected where the school does not hold accreditation, 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 and Training 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 Units. Evidence verification is required for assessment of student competency. Records of student work will be kept for moderation purposes. Moderation is a process for checking that assessment decisions have been made consistently across the country.

7. Reporting

School's can no longer use ATTTO's Provider number to report credits to NZQA.

Where ATTTO is responsible for reporting credits to NZQA as detailed in the 'ATTTO Gateway Student Registration Form', there will be an ATTTO administration fee.

ATTTO will issue a certificate for each student who achieves 10 credits in any of the ATTTO Gateway programmes. Applications will need to be made to The Hub and Certificates will be issued within 3 weeks of application.

8. ATTTO Gateway Unit Standards for 2011.

Aviation Gateway Assessed against by ATTTO			
		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 – Accredited Schools 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 – Accredited Schools 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) – Accredited Schools or ATTTO registered assessors may assess			
23758	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
Travel Gateway – Accredited Schools 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	
By (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 – Sample 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	Name (Please use your legal names as appears 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"/>	Samoaan <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 <input type="checkbox"/>	School <input type="checkbox"/>	Workplace <input type="checkbox"/>
Credits Reported by	ATTTO <input type="checkbox"/>	School <input type="checkbox"/>	

Aviation Gateway Assessed against by ATTTO				
			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 – Accredited Schools or an ATTTO registered Assessor can 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 – Accredited Schools or an ATTTO registered assessor 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

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

Travel Gateway – Accredited Schools or ATTTO registered assessors may assess				
<input type="checkbox"/>	18211	Demonstrate knowledge of Australia as a tourist destination	3	8
<input type="checkbox"/>	23764	Demonstrate verbal communication skills in a wide range of tourism contexts	3	3
<input type="checkbox"/>	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 individual unit standards cannot be ordered separately.

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

Please note: Learning and assessment resources need to be ordered separately. This can be done by visiting www.attto.org.nz or Emailing thehub@attto.org.nz or call 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