**Authentic Learning Agreement**

**PARTIES**

Between: Te Aho o Te Kura Pounamu – The Correspondence School (“Te Kura”)

And: <Employer/Community Group Worker> (“Mentor”)

And: <Enter Students Name> (“Student”)

**PURPOSE OF THIS AGREEMENT**

The purpose of this agreement is to formalise a relationship between Te Kura, the Mentor and the Student <along with their parent or guardian> to enable the Student to obtain an unpaid Authentic Learning Experience at the Mentor’s <workplace/Community group>.

This agreement is part of Te Kura approach of working with its stakeholders and in partnership with students, whanau, employers and community organisations and groups in the community to give real life learning experiences to students supported by programmes of learning. Student learning is more meaningful when it is based on student interest and aspirations, and in contexts familiar to the student and whanau.

**TYPE OF ACTIVITY INVOLVED**

<Enter a description of the likely activities the student will be involved in, with sufficient detail to describe the knowledge and skills to be attained>

**TERM OF THIS AGREEMENT**

1. This agreement will commence on the <enter date> and expire on the <enter date>unless earlier terminated in accordance with clauses 6 and 7.

**THE PARTIES AGREE AS FOLLOWS**

1. The Student’s ILP (individual Learning Plan) is the basis for the Authentic Learning Placement (“Placement”).
2. The Mentor will:
   1. Provide a learning environment that recognises the interest and welfare of the student.
   2. Promptly inform Te Kura of any matters that could affect the delivery of the placement learning.
   3. Meet all obligations of an employer under the Health and Safety in Employment Act 1992and the Human Rights Act 1993 and all other legislation (including the Employment Amendment Act 2002).
3. The Student will:
   1. Follow the Mentor’s reasonable workplace instructions;
   2. Attend the workplace during the hours agreed, and inform the Mentor and Te Kura, in good time, of any absences; and
   3. Use all tools, equipment, safety equipment and clothing issued to the Student in a safe and responsible manner; and
   4. Behave in such a way that neither the Student nor other people are put at risk by the Student’s actions; and
   5. Recognise the Student’s responsibility to health and safety, maintain their own safety, and not endanger others.
   6. Inform Te Kura, as soon as possible, of any concerns the Student might have about unsafe work practices or attitudes.
4. Te Kura will:
   1. Monitor the Student’s attendance, performance and attitude on a regular basis.

**TERMINATION**

1. Te Kura may terminate this agreement at any time if the Placement learning is not being delivered to Te Kura satisfaction, and/or the welfare and interest of the Student is not being met.
2. The Mentor may terminate this agreement if unable to deliver the learning or if the Student does not meet their obligations under this agreement.

**CONTACTS AND NOTICES**

1. The parties’ addresses for notices and other communications are:

Te Kura: <Contact person>

<Position>

<Phone> <Mobile>

<Address>

Mentor: <Contact person>

<Position>

<Phone> <Mobile>

<Address>

Student: <Contact person>

<Position>

<Phone> <Mobile>

<Address>

Guardian/

Emergency contact: <Contact person>

<Position>

<Phone> <Mobile>

<Address>

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| Signed on behalf of the Board of Trustees of Te Aho o Te Kura Pounamu – The Correspondence School | Name |  |
| Signature |  |

|  |  |  |
| --- | --- | --- |
| Signed on behalf of the <Enter mentors company details> | Name |  |
| Signature |  |

|  |  |  |
| --- | --- | --- |
| Signed by <Enter the students name> | Name |  |
| Signature |  |

|  |  |  |
| --- | --- | --- |
| Signed by <Enter the Guardians name if required (Under 16 years old)> | Name |  |
| Signature |  |