



# **Dual Provider Partnership Agreement**

**2018**

## **Forward**

New Zealand has a world leading education system. A unique feature of our education system is the ability for many students to learn at their community school while also learning through Te Kura as a dual student. One of our key roles is to partner with schools to provide students with a full and balanced curriculum and specialist programming or curriculum adaptation where needed.

Te Kura values the opportunity to work with hundreds of schools across New Zealand to support the learning and achievement of their students. Over the years we have forged powerful partnerships with schools through our mutual focus on enabling students to have enjoyable and successful learning experiences.

Thank you for choosing to work with us. This partnership agreement proposes how we would like to work with you. If you have any questions or feedback about this agreement please contact your regional Relationship Coordinator.

A handwritten signature in green ink, appearing to read 'Mike Hollings', is positioned above the printed name and title.

Mike Hollings

Chief Executive

## We're here to help

Te Kura has a student and whanau support service called the Hub.

The Hub team is ready to help students, whanau and school coordinators – as well as external support staff such as additional teachers and teacher aides – with any online learning related queries. If you need assistance with access and use of the Te Kura Enrolment System (TES) or our online learning environment My Te Kura, please contact the Hub.

The Hub is available from 8am to 5pm weekdays

Email: [hub@tekura.school.nz](mailto:hub@tekura.school.nz)

Telephone: 0800 65 99 88 then select Option 2

For any other issues or feedback regarding the relationship between Te Kura and your school please contact your Relationship Coordinator.

### Relationship Coordinator contact details

<b>Northern Region</b>  Chris Sanders or Patricia Loulanting  Email: <a href="mailto:chris.sanders@tekura.school.nz">chris.sanders@tekura.school.nz</a> <a href="mailto:patricia.loulanting@tekura.school.nz">patricia.loulanting@tekura.school.nz</a>  Telephone: Chris: (09) 365 9802 or 0800 65 99 88 ext 9709 Patricia: (09) 365 9805 ext: 9720	<b>Central North Region</b>  To be confirmed. In the interim please contact Regional Manager Anil Singh.  Email: <a href="mailto:anil.singh@tekura.school.nz">anil.singh@tekura.school.nz</a>  Telephone: (04) 474 5025 or 027 277 3071
<b>Central South Region</b>  Charmaine Castle  Email: <a href="mailto:charmaine.castle@tekura.school.nz">charmaine.castle@tekura.school.nz</a>  Telephone: (04) 474 5015 or 0800 65 99 88 ext 8033 or 027 292 1519	<b>Southern Region</b>  Eileen Kerr  Email: <a href="mailto:eileen.kerr@tekura.school.nz">eileen.kerr@tekura.school.nz</a>  Telephone: (03) 353 0595 or 027 591 7742

## Purpose

The purpose of this agreement is to outline how we would like to work with you to best support the students we share. This is based on what we have learned about how Te Kura can work most effectively with enrolling schools to ensure students have the right programme, engage quickly in their Te Kura learning, and experience success.

There may be some additional things you wish to raise or add to this agreement that is particular to your students and school. We invite you to discuss these with your Relationship Coordinator for inclusion.

## Partnership

We all want students to enjoy their learning and experience success. Working well together makes all the difference for students. We are keen to work with you in the following ways to support our shared students:

- We will listen to you and respond in a timely way to any queries you have. We ask you to keep us informed of any changes we need to know about our students.
- We will provide students with appropriate learning materials and distance teaching for the courses they have enrolled in. We need you to provide students with an appropriate learning environment including internet access and a computer, as well as supervision while they are working on Te Kura material to ensure they stay on track.
- We will provide students with quality timely feedback on their progress. Please let us know if the feedback isn't helpful or if the work is too easy or too hard. We want to be able to act swiftly if we have not got it right for a student.
- We will provide you with help to work in the Te Kura online environment. We know that the move to digital delivery and online learning means some schools and students are on a steep learning curve. If you or your students are struggling with our online resources, please let us know so we can help.
- We will ensure all Te Kura staff working with your school understand their responsibilities as described in this agreement. We ask that you make sure your Principal and any other staff or colleagues working with Te Kura students are aware of the contents of this agreement.

The [Te Aho o Te Kura Pounamu \(Te Kura\) Enrolment and Dual Tuition Policy](#) details the circumstances under which you can register a student with us. Students registered at Te Kura must attend the school they are enrolled in on a full-time basis. As the main school, you retain the legislative accountabilities for your students, while they are dual enrolled with Te Kura.

Our [Choice 2018 guide](#) has information about the courses you can enrol your students in.

Our website has information about how we deliver [online learning at Te Kura](#). There is also specific information about [online learning for schools](#).

Appendix One provides detailed information about the tuition, supervision and support responsibilities that we will share.

## Appendix One

More information about working together...

<b>Pre-registration and registration</b>	
<b>Te Kura</b>	<b>Your school</b>
<p><i>Te Kura will do the following things to ensure you have access to the information you need to easily register your students with Te Kura enabling them to engage with their learning as soon as possible</i></p>	<p><i>We ask that you do the following to enable students to be registered with Te Kura as quickly as possible enabling them to engage with their learning</i></p>
<p>Provides a Relationship Coordinator for each region to support coordinators, assist with communications and any issues.</p> <p>Publish information on our website (including a link to the Ministry of Education’s enrolment and dual tuition policy for Te Kura) and in My Tera about:</p> <ul style="list-style-type: none"> <li>• eligibility requirements</li> <li>• course offerings</li> <li>• modes of delivery</li> <li>• resources required for specific courses</li> <li>• online learning</li> <li>• hardware and software requirements.</li> </ul> <p>Check applications for dual registration to make sure students are registered under the gateway that meets their individual needs.</p>	<p>Ensure each student’s application complies with the Ministry of Education’s enrolment and dual tuition policy, available on <a href="http://www.tekura.school.nz">www.tekura.school.nz</a> and that all the relevant documentation is submitted with the application. If a student is found to be registered under the wrong gateway we can work together to find another gateway if possible.</p> <p>Provide us with a current email address for each dual student.</p> <p>Ensure each student’s parent or guardian has approved their student’s registration with Te Kura (a suggested template and information sheet for parents are provided on the Te Kura website <a href="#">Dual tuition</a> area).</p> <p>Ensures they have a process in place to identify international students who will need to access fee-paying dual tuition and does not register these students via TES, but uses Te Kura public website: <a href="http://www.tekura.school.nz/Enrol-with-us">www.tekura.school.nz/Enrol-with-us</a>.</p> <p>Withdraws students/cancels a dual tuition registration via the TES if they wish to discontinue student or course registration.</p>

<b>Supporting student learning</b>	
<b>Te Kura</b>	<b>Your school</b>
<i>Te Kura will do the following things to keep students engaged in their Te Kura programme</i>	<i>We ask that you do the following things to keep students engaged in their Te Kura programme</i>
<p>Ensure each student has:</p> <ul style="list-style-type: none"> <li>• a reasonable and continual programme of learning during the Ministry of Education’s standard school terms</li> <li>• a clear statement of expectations, including the quantity, quality and timeliness of work to be completed and returned to Te Kura</li> <li>• teacher support that encourages ongoing learning and achievement</li> <li>• access to teachers via a range of communication channels during school term</li> <li>• regular and timely assessment and feedback on achievement</li> <li>• access to an online introductory course on working online using the My Te Kura tools.</li> </ul>	<p>Help students learn how to use My Te Kura and organise their work, sets good standards, ensures students submit at least one item of assessable work each month and that they meet deadlines.</p> <p>Provide a suitable learning environment and an adequate allocation of school time and supervision during the school day for students’ Te Kura study.</p> <p>Ensure students have the resources and regular, sufficient access during the day to hardware and software they need for their Te Kura courses.</p> <p>Ensure that each student logs on to My Te Kura, initially using their Te Kura ID as user name and password.</p> <p>Ensure that students behave appropriately in an online environment and comply with their school’s cyber safety/digital citizenship policies.</p> <p>Provide coordinators, supervisors, teachers and teacher aides to help students manage their course work with Te Kura. Your school’s Te Kura coordinator will need some school time allocated to effectively carry out the tasks listed.</p> <p>Facilitate access to Te Kura by various means, including but not limited to email, phone, My Te Kura, Virtual Classrooms, Skype and Adobe Connect for both students and their coordinators.</p> <p>Direct students to the My Te Kura instruction course before they start their online courses. Use their coordinator and principal’s nominee access to TES to monitor student work return and results, ensuring that these login details are only used by authorized schools staff as information for multiple students can be viewed.</p>

<b>Keeping records and return of work</b>	
<b>Te Kura</b>	<b>Your school</b>
<i>To ensure we have up to date information about each student to best support their learning, Te Kura will:</i>	<i>To ensure students can engage with Te Kura and that we have up to date records we ask that you do the following</i>
<p>Maintain records for each student on:</p> <ul style="list-style-type: none"> <li>• course registrations</li> <li>• completed work returned by student</li> <li>• engagement and achievement as measured by work returns and assessments</li> <li>• NZQA standards assessment, resubmission and further assessment results and all standards grades awarded</li> <li>• assesses students' work in a timely way and ensures teachers' feedback is relevant</li> <li>• provides regular feedback to each student via their My Te Kura dropbox screens.</li> </ul>	<p>Maintain records for each student on:</p> <ul style="list-style-type: none"> <li>• course registrations</li> <li>• work received from Te Kura and returned to students</li> <li>• teacher feedback and assessment results including NZQA standards results as reported on the TES results screens.</li> </ul> <p>Facilitate access to Te Kura by various means, including but not limited to email, phone, My Te Kura, Skype and Adobe Connect for both students and their coordinators.</p> <p>Encourage students to return work online through each course's My Te Kura dropbox where feasible.</p> <p>Access the audit functionality in My Te Kura and the class list in TES to monitor student engagement, progress and achievement.</p> <p>Reports to families about dual students' progress, work return and achievement using My Te Kura dropbox feedback, credit results on TES and Work Return Reports.</p>

<b>Qualifications</b>	
<i>We ask that you do the following things as the school of enrolment:</i>	
<ul style="list-style-type: none"> <li>• Ensures that formal assessments are completed under the specified conditions. These conditions will be clearly stated on the assessment activity and may include a time limit, closed book, only completed in one sitting, supervised for the whole time.</li> <li>• Guarantees that all assessment tasks are the student's own work, that none of the students' internally assessed work is plagiarized, and signs the authentication statement to confirm this.</li> <li>• Has NZQA "Consent to Assess" or is linked to a school with NZQA "Consent to Assess," and submits students' NCEA entries and results to NZQA through the school's Principal's Nominee using the Te Kura provider code 0498.</li> <li>• Applies to NZQA for any identified Special Assessment Conditions.</li> <li>• Arranges a Memorandum of Understanding with Te Kura if the enrolling school or the link school does not hold NZQA "Consent to Assess."</li> <li>• Ensures the school's Coordinator and Principal's Nominee communicate regularly about students' NCEA entries and results.</li> <li>• If a school has an MOU in place with Te Kura or only enrolls students in up to year 10, it will ensure that each student completes Te Kura's payment and registration process.</li> </ul>	
<b>Te Kura</b>	<b>Your school</b>
<i>Te Kura will do the following related to internally assessed standards:</i>	<i>We ask that you do the following related to internally assessed standards:</i>
<p>Provides students with opportunities to gain NZQA internally-assessed standards where the student is working at an appropriate curriculum level.</p> <p>Provides regular and timely assessment and feedback on work submitted to Te Kura including results of NZQA standards assessment and information on further assessment opportunities where appropriate.</p> <p>Offers students the opportunity to appeal an assessment result and to follow the documented Te Kura appeals process.</p> <p>Maintains records of internally assessed standards for each student.</p> <p>Provides regular reminders of standards results available in TES. These reminders will be sent to the Principal's Nominee and specify for each student how the school can access the results for all internally assessed standards attempted in the current year to date.</p>	<p>Enters all internal assessment results received from Te Kura onto their student management system using the Te Kura provider code 0498 and the Te Kura course code for course endorsement. Where the school does not hold "Consent to Assess", it will ensure all these results are given to its local link school or they have an MOU/subcontract agreement with Te Kura.</p> <p>Checks the accuracy and ensures the security of results and includes them in their NZQA file submissions.</p> <p>Ensures that students know of their right to appeal an assessment result and the process to follow. Encourages students to contact their subject teachers about selecting appropriate internally assessed stds.</p> <p>Ensures it has a system for collecting NZQA fees and paying them to NZQA.</p> <p>Ensures that closed book assessment tasks that specify supervision are supervised by an appropriate person who signs an Authentication Statement on the cover sheet if required.</p> <p>Ensures that students working online know the name of their supervisor so they can enter this when submitting their assessment work and authentication statement to the My Te Kura dropbox.</p> <p>Ensures students understand that authentication of work submitted for assessment is a serious matter.</p> <p>Cooperates fully with Te Kura in the investigation of any authentication issues.</p>



<i>Te Kura will do the following related to externally assessed standards:</i>	<i>We ask that you do the following related to externally assessed standards:</i>
<p>Provides opportunities to students to prepare for assessment in NZQA externally assessed standards and scholarship awards where the student is working at an appropriate curriculum level.</p> <p>Provides a list of externally assessed standards on the information for schools page on the Te Kura website <a href="http://www.tekura.school.nz/information-for-schools/qualifications-information">http://www.tekura.school.nz/information-for-schools/qualifications-information</a>. This lists external standards recommended for each Te Kura course.</p> <p>Provide a regular and timely formative assessment and feedback on work returned to Te Kura, and practice examinations.</p> <p>Maintains records of each student’s preparation for externally assessed standards.</p> <p>Te Kura will not include any of the enrolling school’s students in file submissions to NZQA unless the enrolling school is a primary or year 7-10 school or has a signed MOU/subcontract with Te Kura.</p>	<p>Uses the TES to see which externally assessed standards each student is enrolled for, or access the list of externally assessed standards from the Te Kura website <a href="http://www.tekura.school.nz/information-for-schools/qualifications-information">http://www.tekura.school.nz/information-for-schools/qualifications-information</a> to identify the externally assessed standards, course codes and titles that are recommended for each Te Kura course.</p> <p>Encourages students to contact their subject teachers about selecting appropriate externally assessed standards.</p> <p>Enters students for all appropriate externally assessed standards in their student management system using the Te Kura provider code 0498 and Te Kura course codes (including externally assessed standards via portfolio submission in subjects like art and design and visual communication. Where the school does not hold NZQA “Consent to Assess”, it will ensure all these results are given to its local school which holds “Consent to Assess” or it has a signed MOU/subcontract with Te Kura.</p> <p>Includes all entries for appropriate externally assessed standards in their regular file submission to NZQA.</p> <p>Ensures it has a system for collecting NZQA fees and paying them to NZQA.</p> <p>Ensures that practice exams are supervised by an appropriate person and the Authentication Statement is signed.</p> <p>Ensures students understand that authentication of work submitted for assessment is a serious matter.</p> <p>Co-operates fully with Te Kura in the investigation of any authentication issues.</p>

**Non-engaged students (Non-returners)**

- To enable students to be successful when studying with Te Kura, students should return work to us regularly, or be in contact with their teacher about their programme. Our resourcing arrangements and our enrolment and dual tuition policy, as set by the Minister of Education, also require registering schools to ensure that each student returns work at least monthly in each course that they are registered for.
- Unfortunately if a student is withdrawn due to not returning work, we are unable to register them again in that same subject for the remainder of the calendar year.

<b>Te Kura</b>	<b>Your school</b>
<i>To enable you to make sure your students are engaging in their programme of learning with us Te Kura will:</i>	<i>To enable your students to return work to Te Kura regularly we need you to do the following:</i>
<p>Provide on the TES non-returners screen, accurate work return dates and monthly lists of students with non-returned status.</p> <p>Send an email notification if, according to our systems, no work has been submitted by a student or students in the previous month, referring the school to the TES for details and advising that the student/s will be automatically withdrawn from that course if they do not return work in the next month.</p> <p>Send an email notification if, according to our systems, no work has been submitted by a student or students in the second month, confirming that the student has been withdrawn from that course and cannot be reinstated or re-enrolled in that course for the remainder of the calendar year.</p>	<p>Ensure students registered for dual tuition keep up with their course work and submit work to Te Kura for assessment at least once a month in each course they are registered for.</p> <p>Check the TES non-returners screen each month to view the names of students who have not submitted work for one month or more.</p> <p>Contact the relevant Te Kura subject teacher if work has been submitted but is not showing as received on the TES screens (Non Returners screen and Subjects of a Student screen).</p> <p>Contact Te Kura urgently if a student does not have sufficient work in the course in question so this can be addressed.</p> <p>Withdraw students/cancel a dual tuition registration via TES if the students are no longer continuing with the course.</p> <p>Contact the Relationship Coordinator if there are mitigating circumstances.</p>

<b>Registration of international students</b>	
<b>Te Kura</b>	<b>Your school</b>
<i>Te Kura will do the following things relating to your international students</i>	<i>We ask that you do the following things relating to your international students</i>
<p>Provide tuition in certain subjects/courses to international students.</p> <p>Has no responsibility for student accommodation arrangements</p> <p>Is responsible for reviewing its own processes for effectiveness and efficiencies. Te Kura Relationship Coordinators support schools to do the same in terms of Te Kura-registered students.</p> <p>Agree that the circumstances under which tuition to be provided to an international student under this DPPA may be terminated are described on page 4 under <i>Pre registration and registration</i> and on page 9 under <i>Non-engaged students (Non-returners)</i>.</p>	<p>Is a signatory to the Code of Practice for Pastoral Care of International Students (the Code).</p> <p>As a signatory to the Code, take responsibility for the pastoral care of any of its international students who are subsequently registered with Te Kura.</p> <p>Arrange accommodation for students who require it</p> <p>Agree that the circumstances under which tuition to be provided to an international student under this DPPA may be terminated are described on page 4 under <i>Pre registration and registration</i> and on page 9 under <i>Non-engaged students (Non-returners)</i>.</p> <p>Is responsible for international students' conditions of acceptance including enrolment with your school, a current visa, a variation of conditions, if required, appropriate medical insurance, complaints procedure referencing the International Education Appeal Authority (IEAA) established by the Code, language proficiency testing and collecting and recording a student's medical and travel insurance.</p> <p>Is responsible for maintenance of learner records, including passport and visa information as per Code requirements</p> <p>Will communicate to Te Kura any change in the circumstances of an international student, including advising Te Kura of the student's current email address (see page 4 <i>Pre registration and registration</i>).</p> <p>Is responsible for management of attendance/non-attendance of international students registered with Te Kura. See page 9 <i>Non-engaged students (Non-returners)</i>.</p>