

Dual Provider Partnership Agreement between

**Te Aho o Te Kura Pounamu and
Regional Health Schools**

Contents

Introduction	3
Te Kura Contact Details	5
School’s contact details	5
Terms of Agreement	6
Qualifications	10
Appendix 1	13
Appendix 2	14
Privacy	14
Complaints policy and procedures	14

Working with Te Aho o Te Kura Pounamu 2019 Dual Provider Partnership Agreement with Health Schools

Introduction

1. This Dual Provider Partnership Agreement (DPPA) outlines the responsibilities of Te Aho o Te Kura Pounamu (Te Kura) and of Health Schools for Health School students registered for dual tuition with Te Kura.
2. This DPPA recognises the special circumstances of Health School students including their learning environment and the learning support provided to them. Implicit also is the acknowledgement of the special relationship Health Schools have with the families and whanau of their students.
3. Unlike other dual registered students, Health School students will not be removed from the Te Kura roll if they are not meeting work return requirements.
4. By registering one or more students with Te Kura for dual tuition, Health Schools accept all the terms and conditions of this DPPA.
5. The Principal, Principal's Nominee and Te Kura Coordinator, supervisors or teacher aides who work with Te Kura students should all have copies of this agreement for reference.

Equipment for online learning

6. Almost all of Te Kura courses are delivered online through the online teaching and learning environment, called My Te Kura. Health Schools must ensure that students registered for secondary level courses have access to the appropriate devices, connectivity and software. Broadband internet access is essential.
7. Years 1- 8 and Learning Support students have access to paper-based resources in addition to online learning in some subjects.

Devices

8. A suitable device is one that enables the student to:
 - access the internet via a web browser
 - make audio and video recordings
 - create and edit documents, including spreadsheets and presentations (using PowerPoint or Prezi, for example)
 - save their work onto a hard disk drive in order to upload it to a My Te Kura course dropbox.
9. A laptop or desktop computer, netbook, or tablet PC (also known as a Smart PC) with at least a hard disk drive of more than 80GB and memory of more

than 4GB are the best options as they offer a greater range of functionality than most standard tablets or iPads.

Internet connectivity

10. Broadband internet or equivalent is necessary for students learning online. A data plan of at least 30GB is recommended but schools or learning centres with more than one student learning online may need more data than this, depending on the number and year level of the students. Dial-up internet is not suitable.

Software

11. My Te Kura itself provides a lot of the software and tools students will need to learn online, along with instructions on how to use them. However, there are some other software and online tools students will need access to that are available for free, including:
 - internet browser – Google Chrome, Mozilla Firefox or Safari are recommended as these are available to download online. Many devices come with a web-browser already installed.
 - PDF editing software – there are different options available which enable students to write directly into PDF files, save their work and upload it to My Te Kura for assessment.
 - anti-virus software
 - a Gmail account for access to GoogleDocs.
12. Links to these and other websites for downloading recommended software are available in My Te Kura.

Email Address

13. Students learning online need an email address, which Te Kura uses to send instructions for logging into My Te Kura.

Printer

14. Access to a printer and scanner is essential. Some courses require students to write or draw some of their work on printed worksheets which can be downloaded and printed from My Te Kura. See Appendix 1 for checklist of the equipment or software students may need.
15. As with booklet-based courses, some courses require students to use particular items of equipment. Details of any equipment required are specified within the course in My Te Kura.
16. For more information on dual tuition, including online learning for dual students and a Principal's Nominee handbook for secondary dual students, please refer to the [Dual Providers](#) page on the Te Kura website.

Posting Work Back

17. Students should be encouraged to return work for assessment by uploading it to My Te Kura course dropboxes. A small number of dual registered students, such as those registered through the special education and remedial gateways or in some specialist subjects, may need to return work for assessment by post. Schools need to meet the cost of returning this work by post if required.
18. It is essential that the student name and ID number are clearly recorded on all items sent to Te Kura by post e.g. have a barcode ID label applied or the student's ID number written on each item.

Te Kura Contact Details

To discuss

- Dual tuition entry criteria or a dual student's registration – email enrolment@tekura.school.nz or ring 0800 65 99 88, option 1.
- A student's course or progress – call or email the Te Kura subject teacher. The Te Kura Enrolment System ([TES](#)) lists the teachers for each dual student and their contact details.
- The DPPA, Te Kura's systems and processes, any unresolved dissatisfaction with the level of service received from Te Kura or for other help – contact the Relationship Coordinator for your region.

The Relationship Coordinator contact details

Northern Region Trish Loulanting Email: patricia.loulanting@tekura.school.nz Telephone: 0800 65 99 88 ext: 9720 or 027 407 8891	Central North Region Carina Dooley Email: carina.dooley@tekura.school.nz Telephone: 0800 65 99 88 extn 7549 or 027 591 7735
Central South Region Charmaine Castle Email: charmaine.castle@tekura.school.nz Telephone: (04) 474 5015 or 0800 65 99 88 ext 8033 or 027 292 1519	Southern Region Sheena Sherratt-Smith Email: sheena.sherratt-smith@tekura.school.nz Telephone: 0800 65 99 88 extn 8124 or 027 591 7742

School's contact details

19. Schools must ensure they provide up-to-date contact details for the Te Kura Coordinator, Principal and Principal's Nominee on the Contact Information page of the TES.

Terms of Agreement

Pre-registration and registration	
Te Kura	Health School
<p>Provides a Relationship Coordinator for each region to support coordinators and assist with communications and any issues.</p> <p>Publishes information on its website (including a link to the Ministry of Education's enrolment policy for Te Kura) and in My Te Kura about:</p> <ul style="list-style-type: none"> • eligibility requirements • course offerings • modes of delivery • resources required for specific courses • online learning • hardware and software requirements. 	<p>Schools are required to register students online using the Te Kura Enrolment System (TES) accessed via our website.</p> <p>Ensures each student's application complies with the Ministry of Education's enrolment and dual tuition policy, available on www.tekura.school.nz and that all the relevant documentation is submitted with the application. If a student registration is found to be invalid after the application is accepted, Te Kura will cancel the dual tuition registration.</p> <p>Provides a current email address for each secondary student.</p> <p>Ensures each student has parent/guardian approval for registration with Te Kura (a suggested template and information sheet for parents are provided in the Dual tuition area of Te Kura's website).</p> <p>Withdraws students/cancels an enrolment via the TES if they wish to discontinue student or course registration.</p>

Supporting student learning	
Te Kura	Health School
<p>Ensures students have:</p> <ul style="list-style-type: none"> • A reasonable and continual programme of learning during the Ministry of Education's standard school terms • A clear statement of expectations, including the quantity, quality and timeliness of work to be completed and returned to Te Kura (refer to the Course and Assessment Guide for each course) • Teacher support that encourages ongoing learning and achievement • Regular and timely assessment and feedback on achievement • Access to an online introductory course on working online using My Te Kura tools. <p>Learning Support Students</p> <ul style="list-style-type: none"> • Ensure that each student has an individualised programme designed to support your students' learning goals, in collaboration with your school • Provide ongoing advice and guidance, and digital and non-digital resources as required 	<p>Supports students' learning in the most appropriate way given their individual needs and circumstances.</p> <ul style="list-style-type: none"> • Ensures students, as their circumstances allow, have the resources and regular, sufficient access during the day to hardware and software they need for their Te Kura courses. • Ensures that students behave appropriately in an online environment and comply with their school's cyber safety/digital citizenship policies. • Provides coordinators, supervisors, teachers and teacher aides as appropriate to help students manage their course work with Te Kura. • Facilitates access to Te Kura by various means, including but not limited to email, phone, text, My Te Kura, Skype, YouSeeU and Zoom for both students and their coordinators. • Directs students to the My Te Kura - Hub instruction course before they start their online courses. • Ensures that each student logs on to My Te Kura initially using their Te Kura ID as user name and password. • Helps 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>Note: The coordinator and Principals Nominee's username and password provides access to multiple students' information and should be used by authorised school staff only.</p>

Supporting student learning continued	
Te Kura	Health School
	<p data-bbox="810 333 1225 369">Learning Support Students</p> <ul data-bbox="858 400 1390 1144" style="list-style-type: none"> <li data-bbox="858 400 1390 566">• Provide the Te Kura teacher with any updated learning needs during the academic year, including their current abilities, skill level, strengths and interests. <li data-bbox="858 598 1390 763">• Ensure your student has adequate support to complete learning tasks, including marking their work and giving immediate feedback on their achievements. <li data-bbox="858 795 1390 1025">• Provide evidence of monthly engagement in each enrolled subject. This may be relevant parts of booklets posted/scanned and emailed to the teacher, photos, drawings, video, audio and other digital files. <li data-bbox="858 1057 1390 1144">• Complete the assessment page for each resource, including student's comments where relevant.

Keeping records and return of work	
Te Kura	Health School
<p>Maintains records for each student on:</p> <ul style="list-style-type: none"> • Course registrations • Completed work returned by student • Engagement and achievement as measured by work returns and assessments • NZQA standards assessment, including resubmission and further assessment results, and grades awarded for all attempted standards. • Assesses students' work in a timely way and ensures teachers' feedback is relevant • Provides regular feedback on student progress as recorded in My Te Kura or on the individual work items students have submitted. 	<p>Maintains records for each student on</p> <ul style="list-style-type: none"> • Course registrations • Work received from Te Kura and returned to students • Teacher feedback and assessment results including NZQA standards results as reported on the TES results screens • Uses the class list in TES and the Audit Users tool in My Te Kura to monitor student engagement, progress and achievement. <p>Facilitates access to Te Kura by various means, including but not limited to email, phone, text, My Te Kura, Skype, YouSeeU and Zoom for both students and their coordinators.</p> <p>Encourages students to return work online through each course's My Te Kura dropbox where possible.</p> <p>Accesses the audit functionality in My Te Kura and the class list in TES to monitor student engagement, progress and achievement.</p>

Qualifications

Health School

- Ensures that formal assessments are completed under the specified conditions. These conditions will be clearly stated on the assessment activity and may include but is not limited to:
 - a time limit
 - closed book
 - to be completed in one sitting
 - supervised for the whole time
- Guarantees that all assessment tasks are the student's own work and that none of the students' internally assessed work is plagiarised.
- Complete the authentication statement on My Te Kura
- Ensures that the school's Coordinator and Principal's Nominees communicate regularly about students' NCEA entries and results.

Internally Assessed Standards	
Te Kura	Health School
<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>Liaises with the student's school of enrolment about their responsibility for the NCEA entries, fee payments and Special Assessment Conditions applications.</p> <p>Reports all NCEA internal assessment results received from Te Kura to the student's school of enrolment who will enter the results using the Te Kura provider code 0498 and the Te Kura course code for course endorsement.</p> <p>Checks the accuracy and ensures the security of these results and include them in their file submissions to NZQA.</p> <p>Ensures that students know of their right to appeal an assessment result and the process they should follow.</p> <p>Encourages students to contact their subject teachers about selecting appropriate internally assessed standards.</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.</p> <p>Ensures that students know the name of their supervisor, so they can enter this when submitting their assessment work 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>

Externally Assessed Standards	
Te Kura	Health School
<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 Te Kura website. This lists the external standards recommended for each Te Kura course.</p> <p>Provides 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.</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 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>Through the students' school of enrolment:</p> <ul style="list-style-type: none"> 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 Technology). Includes all entries for appropriate externally assessed standards in their regular file submission to NZQA. ensures it has a system for collecting NZQA fees and paying them to NZQA <p>Ensures that practice exams are supervised by an appropriate person and the Authentication Statement is completed online.</p> <p>Co-operates fully with Te Kura in the investigation of any authentication issues.</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>

Appendix 1

Item	Essential	Desirable
A suitable device: desktop PC, laptop, netbook or tablet PC	✓	
Internet broadband connection and data plan (we recommend 30GB of data per month)	✓	
Internet browser – Google Chrome, Mozilla Firefox or Safari	✓	
Webcam – built in or separate	✓	
Microphone - built in or separate	Essential for courses such as languages and music which require audio recordings	✓
PDF editing software such as Adobe, PDF Escape	Essential for most NCEA Level 1 courses and for dual-enrolled students	
Anti-virus software	✓	
Printer	✓	
Scanner	✓	
Digital camera – either a dedicated camera or built into a tablet or smartphone		✓
Headphones	Essential for languages courses	Desirable for other courses
Word processing software such as Microsoft Office, Open Office, Google Drive or Office Works	✓	
An email account such as My Te Kura, Gmail, Yahoo, Hotmail etc. We recommend Google	✓	

Appendix 2

Privacy

- 1 See the [Privacy](#) page on our website.
- 2 Increasingly, Te Kura is facilitating access for its students to a variety of online education providers. These sites are designed for the New Zealand Curriculum and NCEA, and Te Kura recommends these sites to its students as they provide valuable learning resources which supplement Te Kura courses. Use of these sites lets students fill gaps in their learning or access aspects of courses not easily presented in written lessons. Te Kura makes every effort to confirm that these sites have robust privacy policies and are secure in terms of maintaining personal data.
- 3 To facilitate access to the sites, Te Kura may send to the provider the name, identification number and email address of each student enrolled in related courses. The provider will then email the student with registration instructions. Registration is not compulsory. If a student does not want to register, they do not have to do so.
- 4 Any students or providers with questions, concerns or feedback about such online education providers, the sites, or the registration process should email curriculum@tekura.school.nz.

Complaints policy and procedures

- 5 Te Kura has policy and procedures in place to cover complaints about Te Kura staff, policy, systems, services and processes.
- 6 Where a school, their student and/or the parent/whanau has a complaint about the student's registration with Te Kura, or where a Te Kura staff member has an issue with a school, the complaint should be raised in the first instance with the regional Relationship Coordinator (RC), who will check whether there is a wider issue that needs to be addressed. The RC will discuss the matter, if warranted, with the Regional Manager.
- 7 If the complainant feels that discussion has not produced a satisfactory outcome, or where the situation is considered to be urgent or very serious, the complainant should document the complaint in writing to the Chief Executive of Te Kura.