

# HITO Schools Programme Memorandum of Understanding (MOU)



## **NZ Hair and Beauty Industry Training Organisation AND**

**SCHOOL:** .....

### **1. Purpose**

- 1.1 The purpose of this agreement is to support the delivery and assessment of HITO Gateway programmes.

### **2. Programme**

- 2.1 The school programme approved through this MOU is listed in Appendix 1

### **3. Delivery of Training and Assessment**

- 3.1 HITO resource material must be used for all programmes outlined in this MOU.
- 3.2 The workplace will be responsible for the delivery and assessment of the workplace component of the programme. Either the authorised personnel at the workplace or a HITO Registered Assessor must carry out the assessment of student competency as appropriate.
- 3.3 Once the workplace personnel or HITO Registered Assessor has confirmed achievement of standards, HITO will register student results with NZQA on behalf of the school.

### **4. The School will:**

- 4.1 Assist the student where required to place the student with a suitable industry workplace.
- 4.2 Submit a completed and signed MOU and 'Student registration' form to HITO before the student commences the programme.
- 4.3 Engage and support students involved with the HITO Gateway programme.
- 4.4 Accept responsibility at all times for the conduct, welfare and safety of students in programme.
- 4.5 Advise HITO when the student is ready for a practical assessment and send in all theory assessments to be marked by HITO.
- 4.6 Take responsibility for checking that the unit standard results have appeared on the student's NZQA Record of Achievement.

### **5. HITO will:**

- 5.1 Return a signed copy of the MOU to the school.
- 5.2 Dispatch resources to the school upon the receipt of the student registration form.
- 5.3 Organise a verifier/assessor to mark assessments.
- 5.4 Complete and return marked assessments/assignments.
- 5.5 Provide the school gateway coordinator with ongoing advice and support for the programme.

- 5.6 Register all credits onto the National Qualification Framework for all students. **The award of credit will be the sole responsibility of HITO.**
- 5.7 Support and assist the learner to progress and transition into industry and further study within the HITO brand I.e. apprenticeship.

**6. Financial Arrangements:**

- 6.1 HITO programme fees as detailed in Appendix 1. These fees cover all costs associated with the programme.
- 6.2 The cost for each HITO programme offering per student is \$450.00.
- 6.3 HITO will invoice the school on receipt of the student registration. Payment in full will be required by the 20th of that month following receipt of the invoice.
- 6.4 If a student withdraws within the first 4 weeks, a partial credit/refund will be issued. However, a \$100 administration fee will be charged.

**7. Term and Termination:**

- 7.1 This MOU is valid until 31 December 2020
- 7.2 Either party may terminate this MOU if the other party has substantially breached an obligation under this MOU.
- 7.3 Before terminating this Agreement on the grounds of breach, the party wishing to terminate will give the other party written notice of the breach and request that party to remedy the breach within a specific time which is reasonable in the circumstances.

Signed on behalf of **the School**:.....

Name of School: .....

Principal / Nominee's Name: ..... Phone: .....

Email: .....

Date: ...../...../.....

Gateway Coordinator's name: .....

Gateway Coordinator's email:.....

Signed on behalf of **HITO**:.....

Contact Name: Debra Hawkins, General Manager of Stakeholder Engagement

Phone: (04) 499 1180

Date: ..... /..... /.....

**Please return all completed and signed MOU and student enrolment forms to:**

Scan / Email: support@hito.org.nz

Post: HITO, P.O. Box 11 764, Wellington 6011

## Appendix 1.

Gateway 2020 Programme and Fee Structure

### Hairdressing, Beauty therapy and Barbering Programme - \$450.00 GST inclusive per student per programme

<b>Barbering Preparation Programme</b>			
<b>Unit</b>	<b>Description</b>	<b>Level</b>	<b>Credits</b>
<b>Theory:</b>			
21940	Demonstrate knowledge of workplace requirements for employment in salon	2	5
28025	Demonstrate knowledge of the client journey in a salon	2	2
<b>Practical:</b>			
21938	Converse and interact with clients and operators in a salon environment	2	3
21935	Maintain order and supplies in a hairdressing or barbering salon environment	2	5
19808	Select and maintain barbering tools and equipment	2	4
21936	Protect the client for hairdressing services in a salon environment	2	1
		<b>Total</b>	<b>20</b>
<b>Hairdressing Preparation Programme</b>			
<b>Unit</b>	<b>Description</b>	<b>Level</b>	<b>Credits</b>
<b>Theory:</b>			
21940	Demonstrate knowledge of workplace requirements for employment in salon	2	5
28025	Demonstrate knowledge of the client journey in a salon	2	2
<b>Practical:</b>			
21938	Converse and interact with clients and operators in a salon environment	2	3
21937	Assist an operator in a salon environment	2	4
9953	Provide client service and care in hairdressing or barbering salon	2	4
28026	Present a personal fashion image for work in a hairdressing salon environment	2	3
		<b>Total</b>	<b>21</b>
<b>Beauty Therapy Services Preparation Programme</b>			
<b>Unit</b>	<b>Description</b>	<b>Level</b>	<b>Credits</b>
<b>Theory:</b>			
21940	Demonstrate knowledge of workplace requirements for employment in salon	2	5
28025	Demonstrate knowledge of the client journey in a salon	2	2
27639	Apply knowledge of basic beauty concepts to maintain personal presentation for a commercial beauty salon	2	3
<b>Practical:</b>			
21938	Converse and interact with clients and operators in a salon environment	2	3
27637	Maintain order and supplies for a commercial beauty salon	2	4
27638	Provide client service and care and assist the operator to prepare for service in a beauty salon environment	2	3
		<b>Total</b>	<b>20</b>