

HITO Schools Programme Memorandum of Understanding (MOU) 2023

Te Pūkenga Work Based Learning Limited T/A HITO

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 For programmes with practical components, the workplace will be responsible for the delivery and verification of the practical components of the programme. The qualified personnel at the workplace must carry out the assessment of student competency as appropriate.
- 3.3 Once the qualified workplace personnel have confirmed achievement of the standards, HITO will register student results with NZQA on behalf of the school.
- 3.4 All materials remain the property of HITO and not to be re-printed or used outside of this agreement.

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 Programme Enrolment' 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 Send in all theory assessments and verification sheets signed by the workplace to HITO to be marked.
- 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 Programme Enrolment form.
- 5.3 Organise an 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 credits 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 full credit HITO programme offering per student is \$475.00.
- 6.3 The costs for each reduced credit programme at \$250 as outlined in appendix 1.
- 6.4 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.
- 6.5 HITO fees are non-refundable unless a student withdraws within the first 4 weeks, then a partial credit/refund will be issued less a \$100.00 administration fee.

7 Term and Termination:

- 7.1 This MOU is valid until 31 December 2023.
- 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 Email: support@hito.org.nz

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 2023 Programme and Fee Structure

\$475 GST inclusive per student per programme

Barbering Preparation Programme			
Unit	Description	Level	Credits
Theory:			
21940	Demonstrate knowledge of workplace requirements for employment in salon	2	5
28025	Demonstrate knowledge of the client journey in a salon	2	2
Practical:			
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	3	4
21936	Protect the client for hairdressing services in a salon environment	2	1
		Total	20

Hairdressing Preparation Programme			
Unit	Description	Level	Credits
Theory:			
21940	Demonstrate knowledge of workplace requirements for employment in salon	2	5
28025	Demonstrate knowledge of the client journey in a salon	2	2
Practical:			
21938	Converse and interact with clients and operators in a salon environment	2	3
21937	Assist an operator in a salon environment	2	4
21935	Maintain order and supplies in a hairdressing or barbering salon environment	2	5
28026	Present a personal fashion image for work in a hairdressing salon environment	2	3
		Total	22

Beauty Therapy Services Preparation Programme			
Unit	Description	Level	Credits
Theory:			
21940	Demonstrate knowledge of workplace requirements for employment in salon	2	5
28025	Demonstrate knowledge of the client journey in a salon	2	2
Practical:			
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
27639	Apply knowledge of basic beauty concepts to maintain personal presentation for a commercial beauty salon	2	3
		Total	20

Hairdressing Theory Programme Level 2			
Unit	Description	Level	Credits
2891	Demonstrate knowledge of hair fashion over time	2	5
2873	Demonstrate knowledge of trichology	2	8
25439	Demonstrate knowledge of sustainability concepts for a salon	2	2
21940	Demonstrate knowledge of workplace requirements for employment in salon	2	5
		Total	20

Hairdressing and Beauty Theory Programme Level 2 and 3			
Unit	Description	Level	Credits
27644	Demonstrate knowledge of makeup and design theory	3	4
28844	Demonstrate knowledge of professional behaviour and legal requirements for a salon	3	3
27645	Demonstrate knowledge of the structure and functions of the face, and of facial skin types and conditions	3	6
2891	Demonstrate knowledge of hair fashion over time	2	5
25439	Demonstrate knowledge of sustainability concepts for a salon	2	2
		Total	20

Gateway 2023 Reduced Credit Programme and Fee Structure

\$250.00 per student per programme

Level 2 Hairdressing Theory Only Reduced Credits (\$250.00 per student)			
Unit	Description	Level	Credits
2891	Demonstrate knowledge of hair fashion over time	2	5
25439	Demonstrate knowledge of sustainability concepts for a salon	2	2
		Total	7

Level 3 Beauty Theory Only Reduced Credits (\$250.00 per student)			
Unit	Description	Level	Credits
27644	Demonstrate knowledge of makeup and design theory	3	4
27645	Demonstrate knowledge of the structure and functions of the facial skin types and conditions face, and of	3	6
		Total	10