

HITO Schools Programme Memorandum of Agreement (MOA) 2024

**Between Te Pūkenga – New Zealand Institute of Skills and Technology
T/A HITO (“HITO”)**

And (“the School”)

Each a “party” and together “the parties”

1. Purpose

- 1.1 The purpose of this agreement is to set out the responsibilities of the above parties in respect of the delivery and assessment of HITO Gateway programmes (referred to as “the programmes”).

2. Programme

- 2.1 The HITO Gateway programmes available for delivery through the School during the Term (defined below) are listed in Appendix 1.

3. Delivery of Training and Assessment

- 3.1 The parties agree that HITO resource material will be used for all programmes delivered under this agreement.
- 3.2 The School will ensure that, for any programme with practical components, the workplace will validate the practical components of the programme using HITO material.
- 3.3 HITO will assist the workplace where required to ensure practical components submitted meet programme outcomes.
- 3.4 HITO will register student results with NZQA on behalf of the School.
- 3.5 All programme materials remain the property of HITO and are not to be re-printed, sold or used outside the purposes of this agreement.

4. The School will:

- 4.1 Assist any student where required to be placed with a suitable industry workplace.
- 4.2 Submit a completed copy of this agreement signed by the School and a ‘Student Registration’ form for each student to HITO before the student commences the relevant programme.
- 4.3 Provide HITO with details of salons and other workplaces at which students in the programmes are engaged.
- 4.4 Engage and support students enrolled with the programmes.
- 4.5 Accept responsibility at all times for the conduct, welfare and safety of students in the programmes.
- 4.6 Send in all theory assessments and verification sheets signed by the workplace to HITO to be marked.
- 4.7 Take responsibility for checking that the unit standard results have been recorded on each student’s NZQA Record of Achievement.

5. HITO will:

- 5.1 Return a signed copy of this agreement to the School.
- 5.2 Dispatch relevant materials and resources to the School upon the receipt of each Student Registration form.
- 5.3 Enrol students in the relevant programme in accordance with each Student Registration form.
- 5.4 Organise an assessor to mark student assessments.
- 5.5 Complete and return to the School all marked assessments and student assignments.
- 5.6 Provide the School Gateway Coordinator with ongoing advice and support for the programmes.
- 5.7 Register all credits onto the National Qualification Framework for all students. **The award of credits will be the sole responsibility of HITO.**
- 5.8 Support and assist the students to progress and transition into industry and further study within HITO (for example under an apprenticeship).

6. Financial Arrangements:

- 6.1 The HITO programme fees are set out in Appendix 1 and those fees cover all costs associated with the programmes.
- 6.2 HITO will invoice the School on receipt of the Student Registration forms.
- 6.3 The School agrees to pay each invoice in full by the 20th day after the date of receipt of the invoice.
- 6.4 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 The term of this agreement will commence on the date it is signed by both parties and end on 31 December 2024.
- 7.2 Either party may terminate this agreement if the other party has substantially breached an obligation under this agreement, subject to clause 7.3.
- 7.3 Before terminating this agreement under clause 7.2, 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:**

Principal / Nominee's Name: Phone:

Email:

Date://

Gateway Coordinator's name:

Gateway Coordinator's email:



Signed on behalf of **HITO**:Contact Email: gateway@hito.org.nz

Phone: (04) 499 1180

Date: / /

Please return the completed and signed MOA and all student enrolment forms to:

Scan / Email: gateway@hito.org.nz

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

Appendix 1

A. Gateway 2024 Programme and Fee Structure

\$475.00 (GST inclusive) per student registered in each of the following programmes

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
** this unit must be completed within the salon environment		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
** this unit must be completed within the salon environment		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
** this unit must be completed within the salon environment		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

B. Gateway 2024 Reduced Credit Programme and Fee Structure

\$250.00 (GST inclusive) per student registered in each of the following programmes

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 face, and of facial skin types and conditions	3	6
		Total	10