

Please sign and email a copy to [star@nzschooloftourism.co.nz](mailto:star@nzschooloftourism.co.nz)



# New Zealand School of Tourism

Level 6, 360 Queen Street, Auckland  
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## 2017 MEMORANDUM OF UNDERSTANDING

**For the purposes of this Memorandum of Understanding  
The provider is the New Zealand School of Tourism and**

**SCHOOL NAME .....**

**THIS MOU COVERS THE FOLLOWING UNITS .....**

1. The New Zealand School of Tourism is the accredited provider and will provide travel and tourism Unit Standards by Distance Learning for students at the school studying tourism.
2. The school agrees that the New Zealand School of Tourism will complete all marking and participate in moderation on behalf of the school.
3. The assessment and moderation requirements of these Unit Standards will be in compliance with the accreditation provisions held by the New Zealand School of Tourism.
4. The school acknowledges that as the programme is by Distance Learning there is no requirement for the person facilitating/supervising the study to hold qualifications. However Unit Standards where the assessment requires a role play, the school agrees to provide a qualified teacher for this part of the assessment. This teacher will have a Degree in Tourism, Geography or Languages or two years experience in the travel or tourism industry.
5. The school agrees that if they intend to teach the travel and tourism material (rather than facilitate the study) to a class then the teacher delivering the material will hold relevant qualifications.
6. This agreement is subject to the school receiving funding through Secondary Tertiary Alignment Resource (STAR) / Gateway in 2017.
7. Cost: As per the New Zealand School of Tourism's STAR / Gateway Resource folder.
8. Invoices will be issued after resources have been sent out. Payment will be made by the 20<sup>th</sup> of the following month.
9. All Staff of New Zealand School of Tourism have been Police vetted.
10. That students will be given the attached sheet informing them of assessment and complaint procedures.

Please sign and email a copy to [star@nzschoolorftourism.co.nz](mailto:star@nzschoolorftourism.co.nz)

- 11. That students have signed the attached sheet or similar granting permission for their assessments to be used for moderation purposes. The school holds these on file.
- 12. The School agrees to report student results to NZQA using provider code **PC 8640**.
- 13. **There are no refunds on returned or unused resources, unless the discrepancies reported during 48 hours after receiving the order.**

**Signature of Parties**

New Zealand School of Tourism  
Provider

.....  
Name of school



.....  
Signature

.....  
Signature

.....  
Position  
(Must be Principal / AP or DPs)

National Sales Executive

.....  
Date

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**DECLARATION OF ASSESSMENT PROCEDURE 2017**

This is to confirm that the assessment(s) of the New Zealand School of Tourism purchased by school are to be completed under the required assessment procedures and supervised by me (or by

.....)

The qualification I hold is: (Please tick  the one(s) that applies)

- National Diploma or Degree in Geography
- National Diploma or Degree in Language
- National Diploma or Degree in Tourism
- Two years experience in the travel and tourism industry
- Other, please specify

.....

.....

I declare that the assessment(s) sent in is the work of the named student(s).

I understand that the list of these students is to be provided with every submission of their assessments to be marked by the New Zealand School of Tourism.

Signature: .....

Name: .....

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## Assessment and Complaint Procedures

### Assessments

Assessments for the unit standards vary. Some will be by written exam, others by assignments, role-plays or observations. Your teacher will explain our assessment procedures.

All work for assessments, both classroom and home study, must be your own work. Copying or using notes, etc, from previous students or the internet is not acceptable. The management of the New Zealand School of Tourism will deal with any cases of plagiarism seriously.

### Marking

All marking will be completed by approved markers from New Zealand School of Tourism

### Resits

One free resit is allowed per unit. Any second resits will incur a \$30.00 fee payable in advance.

### Hook On

Please talk to your teacher if you are not hooked on to the NZQA database.

### Results

New Zealand School of Tourism will forward the results to the School.

Schools will forward these results to NZQA at the applicable time

A Results Notice and certificate will be sent to you once you are competent in a unit.

### Appealing Results

If you wish to appeal any result, then you need to present your case in writing to;

### National Sales Executive

New Zealand School of Tourism, PO Box 5975,  
Level 6, 360 Queen Street, Auckland 1141

### Complaints Procedures

If you have a complaint regarding the material or assessment it should be taken to your teacher for discussion.

If the complaint is unable to be resolved satisfactorily then it can be taken to;

CEO, New Zealand School of Tourism, PO BOX 9820, Wellington

If the complaint can still not be resolved then the complaint can be taken to:

Aviation Tourism & Travel Training Organisation

P O Box 6466, Te Aro, Wellington

Ph: (04) 499-6570

New Zealand Qualifications Authority

The Terrace. Wellington

Ph: (04) 802-3000

### Authority for release of papers for moderation

I ..... (name of student) agree to have my assessment paper used for the purposes of moderation. I understand that I need to give this permission under the Privacy Act.

.....  
(Signature)

.....  
(Date)