

## Offsite Courses and Work Experience

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### Rationale

When students are enrolled in offsite courses or engage in work experience placements organised by Waiuku College (the school), the school will ensure that the course/placement meets the student's learning needs, provides a safe working environment and that any assessment is conducted in line with NZQA requirements.

### Requirements

1. Prior to engaging an offsite provider or employer the school, normally in the person of the STAR/Gateway Co-ordinator, will ensure that the provider and/or employer is able to meet the learning needs of the student(s) and complies with all relevant health and safety and NZQA requirements.
2. Prior to students starting a course/placement the school, normally in the person of the Gateway Co-ordinator will visit the employer and conduct an onsite health and safety assessment.
3. A Memorandum of Understanding (MoU), setting out the responsibilities of the provider, the school and the student(s) will be put in place. The MoU will be signed by an authorised representative of the provider/employer and the school, normally the STAR/Gateway Co-ordinator. In the case of work experience placements the MoU will also be signed by the student(s) and their parent(s)/caregiver(s).
4. Prior to signing a MoU, students and caregivers will be provided with a written statement from the provider/employer setting out the health and safety requirements of the course/placement.
5. Memoranda of Understanding must set out who is responsible for:
  - a. The provision of the course/work experience placement;
  - b. Student enrolments;
  - c. Compliance with current health and safety legislation, including the provision of personal protection equipment (PPE);
  - d. The provision of third party insurance to cover the student(s) during the course/placement;
  - e. Providing students with a health and safety induction programme at the commencement of the course/placement;
  - f. The supervision and care of students during the course/placement;
  - g. Conducting assessments, and the moderation, recording and reporting of results in accordance with NZQA requirements. Whenever possible, the school will record and report results, under the providers NZQA code;
  - h. The payment of any fees/costs and the provision of learning/assessment materials.

All MoUs must also set out:

- i. The names of the parties involved and the duration of the agreement (normally no more than one year);
- j. The name and number of any Unit and/or Achievement Standards to be assessed;
- k. Assessment procedures including arrangements for late submissions and appeals;
- l. The method for resolving any differences that may arise between the parties;
- m. Arrangements for terminating the agreement and any period of notice, if required;
- n. How student outcomes will be protected should the agreement be terminated prematurely.

6. Ordinarily the provider/employer will be responsible for providing PPE. If a student is required to provide their own PPE the school will cover the cost.
7. The school, normally in the person of the STAR/Gateway Co-ordinator, will ensure that all assessment results are reported to NZQA in a timely manner.

Adopted by the Board of Trustees: 8 April 2019