

2025 Memorandum of Understanding

Contract of the provision of Yoobee Colleges Short Courses (Tourism in Schools)

Between

Yoobee Colleges LTD trading as the New Zealand School of Tourism

And

**SCHOOL
NAME:** _____

This MoU covers the Fully Inclusive marking for the following Unit Standards:

1. Purpose

- 1.1 This MoU is for the purposes of formalizing an agreement between the school (named above) and Yoobee Colleges LTD (trading as New Zealand School of Tourism) Tourism in Schools Fully Inclusive Marking 2025.
- 1.2 The New Zealand School of Tourism is the accredited provider and will provide approved Travel & Tourism unit standards by distance learning for the student at the school (named above) studying tourism.

2. Delivery of Unit Standards

- 2.1 The school acknowledges that as the programme is by distance learning there is no requirement for the staff member facilitating/supervising the study to hold qualifications. However, unit standards where possible that require a role play, the school agrees to provide a qualified teacher for this part of the assessment. This teacher will hold a Degree in Tourism, Geography, Language or a minimum of two years' experience in the Travel and Tourism Industry.
- 2.2 The school agrees that if they intend to teach our Tourism in Schools product (rather than facilitate the study) to the class then the teacher delivering the material will hold relevant qualifications.

3. Marking of Unit Standards

- 3.1 The school agrees that the New Zealand School of Tourism will complete all marking and participate in moderation on behalf of the school.
- 3.2 The assessment and moderation requirements of these Unit Standards will be in compliance with the accreditation provisions held by Yoobee Colleges LTD.
- 3.3 All original assessments are to be sent to our STAR Department in Auckland. Scanned or photocopied assessments will not be accepted.
- 3.4 Once the unit standard has been marked as passed and achieved, the school will receive a results notification and will then report the students results to NZQA using provider code issued by Yoobee Colleges LTD.
- 3.5 Any assessments that are sent through will be accepted on the basis of allowing a minimum of 10 working days to complete any marking and have any results sent through.

3.6 The school acknowledges that any marking received after the cut off date **FRIDAY 5TH DECEMBER 2025** may be declined for marking and will result in the student not being successful in their unit standard.

4. Payment

- 4.1 The cost of the unit standard is as per the New Zealand School of Tourism – Tourism in Schools brochure 2025.
- 4.2 Invoices will be issued after the material has been sent out. Payment will be made by the 20th of the following month.
- 4.3 There are no refunds on return or unused resources unless the discrepancies reported 48 hours after receiving the order.

5. Complaints processes & Moderation

- 5.1 Students and staff will be given the attached sheet informing them of assessment and complaint procedures.
- 5.2 Students that have signed the attached sheet or similar are granting permission for their assessments to be used for moderation purposes and the school will hold these on file.

AGREEMENT

The parties below agree to the terms and conditions within this MoU. Yoobee Colleges LTD requires an annual renewal of this agreement.

SCHOOL TO COMPLETE

SCHOOL NAME: _____

STAFF SIGNATURE: _____

STAFF NAME: _____

POSITION: _____

DATE: _____

YOOBEE COLLEGES REPRESENTATIVE:

STAFF NAME: _____

STAFF SIGNATURE: _____

POSITION: _____

DATE: _____

DECLARATION OF ASSESSMENT PROCEDURE 2025

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 (your name)

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.

SCHOOL NAME _____

STAFF SIGNATURE: _____

STAFF NAME: _____

POSITION: _____

DATE: _____

ASSESSMENT & 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.

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;

STAR Supervisor

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;

National Engagement & Short Course Team Lead

Tyson Leaf

Tyson.leaf@yoobeecolleges.com

+64 21 229 3980

New Zealand Qualifications Authority
The Terrace, Wellington
(04) 802 3000