

# 2023 Memorandum of Understanding



**Fairview Educational Services Limited (FEDS)**  
Provider code 7265

(hereinafter called the “**Provider**”)

and \_\_\_\_\_ **High School / College**  
(hereinafter called the “**School**”)

agree to negotiate the supply of workbooks designated in Schedule A and/or Schedule B (or any variation as negotiated). Our School accepts the following:

1. The Provider acknowledges that it will provide automotive workbooks and assessment materials to the School.
2. The Provider acknowledges that it is accredited by the New Zealand Qualifications Authority (NZQA) for all resources provided. Evidence of accreditation can be provided on request from the School. Assessment and moderation will be in accordance with NZMITO requirements.
3. Fairview Educational Services Limited (FEDS) is the owner of copyright and the School agrees to abide by copyright regulations.
4. The School undertakes not to make or cause to be made any reproduction or copies of the resources provided without the prior written consent of Fairview Educational Services Limited or only as may be otherwise authorised by the provisions of the Copyright Act 1994.
5. The resources are provided to the School for educational purposes only as a part of a course of study and are only to be used by the students of the School.
6. The School acknowledges that materials are provided on a one workbook per student basis and are not to be shared between students.
7. Resources are provided for use during the 2023 school year. If a school has unused workbooks they may be reallocated to other students during 2023 but FEDS will not provide credits for any unused materials or carry over materials to subsequent years.
8. Where the School opts to use FEDS assessment resources under its own accreditation scope it is the responsibility of the School to meet the appropriate moderation requirements.
9. The School agrees to ensure the integrity of the assessment. Assessments are to be conducted as closed book exercises under exam conditions with no access of assessments provided to students before the assessment date. Assessment papers and answer banks to be held securely.
10. The School agrees to ensure that appropriate security measures will be followed to protect passwords for access to secure areas of the FEDS website.
11. The School acknowledges that it is responsible for reporting results to NZQA.
12. The Provider and the School agree that a contract arising from this memorandum will exist once signed and will terminate at the conclusion of the school year.

■ **SCHEDULE A - Covers units that school is not accredited for (FEDS assesses)**

**This Agreement covers the following services:**

- Provision - of student workbooks as agreed
- Marking of student workbooks and assessments as agreed
- Reporting of results to School within 10 days from receipt of assessment
- Assessment and reassessment (up to 1 reassessment as required)

**This agreement covers:**

- Automotive unit standards that FEDS assesses

**This School agrees to:**

- Ensure that there is no reproduction/photocopying of the materials provided
- Ensure the integrity of the assessment. Assessments are to be conducted as closed book exercises under exam conditions with no access of assessments provided to students before the assessment date. Assessment papers are to be held securely.
- Ensure that results are reported to NZQA only after receiving written confirmation from the FEDS office of the results. Results can then be reported using FEDS provider code.

■ **SCHEDULE B - Covers units that school is accredited for (schools assess and moderate)**

**This Agreement covers the following services:**

- Provision of student workbooks as agreed
- Provision of assessment materials as agreed

**This agreement covers:**

- Automotive unit standards that school holds accreditation for

**This School agrees to:**

- Meet appropriate pre and post moderation requirements
- Ensure that there is no reproduction/photocopying of the materials provided
- Ensure the integrity of the assessment. Assessments are to be conducted as closed book exercises under exam conditions with no access of assessments provided to students before the assessment date. Assessment papers are to be held securely.
- Ensure that results are reported to NZQA using School Provider Code

**On behalf of:** **FAIRVIEW EDUCATIONAL SERVICES LTD** (the **Provider**)

Name: Adam Cunningham: General Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**On behalf of:** \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Contact \_\_\_\_\_

(if different to above:)