

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).

HITO Schools Programme Memorandum of Agreement (MOA) 2025



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 within 30 days from the date 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 2025.
- 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.

SCHOOL TO COMPLETE			
Signed on behalf of the School		Date	
Principal / Nominee's Name		Phone	
Email			
Gateway Coordinator's name			
Gateway Coordinator's email			
School Accounts email			

HITO TO COMPLETE			
Signed on behalf of HITO		Date	
Contact email	support@hito.org.nz	Phone	(04) 499-1180

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

Scan / Email: support@hito.org.nz
Post: HITO, P.O. Box 11 764, Wellington 6011

HITO Schools Programme

Memorandum of Agreement (MOA) 2025



Appendix 1

A Gateway 2025 Programme and Fee Structure

\$425.00 plus GST per student registered in each of the following programmes

Barbering Work-based 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 Work-based 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 Work-based 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

Gateway 2025 Work Placement Programmes and Fee Structure

Hairdressing Level 3 Work-based Programme			
Unit	Description	Level	Credits
25077	Section and comb hair	2	2
2866	Shampoo hair and scalp	3	4
28843	Demonstrate knowledge of personal health and hygiene, and self styling for working in a salon	3	2
28848	Apply knowledge of common hair and scalp conditions to complete a limited scope consultation	3	4
28845	Demonstrate safe and professional practice in the salon environment	3	3
25436	Display products in the salon environment	2	3
** these units must be completed within the salon environment. Work placement required for this programme		Total	18

Make up and Skincare Level 3 Work-based Programme			
Unit	Description	Level	Credits
27648	Demonstrate knowledge of promotional activities within a make-up and skin care workplace	3	7
27646	Perform Skincare Services for the face in preparation for make up application	3	10
28946	Demonstrate knowledge of tools, equipment and safe operating procedures used in make-up and skin care services	3	4
** these units must be completed within the clinic environment. Work placement required for this programme		Total	21

Gateway 2025 Theory Only Programmes and Fee Structure

Level 2 Hairdressing Theory Programme			
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

Level 2 and 3 Hairdressing and Beauty Theory Programme			
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

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B Gateway 2025 Theory Only Reduced Credit Programmes and Fee Structure

\$225.00 plus GST per student registered in each of the following programmes

Level 2 Hairdressing Theory Only Reduced Credits			
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			
Unit	Description	Level	Credits
27644	Demonstrate knowledge of makeup and design theory	3	4
27645	Demonstrate knowledge of the structure and functions of the facial skin types and conditions face, and of	3	6
		Total	10

Level 3 Barbering Theory Only Reduced Credits			
Unit	Description	Level	Credits
10645	Describe the development of barbering	3	3
28018	Demonstrate knowledge of removing product build-up from hair	3	4
		Total	7