



South Pacific Educational Courses Ltd

1289 Ada Street, Hastings 4122, PH: (06) 877 7410

**Application for Membership
to use SPEC NZQA approved programmes for New Zealand Qualifications**

Name of your School/Centre.....

Address:

.....

SPEC Coordinator.....

Email Address.....

Phone.....Mobile.....

Please read the Terms and Conditions carefully before signing this document.

Please keep a copy of both your Membership Form and the Terms and conditions.

The school agrees to the terms and conditions of this membership.

The SPEC annual Membership must be current in order for schools to deliver the SPEC programmes for the New Zealand qualifications.

Principal's Signature: Date:

For office use only

Approval: Yes/No

Database Updated:

School Contacted

Saved Recurring

Membership Invoice No:

Membership Fee:

SPEC General Term and Conditions

1. Terms and Conditions of SPEC Membership

- 1.1 In this agreement SPEC refers to South Pacific Educational Courses Ltd, the educational organisation providing the services.
- 1.2 The Member refers to the establishment whose details are kept on a database held at the SPEC office , names appear on the SPEC website under SPEC Members.
- 1.3 The Member Fee refers to an annual payment at the start of an academic year, being able to access SPEC programmes leading to New Zealand qualifications and the professional verification services that SPEC offers.
- 1.4 The Member Fee is determined by SPEC. One Term's notification will be given of any changes to the fee.
- 1.5 Centres wishing to deliver SPEC part way through the year will be invoiced for the respective proportion of the fee for that year and then a full fee for the following academic year.
- 1.6 Schools may only deliver SPEC programmes if their membership is current and the fee has been received.
- 1.7 Cancellation of the membership must be received in writing after which schools will cease to be able to use the SPEC programmes, or access the verification and certification of modules.

2. Membership Approval and Quality Assurance

- 2.1 Any school/centre wishing to use SPEC programmes towards the New Zealand qualifications or SPEC certificates must complete a Membership form endorsed with a signature from Senior Management.
- 2.2 Centres are advised for at least one member of staff to complete an initial introductory training day to fully understand the ethos, principles and requirements of both the SPEC programmes and the New Zealand qualifications.
- 2.3 The school/centre must identify a SPEC Co-ordinator who will oversee the implementation, staff training within the school/centre, and be responsible for the quality assurance procedures, internal moderation and ensure that a representative attends verification meetings.
- 2.4 Schools/centres must notify SPEC of any changes to the Co-ordinator and provide up to date contact details to ensure consistency and avoid disadvantaging students learning.
- 2.5 Schools/centres agree to follow the clearly defined quality Assurance procedures laid out in the Teacher's Guidelines.
- 2.6 A workbook must be purchased for every student working on the SPEC programme. (See Ownership and Copyright)
- 2.6 Schools/centres must adhere to the conditions of payment of invoices. Failure to pay on the 20th of the next month will result in a 10% late payment charge added to the outstanding invoice/s.

3. Ownership and Copyright

- 3.1 All copyright, trademarks, design rights and other intellectual property rights (registered and unregistered) in SPEC resources, including materials on the SPEC website www.spec.org.nz are owned by South Pacific Educational Courses Ltd.
- 3.2 Schools/centres must not copy, reproduce, republish in any way unless specific permission to do so is given in writing by the SPEC director.
- 3.3 SPEC will monitor schools/centres and make direct contact if schools are in breach of 3.2 and take appropriate action if necessary.
- 3.3 Schools/centres may use the SPEC logo to advertise programmes in their Curriculum documents.