

# SPEC Membership – Terms and Conditions (Updated 2026)

## 1. Definitions

1.1 **SPEC** refers to *South Pacific Educational Courses Ltd*, the organisation that owns, manages, and delivers the SPEC programmes, including all associated intellectual property.

1.2 **The Member** refers to the school, centre, or organisation whose details are held on the SPEC membership database and listed publicly as a current SPEC Member.

1.3 **Membership Fee** refers to the annual payment required to access SPEC programmes, NZQA-approved qualifications, professional verification services, ongoing Professional Development and certification.

1.4 The **Membership Fee** is set by SPEC. Notification of any changes will be provided at least one academic term in advance.

1.5 Schools or centres joining part-way through an academic year will be invoiced a pro-rated portion of the annual fee, followed by the full fee at the start of the next academic year.

1.6 Schools/centres may only deliver SPEC programmes when their membership is current, and the annual fee has been paid in full.

1.7 Cancellation of membership must be submitted in writing. Upon cancellation, the Member loses all rights to use SPEC programmes, access verification services, or request certification of modules.

## 2. Membership Approval and Quality Assurance

2.1 Any school/centre wishing to deliver SPEC programmes towards the New Zealand Certificate in Skills for Living or SPEC Entry Level Certificates must complete a Membership Application endorsed by Senior Management.

2.2 SPEC strongly recommends that at least one staff member attends an introductory training session to ensure full understanding of the ethos, principles, and requirements of the SPEC programmes and associated qualifications.

2.3 The Member must appoint a **SPEC Co-ordinator** responsible for programme implementation, staff training, internal moderation, quality assurance, and attendance at verification meetings.

2.4 The Member must notify SPEC of any changes to the Co-ordinator and provide updated contact details to ensure continuity of communication and avoid disadvantaging student progress.

2.5 Members agree to follow all quality assurance procedures outlined in the **Teacher's Guidelines**, including internal moderation, evidence requirements, and verification processes.

2.6 A **workbook must be purchased for every student** working on a SPEC programme. Photocopying, scanning, or reproducing workbooks is strictly prohibited (see Section 3).

2.7 Members must adhere to SPEC's invoice payment terms. Failure to pay by the 20th of the following month may result in a 10% late payment charge added to outstanding invoices.

### **3. Ownership, Copyright, and Intellectual Property**

3.1 All copyright, trademarks, design rights, and intellectual property registered and unregistered associated with SPEC resources are owned exclusively by **South Pacific Educational Courses Ltd**. This includes all materials on the SPEC website, modules, Teacher's Guidelines, GPO Tracking and other associated resources.

3.2 The **SPEC® registered trademark**, comprising the spiral symbol and the SPEC wordmark in Blippo typeface, is legally protected. Members must not reproduce, adapt, or use the trademark without written permission.

3.3 Members must not copy, reproduce, scan, photograph, republish, or distribute SPEC resources in any form unless explicit written permission is granted by the SPEC Director.

3.4 SPEC monitors programme delivery and may contact Members directly if a breach of copyright or trademark conditions is identified. SPEC reserves the right to take appropriate action, including suspension of membership or legal remedy.

3.5 Upon cancellation or expiry of membership, the Member must cease all use of SPEC materials, including workbooks, digital resources, verification processes, and certification requests.

### **4. Programme Delivery and Certification**

4.1 Members must ensure that students complete all tasks within each workbook to maintain programme validity and alignment with NZQA requirements.

4.2 Verification meetings are a mandatory part of the quality assurance process. A representative from each Member school/centre must attend scheduled verification sessions.

4.3 Certification of modules and qualifications will only be processed for Members with current membership and compliant quality assurance records.

4.4 SPEC reserves the right to withhold certification if evidence does not meet programme requirements or if quality assurance procedures have not been followed.

## **5. General Conditions**

5.1 SPEC may update these Terms and Conditions from time to time. Members will be notified of changes and provided with updated documentation.

5.2 Membership does not grant ownership of any SPEC intellectual property. All materials remain the exclusive property of South Pacific Educational Courses Ltd.

5.3 SPEC reserves the right to suspend or terminate membership where serious breaches of copyright, quality assurance, or programme integrity occur.

5.4 By paying the Membership Fee, the Member agrees to abide by all Terms and Conditions outlined in this document.