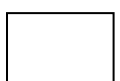


- 5. Hours and Days of Work** You will be employed to work as necessary to prepare for the examinations to be held at the examination centre specified in clause 6 below and, during the examinations in November/December 2009, for the duration of each examination session for which there are candidates at your examination centre.
- 6. Place of Work** You will be based at the examination centre designated in the “Examination Centre Details” section above.
- 7. Payment** You will be paid according to the total candidate session entries for your examination centre and at the rate set out in the Examination Centre Manager Responsibilities 2009 document.
- In addition, you will be paid holiday pay of 8% of your total gross earnings when you are paid for your work under this agreement. This is instead of any entitlement to annual holidays.
- Subject to your providing a **correct claim schedule**, your earnings will be paid **after 22 December 2009** by direct credit to a bank account correctly nominated by you. Please note that payments can only be paid once all details are confirmed and accurate and in accordance with IRD provisions. NZQA pays its employees on a fortnightly basis and requires accurate information before payment can be processed. Inaccurate information will delay processing time and sometimes this may mean delays of up to three weeks or longer if this includes statutory holidays.
- 8. Public Holidays** If you work on a public holiday at the employer’s direction, you will be paid one and a half times the portion of your relevant daily pay that relates to the time worked on that day.
- 9. Other Leave** Because of the short duration of this casual employment relationship, you will not become entitled to sick or bereavement leave.
- 10. Duties and Responsibilities** Your duties and responsibilities under this agreement are as set out in the Examination Centre Manager Role Definition and the Examination Centre Manager Responsibilities 2009 document, which are enclosed with this agreement.



11. Termination

Subject to the provisions of this clause 11, your employment under this agreement will come to an end at the agreed termination date, or upon the earlier completion of the work required under this agreement, or by the employee or the employer providing you with one week’s notice of termination in any other case.

The employer may terminate your employment without notice if you commit serious misconduct or other conduct inconsistent with your responsibilities to the employer.

If the employer’s business is restructured (as defined in section 69L Employment Relations Act 2000), where no statutory provision is made concerning your employment, the employer will seek to initiate discussions with the new employer regarding the likely impact of this restructuring on you, including whether you will be offered a transfer to the new employer on the same terms and conditions of employment.

If you do not transfer to the new employer, the employer will discuss your entitlements with you at that stage. However, you will not be entitled to either redundancy compensation or any notice of redundancy.

12. Employment Relationship Problems

A plain language explanation about the services available for resolving employment relationship problems is attached as Schedule A of this agreement.

13. Status of Agreement

This employment agreement constitutes the full and entire agreement between the parties and supersedes any and all previous written and oral contracts between them.

Initial here



**NATIONAL EXAMINATIONS – 2009
DECLARATION OF CENTRE MANAGER**

NAME OF EXAMINATION CENTRE:.....
CENTRE CODE:

I DO / DO NOT (**delete one**) have a dependent, or any other person, living in my house, who will be sitting NCEA or Scholarship examinations in November/December 2009.

If you do have candidates in this category, please outline planned arrangements for the storage of papers and the supervision of candidates.

(Please continue on back if necessary.)

Signed _____

Name of Centre Manager: :.....

1. Have you ever had an injury or medical condition caused by gradual process, disease, or infection, for example: hearing loss or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?

YES NO

2. Do you have any other condition that may affect your ability to effectively perform the tasks and responsibilities of the position applied for?

YES NO

If you have answered “yes” to question 1 or 2, please give details.

Here

Initial

APPOINTMENT OF EXAMINATION CENTRE MANAGER 2009

Name of Examination Centre:
Centre Code:

I, (insert full name) have read this casual employment agreement and understand its implications and requirements. I am aware that I have a right to seek independent advice about this agreement, and confirm that I have been allowed a reasonable opportunity to seek that advice. I also confirm that I have been informed that I may obtain further information about my entitlements under the Holidays Act 2003 from the Department of Labour.

I accept the appointment of Centre Manager. I declare that I will abide by the rules and regulations of the New Zealand Qualifications Authority for the conduct of examinations.

(Signature)

(Date)

Please sign and initial each page.

Return the signed contract to NZQA as soon as possible before the commencement of the exam period.

SCHEDULE A - SERVICES AVAILABLE FOR RESOLVING EMPLOYMENT RELATIONSHIP PROBLEMS

You should raise any problem regarding your employment with your employer as soon as possible, and attempt to resolve it informally. If the problem is a personal grievance, you must raise it within 90 days of it occurring unless your employer or the Employment Relations Authority allows a longer period.

If you do not resolve your problem informally with your employer, the following services are available to assist you. This chart is only a guide to those services, and you should also seek advice from your union or other representative, or refer to Part 10 of the Employment Relations Act 2000.

EMPLOYMENT RELATIONS INFOLINE

- The Employment Relations Infoline is run by the Department of Labour and provides information to employees and employers, or may refer them to the Mediation Service.
- Either the employer or employee can contact the Employment Relations Infoline on **0800 800863** or by visiting the website **www.ers.dol.govt.nz**



MEDIATION SERVICE

- Mediation is an important method of resolving problems. The Mediation Service has mediators who are available to assist the parties agreeing on a resolution to their problem. This can be initiated by either the employer or employee contacting the Employment Relations Infoline on **0800 800863**.
- The parties may also choose to have the mediator make a decision about the problem which will be binding on them.



EMPLOYMENT RELATIONS AUTHORITY

- You may apply to the Employment Relations Authority who will investigate the problem and make a decision. The Infoline can assist with information on this process ph **0800 800 863**. You must complete a form called a Statement of Problem, setting out your problem. Your employer will then fill out a statement in reply which details its view.
- The Employment Relations Authority will then investigate the problem and may hold meetings or interview anyone involved. It can also direct you to try mediation, whether or not this has already happened.



EMPLOYMENT COURT, COURT OF APPEAL AND SUPREME COURT

- Either party may appeal an Authority decision in the Employment Court within 28 days, where a full judicial hearing will occur.
- There are further limited rights of appeal to the Court of Appeal and Supreme Court.

NEW ZEALAND QUALIFICATIONS AUTHORITY

ROLE DEFINITION

POSITION TITLE: Examination Centre Manager

DATE: June 2009

POSITION PURPOSE

The role of the Examination Centre Manager is to be responsible to the New Zealand Qualifications Authority for the conduct of those examinations held at examination centres in November/December 2009.

WORKING RELATIONSHIPS

Responsible to: Manager, Secondary Operations and Development

Responsible for: All examination Supervisors and Examination Assistants at the examination centre

FUNCTIONAL RELATIONSHIPS

At the examination centre: Principal's Nominee
Supervisors
Examination Assistants
Other staff at the examination centre as required.

At NZQA: Secondary Operations and Development staff

DUTIES

- In consultation with the Principal's Nominee, prepare a Centre Manager's planner prior to the commencement of examinations (this should be completed online).
- Link with the school to confirm the accommodation required for the examinations.
- Contact and engage appropriate people for examination supervision duties.
- Complete a schedule advising names and details of Supervisors who will be employed to assist in examination supervision (this should be completed on-line).
- Be responsible for the receipt, checking and secure storage of examination papers and materials.
- Delegate and train another person as Centre Manager to administer the examinations in the event that you are unable to work.
- Instruct **all** Supervisors and Examination Assistants regarding their responsibilities.
- Be responsible for the administration, conduct and supervision of examinations at your examination centre according to NZQA procedures.
- Supervise examinations where necessary.
- Report all examination irregularities to NZQA.
- Arrange for all candidate answer booklets to be prepared for collection.

- Complete and return the Supervisor's Claim Schedule (this should be completed online).
- Complete and return (where appropriate) the Special Assessment Schedule
- Complete and return the Exam Centre Managers Survey (this should be completed online).

PERSON SPECIFICATION

- Excellent communication skills
- Ability to work well with young adults and an affinity with the students at the particular examination centre
- Ability to work under pressure and within deadlines
- Well organised
- Methodical
- Ability to be adaptable
- Integrity beyond question
- Ability to lead a small team
- Computer skills and access to a computer during the exams are an advantage

CONFIDENTIALITY

All work in connection with the examinations is strictly confidential to Centre Managers, Principal's Nominees and the Qualifications Authority. The Centre Manager is to ensure the confidentiality of all examination question papers at all times.

Centre Managers must not discuss any matters relating to the examinations with the media or any persons other than NZQA staff or the Principal's Nominees.

All examination question papers are confidential to Supervisors and candidates and no other persons are permitted to see them during the applicable examination session.