



GLASSER
AUSTRALIA
IGNITE THE POWER OF CHOICE

MEMORANDUM OF AGREEMENT

This document describes the agreement between:

Glasser Australia (GA) and a **Faculty Member** who is qualified to deliver the NESA accredited program '*Basic Intensive Training in Choice Theory, Reality Therapy and Lead Management*' in New South Wales.

Faculty members who wish to deliver the NSW Education Standards Authority (NESA) accredited program to participating teachers must be:

- Qualified Basic Intensive Instructors and approved faculty members by the Board of GA.
- Financial members of GA.
- Prepared to comply with the trainer requirements expected of those presenting an accredited New South Wales Standards Authority (NESA) course.
- Prepared to complete a 'fit and proper person' declaration and submit this to the Chair of Glasser Australia for approval.

I. Purpose of the Agreement

The purpose of this agreement is to ensure that Instructors presenting the NESA accredited 4-day program described as '*Basic Intensive Training in Choice Theory, Reality Therapy and Lead Management*' are fully qualified to do so and are compliant with all the procedural, record keeping and endorsed provider requirements specified by NESA.

II. Roles and Responsibilities

Responsibilities of Glasser Australia

1. GA is the legal entity endorsed to deliver the NESA accredited 4-day program.
2. GA will maintain and retain evidence that it satisfies all the criteria required of an endorsed provider.
3. A member of GA's staff will manage the endorsement and ensure that GA fulfils its provider responsibilities.
4. GA will enter into an agreement with each presenter qualified to offer the course allowing them to deliver the *Basic Intensive Training Program in Choice Theory/Reality Therapy/Lead Management* as a NESA registered course.
5. GA will be responsible for ensuring that all presenters abide by the NESA endorsed provider requirements.
6. The Chair of the GA Board will receive and sign off on the 'fit and proper person' declaration provided by each presenter, and have each declaration signed and witnessed in a manner that complies with the legislation.

III. Responsibilities re: Faculty Members presenting NESA Programs

1. Maintain their Instructor Status with GA.
2. Follow NESA promotional guidelines when promoting courses.
3. Ensure that any promotional materials clearly indicate that NESA endorsement is with Glasser Australia and the faculty member is acting as an authorised presenter for GA. (The faculty member will not be independently endorsed as a NESA provider).
4. Deliver the Choice Therapy/Reality Therapy/Lead Management Basic Intensive Training Program exactly as registered by NESA.
5. Maintain procedures to provide quality assurance, including continuous improvement and course evaluation.
6. Ensure current, accurate and secure administrative and record management systems are in place to protect participant information.
7. Send the details of participants that completed the course, including their NESA numbers, to the Institute with sufficient time for the details to be uploaded within 30 days of the course being completed.
8. Provide evidence of appropriate insurance cover to conduct PD activities, including but not limited to Public Liability and Professional Indemnity Insurance.

IV. Duration of the Agreement

This agreement will be in effect from the date of signing of this Memorandum (by the GA Board Chair and the Faculty Member identified in this agreement) and cease at a time where the terms of the Agreement are no longer able to be met.

V. Signatures of Accountable Officer and Presenter

The Memorandum of Agreement will be signed by the GA Board Chair and the relevant Faculty Member.

Each party will retain one copy for their records.

Faculty Member Name: _____

Signature: _____

Date: _____

GA Board Chair Name: _____

Signature: _____

Date: _____