

2011

Memorandum of Agreement

Between

NAMIG (Northern Advanced Manufacturing Industry Group) Inc



and

School name

NAMIG works in a facilitative partnership with a group of schools who are participating in the Concept2Creation program. This document presents the conditions for this partnership between NAMIG and each school.

***COMPLETED MOAs ARE TO BE RETURNED TO NAMIG BY 5.00PM
FRIDAY 15 APRIL 2011***

NAMIG Vision

NAMIG will facilitate, in an operational and functionally sustainable manner, an enduring culture of industry engagement with education and training providers.

Within the NAMIG vision NAMIG has three primary purposes.

- 1. Development of the C2C suite of programs which will assist secondary schools, including government and non government, to create relationships with Advanced Manufacturing and Advanced Technology industries for the benefit of young people and for the economic and social benefit of the community.***

NAMIG will focus on the following objectives for program and project development:

- Career Awareness in the Advanced Manufacturing and Advanced Technologies Industries
- Support for the Development of Employability and Entrepreneurial Skills
- Promotion of applied learning opportunities through the integration of science, mathematics and technology in a problem-based, project style learning approach.

- 2. Establishment and utilisation of links between Industry, Education and the Local Community. NAMIG has established a wide network of stakeholders through communication, collaboration and stakeholder consultation.***

NAMIG will maintain relevance and effectiveness through:

- An industry-led Management Board, supported by a General Reference Group and Industry, Curriculum Leaders and Key Teacher Focus groups.
- Genuine partnership with School Business Partnership Brokers and other complementary agencies to present the core business of NAMIG, optimise effectiveness and avoid duplication of effort.

- 3. Provision of strategic advice on matters pertaining to skill requirements in the Advanced Manufacturing and Advanced Technology industries.***

NAMIG will provide local, state and federal government and organisations with information and advice on the following matters:

- The formation of industry/education linkages as per the C2C program and other NAMIG initiatives.
- Generic skill requirements in the Advanced Manufacturing and Advanced Technologies Industries.
- Specific skills requirements in the short, medium and long term.

Schedule A - Guidelines

1. SCHOOL RESPONSIBILITIES

1.1. Membership

Membership is achieved by establishment of this Memorandum, authentic commitment to the NAMIG vision and NAMIG having the resources to deliver service.

1.2. Duration of the Agreement

This agreement operates between February 2011 and February 2012.

Guidelines, procedures and participation will be reviewed in Term 3 of 2011.

1.3. C2C Framework

Participating schools agree to deliver a complete C2C program. This includes teacher and student training, focus groups, tours, talks, projects, presentation, mentorship and evaluation.

1.4. Evaluation

Participating schools agree to support evaluation of the C2C program. They should appreciate that these findings will be beneficial to schools as well as NAMIG. Evaluation is a key component of NAMIG programs. Successful completion of pre and post C2C participation surveys by students, key teachers and schools is an essential responsibility that will prove beneficial for schools and NAMIG.

2. RESPONSIBILITIES RELATED TO STUDENTS

2.1. Student Selection into Programs

The school is responsible for determining which students will take part in C2C programs. All reasonable efforts will be made to include the number of students as requested by the schools but final agreement on student numbers will be made by the NAMIG Coordination Team.

Students from Years 8 to 12 are eligible to participate in C2C programs that are designated for particular year levels.

2.2. School Costs

Schools are responsible for all costs associated with the C2C program: other than NAMIG contributions, as agreed within Schedule B of this agreement.

2.3. Duty of Care

The school has the entire duty of care for students and must have teachers present during any C2C activities. There is considerable benefit in this being the teacher who is delivering the program. It is expected that both teachers and students will be prepared for and engaged in the activity in accordance with the protocols that have been identified for these activities.

2.4. Student Management

In the interests of not jeopardising valued relationships or the safety of others, NAMIG reserves the right to request that a supervising teacher take immediate action should a student not comply with OHS&W and behavioral protocols for tours and other out-of-school activities that are organised by NAMIG.

3. COMMUNICATION ROLES AND RESPONSIBILITIES

3.1. Northern Advanced Manufacturing Industry & Education Curriculum Committee (NAMIECC)

Schools agree to nominate one member of the school leadership team to this group and for that person or nominee to attend the NAMIECC meetings. In 2011 this will involve a minimum of one meeting in Term 1 and attendance at the combined NAMIG Annual Review and Annual General Meeting to be held in October or November.

3.2. C2C Teachers Group

Schools agree to nominate at least one teacher participating in the C2C program to attend the C2C Teachers Group and that person or nominee to attend as regularly as possible. These are staged monthly and are hosted by schools on a rotational basis.

These key teachers take responsibility for program development, documentation and sharing of resources. This responsibility includes dissemination of NAMIG communications, including the NAMIG website, in the school community. In return, the key teachers should be supported by their leadership and the NAMIG Coordination Team, in performing this role and in accessing opportunities to enhance programs for the benefit of schools and NAMIG.

3.3. School C2C Team

NAMIG recommends that each school form a C2C Team of teachers, who will manage the C2C program within their school. It is suggested that the teachers be from a range of faculties including but not restricted to Science, Maths and Technology and representative of year levels that are participating in C2C. The team should include at least one senior staff member.

They should oversee the program, verify the alignment of projects with Advanced Manufacturing and seek whole-school and cross-curricular integration of the program.

3.4. Web Site Access

Schools will take all reasonable steps to ensure their staff and students have access to the C2C web site and actively contribute to the site www.concept2creation.com.au.

4. GENERAL ROLES AND RESPONSIBILITIES

4.1. Funding Arrangements

4.1.1. In 2011 schools will be provided with project funding which will be determined once participation levels are determined for the year. It is expected that these projects and other strands of the C2C suite of programs will also be supported in other ways.

4.1.2. Additional contributions for teacher professional development, tours and data collection may be negotiated in Schedule B of this agreement.

4.1.3. All support will require schools achieving identified milestones to attract incremental payments.

4.1.4. Recipient Created Tax Invoices (RCTI) are commonly utilised to ensure prompt but credible reimbursement.

4.2. Marketing and Use of NAMIG or C2C Name

4.2.1. C2C Schools will be identified in NAMIG marketing materials, including the C2C Web Site unless a written notification expressing otherwise is received by NAMIG.

4.2.2. Schools will ensure that parental/guardian consent has been gained prior to a student appearing in any NAMIG materials. No school or student names will be published with photographs.

4.2.3. Schools will contact the NAMIG management team before entering into any engagement with the media or when planning to refer to NAMIG and the C2C program in any publications, grant applications or interviews.

4.3. Commitment

4.3.1. Each school will work towards integration of the C2C program into mainstream curriculum and the school timetable.

4.3.2. Each school will endeavor to work in a supportive and reasonable manner with the C2C School network and the NAMIG Coordination Team, particularly when participating in activities involving industry and other partners.

4.3.3. Each school will support teachers and students in undertaking the necessary preparatory training for respective activities. Training in OHS&W, Systems Engineering, Project Management and Lean Manufacturing are compulsory.

4.3.4. Each school will utilise the mentorship support, provided by NAMIG partners, throughout the program.

4.3.5. Schools will organise and fund transport for off-site activities, with some contribution refundable from NAMIG upon successful completion of the activity.

4.3.6. Each school will ensure each student in the C2C program attends at least one industry tour. Tours may be general, specific to a C2C project or a work experience tour. NAMIG will assist schools with tour organisation and funding as available. Other forms of engagement with industry will also be offered to participating schools.

4.1 Privacy

Personal details of students including a student's name and contact information will not be conveyed to any third party without the written agreement of the parents/caregivers and school principal.

4.2 Collection of Fees

The school is responsible for the collection of any fees. A partial reimbursement claim might be available from NAMIG on successful completion of some identified activities.

4.3 Statistical Reporting

Schools are requested to provide relevant enrolment statistics and destination survey data, and any other relevant information to NAMIG or designated agency to assist in the ongoing evaluation of NAMIG and the C2C program. All information will be collected and used under strict privacy guidelines as agreed by NAMIECC, the C2C schools and with the permission of students, parents and guardians when applicable. Schools are encouraged to consider how such evaluation could assist the school by informing curriculum reviews and marketing strategies.

4.4 Sharing of Information

Schools agree in principle, to make any materials, curriculum, SACE units or VET units available to the other schools in the C2C network. Use of materials outside of the C2C network of schools will be discussed and determined on a case by case basis.

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ACCOUNTS DETAILS

To allow NAMIG to produce Recipient Created Tax Invoices (RCTI) for payments to schools of project funds and reimbursement of other approved expenses please provide the following information.

Full School Name for Accounting Purposes		
ABN		
Name of Bank		
BSB		
Account Number		
Remittance Email Address		
Accounts Contact	Name:	Phone No:

***** A separate copy of this page is required for each level of the C2C suite of programs undertaken by the school*****

STUDENT DETAILS												
Year Level &/Subjects at which activity will be delivered.												
Student Numbers	Total		Female		Male		Indigenous		NESB		Disability	

C2C PROJECT PLAN					
C2C PROGRAM TYPE	C	C2C	C2C ⁺	C2C ²	(PLEASE CIRCLE)
List of the focus/types of projects your students will develop. (This information will be used to assist in providing industry support)					
Indicate how you intend to incorporate the C2C Program into/across your existing curriculum and timetable					

C2C TOURS & WORKSHOPS

Before commencing their C2C project, it is essential to create a context for students and to provide them with the opportunity to gain an awareness of industry. Industry tours are an integral part of the C2C experience, providing students with an insight into how advanced manufacturing techniques are integrated into the workplace. Prior to going on an industry tour students **MUST** complete an OH&S Workshop (1 lesson duration) followed by NAMIG's Lean Manufacturing Workshop (2 lessons duration).

C2C WORKSHOPS

Indicate that the school will provide OHS&W training for the students prior to commencing C2C projects

Otherwise nominate 2 alternative preferred dates/times (1 lesson duration) for NAMIG Coordination Team to conduct an OHS&W workshop at the school for each class undertaking C2C in 2011 *

Nominate 2 alternative preferred dates/times (duration- 2 consecutive lessons) for the NAMIG Coordination Team to conduct a Lean Manufacturing Workshop at the school for each class undertaking C2C in 2011 *

NB Schools will be contacted by NAMIG to confirm arrangements or to organise alternative times if necessary

INDUSTRY TOURS	
<p>Circle which tour(s) your school would be interested in (refer Appendix A for full details of available tours)</p>	<p>BAE Systems: Edinburgh Parks OR Land Division OR Optical Plant</p> <p>GM Holden (tours of GM Holden not available until after2011)</p> <p>Futuris Automotive</p> <p>Adtech Engineering</p> <p>Clipsal Australia</p> <p>Coles Logistics</p> <p>Department of Transport, Energy & Infrastructure</p> <p>Flight Training Adelaide</p> <p>Mincham Aviation</p> <p>Les Brazier Special Vehicles</p> <p>J S Sports</p> <p>RAAF Edinburgh</p> <p>Classic Fighter Jet Museum (in conjunction with a tour of Flight Training Adelaide)</p> <p>TAFE Parafield Campus (in conjunction with a tour of Flight Training Adelaide)</p>
<p>In addition to this list, we have a network of partners who can be sourced to meet particular interests of schools. Please indicate areas of interest if appropriate</p>	
<p>Indicate 3 suggested dates/times for an industry visit(s) during the first semester for <u>each</u> class undertaking C2C in 2011 *</p>	
<p>NB Schools will be contacted by NAMIG to confirm arrangements or to organise alternative times if necessary</p>	

CURRENT RELATED PROJECTS IN YOUR SCHOOL	
VET Programs	
UniSA Robotics/Peer Mentoring	
Northern Futures or Brokered Partnerships	
Any other Industry Projects or Partnership	

ANTICIPATED OUTCOMES OF THE C2C PROGRAM	
Please describe the outcomes you wish to achieve for your students, school and teachers. Please include documentation & evaluation.	

RESOURCE NEEDS

Please be aware that NAMIG is not able to fully fund programs or purchase extensive equipment for schools. However, partial contribution might be able available to access equipment, expertise and support other operational costs.

Preliminary Budget

- *NAMIG contributions will be informed by this evidence of budgetary considerations that have been undertaken by the school.*
- *NAMIG contributions will be conditional on milestones being achieved within programs.*

	NAMIG Contribution Requested (GST Exclusive)	SCHOOL CASH Contribution	OTHER Contributions	TOTAL
Start up funds				
Teacher/Professional Development. TRT costs				
Teacher development training costs				
Student training/tours				
Transport				
Materials & Consulting				
Other				
Sub Total				
GST				
TOTAL – GST Inclusive				

The undersigned agree to the terms and conditions of this Agreement.

School Name (please print)

Principal (please print)

Signature

Date: _____

NAMIG Chair or General Manager (please print)

Signature

Date: _____

Appendix A C2C STUDENT INDUSTRY TOURS

February 2011

The information below details the student tours on offer to C2C students during 2011.

In addition to this list, we have a network of partners who can be sourced to meet particular interests of schools.

Please note that as we need at least three week's notice to arrange tours, schools are required to contact the Coordination Team to arrange their tours as soon as possible before the second semester.

Please remember that your students must complete your school's OH&S Workshop followed by NAMIG's Lean Manufacturing Workshop. Both workshops must be completed before going on an industry tour.

Enclosed is a student tour request template to assist you in booking a tour.

Adtech Engineering manufactures precision tooling for the automotive and defence industry. Adtech is part of the Precision Engineering Group and is based at Elizabeth West. This company was previously known as NTS Tooling <http://www.ntstooling.com>

BAE Systems - Manufacture for the defence industry.

BAE offer student tours on a Thursday between 1pm & 3pm at their Edinburgh Park facility. Special tours can also be arranged of BAE System's Optical Plant at Holden Hill and also their Land Division. The Land Division is a leader in civilian support and Army vehicle maintenance, with extensive facilities for design, assembly, modification and maintenance of all land-based military and commercial vehicles.

Please note that due to security issues certain areas may not be available.

<http://www.baesystems.com/Businesses/BAESystemsAustralia/index.htm>

Classic Jet Fighter Museum – Situated in the Parafield Airport Precinct they have a number of RAAF aircraft from the past. This is a great interactive display. Open Wednesday to Friday from 10am – 4pm. We are happy to incorporate this tour with Flight Training Adelaide, Mincham Aviation or TAFE Parafield Campus.

<http://www.classicjets.com/>

Clipsal Australia - a market leader in electrical accessories, data communications, industrial and home automation markets. Clipsal Australia's vast product range is largely manufactured at Gepps Cross

http://www.clipsal.com.au/homeowner/about_clipsal

Coles Logistics at Edinburgh Park - This is their new state headquarters and it is very interesting to see how the products are delivered to Coles stores across the state.

Article on the new Coles Mega Centre's at:

<http://www.theage.com.au/articles/2004/07/21/1090089216029.html>

Department of Transport, Energy & Infrastructure - the State Government department responsible for key infrastructure projects in South Australia. Tours can be organised to view projects such as the Port River opening bridges, rail and road extensions and the Traffic Management Centre http://www.dtei.sa.gov.au/about_us.

Flight Training Adelaide - Teaches international students to fly commercial aircraft in twelve months and is a live-in campus.
<http://www.flighttrainingadelaide.com/>

Futuris Automotive - manufacture all the seats and other interior products for Holden
<http://www.futuris.com.au/>

Holden Ltd - manufacture Commodores in Adelaide for the Australian and world markets <http://www.holden.com.au/>

JS Sport - a leading manufacturer of Schoolwear, Sportswear and Workwear and have been supplying schools, clubs and business throughout Australia since 1987.
<http://www.jssports.com.au/>

Les Brazier Special Vehicles - modify vehicles for wheelchair access and provide other modifications and products to assist in mobility for the disabled.

Mincham Aviation - caters for the aircraft & defence engineering industries. They specialise in the manufacture & repair of advanced composite, sheet metal, welding, machining, cylinder grinding, heat treatment, painting and project management.
<http://www.minchamaviation.com/>

RAAF Edinburgh - the opportunity to visit the base of the RAAF in South Australia.
http://www.defence.gov.au/RAAF/organisation/info_on/bases/edinburgh/units.htm

TAFE Parafield Campus – where TAFE SA run their transport engineering course which gives students the opportunity to work in the aviation or the automotive retail, service and repair sector of the automotive industry.
<http://www.tafe.sa.edu.au/Default.aspx?tabid=930>