



Contract for Service
between Solomon Islands Ministry of Education and Human
Resources Development and Solomon Islands College of Higher
Education regarding the delivery of an in-service programme for
teachers without qualifications leading to a Certificate in Teaching
(Primary)

1. Preamble

- 1.1. This Contract for Service, dated 21st of April 2011, is between Solomon Islands Ministry of Education and Human Resource Development, also referred to as 'the Ministry' and Solomon Islands College of Higher Education, also referred to as 'the College',
- 1.2. For the purposes of this Contract the College is the supplier of the Services and the Ministry is the client.
- 1.3. The purpose of this contract is to improve the quality and accessibility of training for unqualified teachers, through the development and delivery by distance and flexible learning of a programme of teacher preparation for teachers without qualifications in Solomon Islands schools, leading to a Certificate in Teaching (Primary).

2. Key stakeholders

- 2.1. Solomon Islands Ministry of Education and Human Resource Development and its Teacher Training Development Division and Accounts Division
- 2.2. Solomon Islands College of Higher Education and its School of Education and Distance Education Centre
- 2.3. The Education Authorities and their schools
- 2.4. Development Partners contributing to the costs of delivery of this programme.

3. Duration and purpose

- 3.1. This Contract covers the period from 1st of May 2011, for four years in the first instance, for the development, delivery and review of a programme of study leading to a Certificate in Teaching (Primary) for unqualified teachers working in Solomon Islands schools. The contract can be extended by mutual agreement.
- 3.2. The Contract will be jointly reviewed annually with the first review no earlier than 1 May 2012 and no later than 1 July 2012.
- 3.3. The intended outcomes are:

- a distance flexible learning training programme for teacher preparation and certification
- recognised in-service qualification available and accessible to all teachers without qualifications in the country
- a professional development network that can provide quality support for the delivery of this and other programmes.

- 3.4. The planned activity should also assist the College to further develop its ability to offer distance education programmes for teacher training, continuing professional development and in other areas.

Roles and responsibilities

4. Subject to any limitations of budgetary support provided by the Government of Solomon Islands, the **Ministry of Education and Human Resources Development** agrees to:
- 4.1. Provide overall funding for the development and delivery of the programme
 - 4.2. Work with the Education Authorities to identify and nominate trainees on the basis of a preset list of criteria that are fair, gender balanced and equitable.
 - 4.3. In consultation with the Education Authorities and School Boards/Committees enlist school managers and other qualified and experienced teachers as school-based mentors and master teachers and provide them with capacity building and management support
 - 4.4. Ensure that adequate funding is in place through the Solomon Islands Government's budgetary processes
 - 4.5. Promptly pay agreed tuition fees to the College for unqualified teachers on the government payroll registered on the programme and nominated by the Ministry (see 4.2)
 - 4.6. Ensure that all stakeholders are informed about progress and reviews of the programme
 - 4.7. Convene meetings of the Programme Coordination Group (sub-committee of the National Teacher Education and Development Committee)
 - 4.8. Monitor the quality and progress of the programme towards expected outcomes, and organise periodic reviews with the College in accordance with the agreed Quality Framework.
5. Subject to the availability of funding from the Ministry, **Solomon Islands College of Higher Education** agrees to:
- 5.1. Adapt and develop courses from the Diploma in Teaching Primary to provide an academic programme which can be delivered by distance and flexible learning to unqualified teachers working in Solomon Islands schools and which leads to the College's Certificate in Teaching Primary
 - 5.2. Ensure that the academic programme takes full account of relevant current national education policies through consultation with the Ministry.

- 5.3. Approve, accredit and otherwise provide quality assurance for the academic programme
- 5.4. Provide sufficient staffing to coordinate, manage, develop and deliver the programme to the standards set out in the Quality Framework.
- 5.5. Deliver the academic programme to all unqualified teachers in Solomon Islands schools according to an agreed schedule approved by the National Teacher Education and Development Committee.
- 5.6. Register students on College systems
- 5.7. Prepare academic and professional support to the students registered on the programme and to learner support staff and advise the Ministry and Education Authorities on appropriate preparation and support for registered students
- 5.8. Work with the Ministry, service suppliers and users of its services to protect intellectual property rights of its academic programmes and materials, and to obtain permission to reuse any third-party copyright materials used in the programme resources
- 5.9. Attend all meetings of the Programme Coordination Group and provide detailed progress and performance reports to each meeting.
- 5.10. Monitor the quality and progress of the programme towards expected outcomes, according to the agreed Quality Framework, and participate in periodic reviews organised by the Ministry (see paragraph 4.8)

6. Fees and payments

- 6.1. The College will charge an annual registration fee for each student registered on the programme and a tuition fee for each course studied by the registered student. For 2011-12 the annual registration fee will be \$250 per student and the tuition fee will be \$800 per ten credit course.
- 6.2. These fees are based on the summary breakdown of costs which are attached to this Contract as Annex One. Any proposal to increase the fees charged must be negotiated with the Ministry and supported by a revised breakdown of costs.
- 6.3. The fee income will be used firstly to meet the direct costs of delivering this programme, as described in paragraphs 5.1 to 5.10, and afterwards can be applied to meet the operating costs and overheads of the College.
- 6.4. Fees will normally be due for payment when the courses start. The College will ensure that invoices are submitted to the Ministry within 30 calendar days of the start date for the course(s) for which the invoice applies.
- 6.5. In the first year of this agreement the College may invoice in advance for course fees for Blocks One and Two and agrees to reimburse the Ministry (or reduce future invoices) for any underperformance by the amounts stated in section 7, Performance Standards.

7. Performance Standards

- 7.1. Minimum targets in the agreed Quality Framework are that 80% of registered students should be actively participating in the course and completing assessed activities as

timetabled, At least 60% of students should satisfactorily complete the programme within two years of registration.

- 7.2. The College will reimburse the Ministry for fees that have already been paid in the following cases:
- 7.2.1. Where students fail to register, no fee will be payable.
 - 7.2.2. Where the College fails to deliver a course for which a fee has been charged, no fee will be payable.
- 7.3. The Ministry shall be entitled to claim reimbursement for underperformance against the standards listed in section 7.1, as follows:
- 7.3.1. Where fewer than 80% and more than 70% of registered students are actively participating on a course, the fee payable for that course may be reduced by 20%
 - 7.3.2. Where fewer than 70% and more than 60% of students are actively participating on a course the fee payable for that course may be reduced by 50%
 - 7.3.3. Where fewer than 60% and more than 50% of registered students have satisfactorily completed the programme in two years, the College will pay the Ministry a penalty as follows:
 - 60%>58% registered students completing the course \$200,000
 - 58%>56% registered students completing the course \$400,000
 - 56%>54% registered students completing the course \$600,000
 - 54%>52% registered students completing the course \$800,000
 - 52%>50% registered students completing the course \$1,000,000
 - 7.3.4. Where fewer than 50% of registered students have satisfactorily completed the programme in two years, the Ministry will be entitled to cancel this contract and negotiate other arrangements with the College or with other providers.

8. The signatories further agree that:

- 8.1. The College shall be entitled to offer the programme to other teachers in the country for a fee, subject to the approval of the National Teacher Education and Development Committee.
- 8.2. Copyright in any materials produced or provided for the programme will remain with the College and the College will grant the Ministry a licence to use the materials for educational purposes.

Signed:

Date:

Permanent Secretary, Ministry of Education and Human Resources Development

Signed:

Date:

Director, Solomon Islands College of Higher Education

Fee payments (2011-12)

Payment description	Amount*	Max. fee	Due date
Cohort One			
1. Annual registration fee for 450 students	\$250/student	\$112,500	May 2011
2. Course fees for Block One (Three courses)	\$800/course (\$2400/student)	\$1,080,000	May 2011
3. Course fees for Block Two (Four courses)	\$800/course (\$3200/student)	\$1,440,000	Sep 2011
4. Annual Registration fee for 450 students	\$250/student	\$112,500	Dec 2011
5. Course fees for Block Three (Four courses)	\$800/course (\$2400/student)	\$1,440,000	Feb 2012
6. Course fees for Block Four (Four courses)	\$800/course (\$3200/student)	\$1,440,000	Aug 2012
Cohort Two			
7. Annual Registration fee for 450 students	\$250/student	\$112,500	Dec 2011
8. Course fees for Block One (Three courses)	\$800/course (\$2400/student)	\$1,080,000	Feb 2012
9. Course fees for Block Two (Four courses)	\$800/course (\$3200/student)	\$1,440,000	Jul 2012
10. Annual Registration fee for 450 students	\$250/student	\$112,500	Dec 2012

Programme costs (2011-12)*

Fixed costs	2011
1. Staffing	
1.1. Academic Coordination (Learner support, Academic, Communications)	\$360,000
1.2. Academic Administration (Design/production, programme admin.)	\$200,000
1.3. Office administration (Clerical/secretarial support)	\$100,000
1.4. Course writing and maintenance	\$377,000
2. Equipment purchase, maintenance and replacement	\$249,500
3. Internet and communication charges	\$100,000
4. Radio broadcast fees	\$77,000
5. Office stationery and consumables (inc. toner and paper)	\$20,000
Variable costs	2011
6. Allowances for assessment team	
6.1. Lecturers' allowances (Cohort One)	\$170,300
6.2. Lecturers' allowances (Cohort One)	\$113,400
6.3. Lecturers' transport	\$1,080,000
6.4. Lecturers' accommodation	\$213,000
7. Printing	\$3,700,000
Management	
8. SOE management overhead	\$533,375
9. SICHE Overhead Cost	\$950,000

*Planning Assumptions	Units/Costs
No of students per cohort	450
No of clusters per cohort	27
No of schools per cluster	6
Annual registration fee	\$250
Tuition fee for 10 credit course	\$800
Tuition fee for 5 credit course	\$800
Cohorts begin in January	
Student/School/Authority contribution is for all non school costs	