



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

21 May 2026

Private and Confidential

<Name>
C/- <school>
<address>

Tēnā koe <Name>

Sector Secondment Agreement into the Ministry of Education

Thank you again for your interest in joining our team at Te Tāhuhu o te Mātauranga – The Ministry of Education. I am very happy to confirm our secondment offer, as outlined below:

Start date	Start date or To be mutually confirmed
Ministry position title	Title (position number)
Ministry team	Team (RC – Project code)
Ministry Group	Group
Reporting to	Title
Location	Location
Home position	Home position title
Home organisation (school)	Name of school
End date	Your secondment will end on date, and effective date you will return to your home position within your home organisation. The secondment term may be extended or varied by written mutual agreement signed by all three parties. Any of the three parties may terminate this secondment by giving four weeks' notice in writing. If this secondment agreement is terminated before the End Date you must advise your Home Manager and return to your Home Position at your Home organisation.
Remuneration	Your base salary will be paid in accordance with your collective coverage and any additional remuneration will remain as agreed with the Ministry in this letter. Your home organisation will always remain responsible for the payment of your remuneration. Your home organisation agrees to invoice the Ministry directly for the total remuneration paid to you as above (plus GST), and any other agreed allowances monthly to recover the costs. The Ministry will pay to the home agency the amount invoiced by the 20th of the month following the date of the invoice. This amount compensates you for all hours worked during your secondment. Any remuneration changes during your period of secondment will be conducted by your home organisation in accordance with your employment agreement.



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Allowance/s	I am pleased to confirm that you will also receive a higher duties allowance (HDA) amount of \$<0> for the period of this secondment. [delete sentence if not applicable] You will make the necessary arrangements for travel and accommodation as required during the secondment. Any such arrangements must be in accordance with Ministry policy. Your home organisation will invoice the Ministry directly monthly to recover actual and reasonable costs. You also agree to accept liability for any wilful or negligent damage or loss incurred at your place of accommodation during the secondment and agree to reimburse the Ministry for any costs incurred in this respect.
Hours of work	Your hours of work will be x hours per week, or x days per week.

Key responsibilities/roles to be undertaken:

- <enter expected outcomes / key responsibilities / objectives / accountabilities of role>

Police Vetting – CA Safety Checks

This role is classified as 'Other / Children's Work Core / Children's Worker non-core' under the Children's Act 2014. The Ministry has a leading role in making sure all NZ/Aotearoa children/tamariki feel safe and are protected against harm at all stages of their education/kuranga.

As part of our standard pre-employment checking process, we will complete a safety check. Safety checking includes identity checks and police vetting to identify any criminal convictions or charges. The relevant forms to commence the checking procedure are enclosed for you to complete and return along with your signed agreement. Any information obtained will be checked with you for accuracy.

If you decline to be vetted, or return a vetting check that does not meet the Children's Act, Ministry of Education Code of Conduct, or State Sector Standards of Integrity and Conduct, we will discuss the circumstances with you and seek to understand your point of view. Following this, the Ministry may begin an employment review process, which could result in your secondment ending. If you have any questions about this process, please discuss directly with your manager.

If this role is classified as a Children's Worker, you must not begin work at the Ministry until you have completed a successful safety check. You will also be safety checked every 3 years thereafter while working at the Ministry.

Serious Misconduct Check

Te Kawa Mataaho | Public Service Commission has implemented further background checks for previous serious misconduct in the Public Service. These checks are conducted with any previous Public Service agency you may have worked for. Therefore, your appointment will also be provisional on the return of a satisfactory check under the Workforce Assurance Model Standards. The consent request to complete this check is attached.

NZSIS security clearance [include if security clearance required]



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

This role requires a New Zealand security clearance to undertake duties which require access to information, assets, or work locations classified [choose one: Confidential/Secret/Top Secret] or above. If you decline to engage with the vetting and/or security clearance process, or do not meet the eligibility and suitability requirements to hold or maintain a national security clearance, this offer of secondment will be withdrawn, or if you have commenced, your secondment may be ended without notice (or payment in lieu of notice), and you will be informed in writing.

Leave entitlements and notification

Annual, sick and bereavement leave will remain as set out in your employment agreement. Your host manager at the Ministry will be responsible for managing any leave taken by you during the secondment and for informing your home agency of any leave that you have taken monthly.

ACC

If access to ACC is required during the secondment term all associated costs and accountability is to the home organisation, as they remain your employer.

Performance Management

Performance planning and appraisal will be a shared responsibility between your Home and Host managers. The host manager will report to the home manager on your performance during the period of the secondment. If the secondment term is more than six months the host manager will report on your performance on a six monthly basis.

Misconduct

The Ministry will involve the home organisation and establish an investigation/disciplinary process in the case of any misconduct. The Ministry will follow the procedures in your employment agreement and may receive information from and involve the home organisation in any investigation.

Training and development

You and your Host Manager will address any training needs you have in relation to the seconded position. The Ministry agrees to pay for any training that you undertake in relation to your seconded position.

Applying for positions

The Ministry recognises that you are entitled to apply for advertised positions in either organisation or externally during the period of the secondment. If you choose to apply for any positions in the Ministry during the period of secondment then you would do so as a home agency employee. You agree to inform both your Host and Home managers of your resignation in writing if you are a successful applicant for a position outside both organisations. Notice in such event will be in accordance with your employment agreement.

Codes of conduct, policies, procedures, and practices

During the term of the secondment you will abide by the requirements set out in the Codes of Conduct, policies, procedures, and practices of both the Ministry and the Home Organisation. If there are perceived differences in interpretation of the Codes and policies etc. of the two organisations, they should be raised and discussed by all parties to the agreement.

Any actual or potential conflict of interest, or current or pending charge/s or convictions by a court for any offence must be brought to the Ministry's attention for discussion, which may also involve the Home Organisation if required.

In the event of a dispute, the parties will first try to resolve the dispute by negotiation. If negotiations fail, the parties will attempt to resolve the dispute by mediation.



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te Mātauranga**
Ministry of Education

Confidentiality

You will not discuss or disclose any information, processes, materials, documents, costs, or secrets, related to any aspect of the business of the Ministry without the express agreement of the relevant organisation. The only exception is where that discussion or disclosure of information is legitimately required as part of your performance, duties and responsibilities in relation to your work for both organisations.

Copyright and intellectual property

Unless otherwise agreed in writing, all work produced by you in the course of your secondment duties and copyright in that work shall belong to the Ministry and will continue to do so after the termination of the secondment.

Your responsibilities:

- Completing all work objectives specified and as agreed with the Host Manager
- Taking all appropriate steps to ensure your safety and to avoid harm to others, including bringing any health and safety issues in the workplace to the Ministry's attention
- Keeping in touch with your Home Manager on a regular basis.

Ministry's responsibilities:

- Your general induction into the organisation's business and providing you with the resources you need to perform the tasks required
- Agreeing with you clear performance expectations and processes for performance feedback to you and your Home Manager and for recording and assessing your development
- Providing regular briefings to your home organisation on your performance and progress during the secondment
- Identifying learning opportunities to develop individual development goals
- Providing a supportive environment for you
- Discussing any concerns or difficulties related to the secondment with you and your home organisation as soon as they arise
- Providing and maintaining a safe working environment that meets the requirements of Health and Safety legislation.

Home Organisation's responsibilities:

- Keeping you briefed on work-related activities and events occurring during your secondment (e.g. by extending invitations to meetings, providing information on internal policies, business planning process and social events etc)
- Maintaining contact with you and your Host Manager by participating in review meetings

Your secondment offer is subject to terms and conditions set out in:

- this secondment offer letter
- the job description for this role
- the Ministry of Education Code of Conduct and
- the State Sector Standards of Integrity and Conduct.

You will continue to be covered by your existing employment agreement, except to the extent that it is varied by this agreement.

This offer is also conditional on pre-employment screening being successfully completed (more information about this is enclosed).



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

This offer remains valid for five working days. I encourage you to seek independent advice to ensure you are comfortable with every aspect of this offer. To confirm your acceptance, please sign below.

Please also, read, and (where applicable), complete the following documents (attached):

- Personal details form
- Conflict of Interest information sheet and checklist
- Code of Conduct and acknowledgement form
- Serious misconduct consent check
- Disclosure of Convictions form

If you have any concerns, or if anything is unclear, please contact me to discuss as soon as possible.

We are looking forward to welcoming you to our team.

Nāku noa, nā

<Hiring manager name>
<Hiring manager title>

Your acknowledgement and acceptance

I, **Full name**, accept this secondment on the terms and conditions as detailed in this letter. I have been advised of my right to seek independent advice and have had a reasonable opportunity to do so. I acknowledge that I have read and understood the Ministry's Code of Conduct and the State Sector Standards of Integrity and Conduct and agree to abide by them.

Signature (secondee)

Date

Signed on behalf of the Home Organisation:

Full name (home manager)

Signature

Date



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Personal Details Form

Please complete the following questions to assist us with setting you up on the Ministry's Human Resources information/ payroll system.

Personal details

Legal Names (as appear on your passport)	Given names			Surname		
Preferred name						
Date of birth	Day	Month	Year	Gender	☐ M diverse	☐ F ☐ Gender

Your private address & contact details	Emergency contact
Apartment/ Street no.	Name
Street name	Apartment/ Street no.
PO Box no	Street name
Suburb	Suburb
Town/ City	Town/ City
Region	Region
Post code	Post code
Home phone	Mobile
Mobile	2 nd contact no
Email	Relationship to you

Eligibility to Work

1. Are you a New Zealand citizen?	☐ Yes ☐ No
If No or you are not a citizen by birth please provide original or certified copies of your citizenship, residency visa/ work permit/ exemption notice.	

Declaration

I confirm the information I have given above is accurate.

I authorise the Ministry to pay my salary (and any expenses claims) into the bank account provided.

Name	Signature	Date



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Serious Misconduct Check – consent request

We'd like your consent to conduct a serious misconduct pre-employment check. This check is a requirement of all Public Service departments and statutory Crown entities under Section 19 of the Public Service Act 2020.

Serious misconduct is behaviour that seriously breaches the organisations standards and expectations, or the standards we (or you) are expected to adhere to, such as legal obligations. Actions that amount to serious misconduct are usually so severe that they fundamentally undermine our employment relationship and/or create serious risk or harm to the organisation

Do you consent to the disclosure to the Ministry of Education of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from previous Public Service and statutory Crown entity employers within the last 3 years? Should you be selected as the preferred candidate, your response will be checked with your previous employer(s) at that stage. We will not conduct this check prior to you being selected as the preferred candidate.

- ☐ Yes, I consent
- ☐ No, I do not consent
- ☐ I would like to discuss this before it is undertaken

If you have been subject to a serious misconduct investigation, concluded and upheld or currently under investigation, do you consent to the disclosure of additional detail of the serious misconduct investigation, concluded and upheld or currently under investigation, by your previous employer/s?

- ☐ Yes, I consent
- ☐ No, I do not consent

Your CV will be relied upon, please ensure this is an accurate representation of your employment history.

Please contact the MyHR Services team on 04 463 8615 if you have any questions, or refer to [Workforce Assurance Model Standards | Te Kawa Mataaho Public Service Commission](#) for more information.

Full name

Signature

Date