



Learnables – Instructions for Collection and Return

- After you have made a Learnable booking please email education@motat.org.nz and advise us of the date you will collect the Learnable.
- Learnable kits must be collected by the borrower in person and returned to a MOTAT Educator by the borrower in person.
- Your Learnable kit can be collected from MOTAT, Monday – Friday, between 8.00 - 9.30am, and 3.00 - 5.00pm.
- Come to Gate C, Stadium Road, Western Springs. There is free parking on Stadium Road.
- On arrival push 'School Bookings' on the intercom and speak to an Educator.
- Learnables must be returned in the same manner on the specified return date

Issue

- **Borrower** signs the Item Schedule to indicate that all items are present, and acceptance of responsibility for same.
- **Borrower** signs the T&C's document and notes the return date. **Educator** retains signed document.
- **Educator** sends Learnable website link to borrower.

Return

- **Educator** signs the Item Schedule to indicate that all items are present/missing as appropriate. **Educator** retains signed document.
- Both **Borrower** and **Educator** sign the T&C's doc and note the returned date.
- **Borrower** gives Educator a completed Numbers and Invoicing form.