



Gateway Packages 2022







Contents

Introduction	1
Plumbing, Gasfitting and Drainlaying	2
Electrical	4
Scaffolding	5
Roofing	6
Security Staff Services	7
Contact Centre	8
Let's get started	9
Additional courses	11

Contact us

Need help? Got a burning question?
We've got you covered.

Call us: **0508 SKILLS (754 557)**
Mon – Thurs, 7am–7pm
Fri 7am–5pm

Email: **gateway2@skills.org.nz**
Facebook: **[The Skills Organisation @skillsorgtrades](#)**
Website: **skills.org.nz/community/working-with-youth**

An introduction to Gateway with Skills

Prior knowledge and experience of an industry can help young people make better, more informed career choices.

The Gateway programme supports school students' transition into the workforce. It offers structured workplace learning while at secondary school. This increases the likelihood that young people will end up with a great career.

Skills is one of New Zealand's largest Industry Training Organisations which works across many business and trade sectors. We offer Gateway packages for plumbing, gasfitting and drainlaying, electrical, scaffolding, roofing, security staff services, and contact centres.

Our goal is to help students move into apprenticeships and employment, a win for the student and a win for industry!

For a quick snapshot of some of the industries we work with, check out the stories and trades on our website: skills.org.nz/careers-and-courses/trades-2





Plumbing, Gasfitting and Drainlaying

What do plumbers do?

Plumbers do a variety of jobs. You could be working on a farm one day or a high-rise building the next.

On any given day you could be:

- Installing hot water cylinders in a multi-million dollar house
- Doing bathroom renovations, putting in sinks, toilets, showers, and baths
- Installing pipework in hospitals or aged care-facilities
- Working in an industrial plant installing pipes
- Installing metal roofing and spouting systems.

What do gasfitters do?

Gasfitting is a versatile trade that can take you all over the world. They work with anything to do with gas, which could be:

- Installing boiler systems in industrial buildings
- Installing gas stoves and heating appliances in residential homes
- Installing gas systems on food trucks, caravans, or boats
- Installing gas cooking appliances in cafes and restaurants
- Installing pipework in homes and businesses.

What do drainlayers do?

Like working outdoors? Drainlaying might be for you. You could find yourself:

- Installing drainage pipes in new subdivisions
- Maintaining the drains on heritage buildings
- Using a digger to dig trenches
- Installing environmental waste water systems.

Note: A Trainee Limited Certificate (TLC) is required for a Gateway student to be on site where they are able to carry out restricted work where having a licence from the regulator is a fundamental requirement. We can provide you with the TLC application form. Please complete, scan, and return it to us along with the enrolment form by emailing registrations@skills.org.nz. We will submit it to the Plumbing, Gasfitting and Drainlaying Board. Skills has covered the cost of the TLC in the Gateway programme. You do not need to provide photo ID with the TLC application.

Cancelling a TLC application i.e. the student leaves the Gateway programme:

The Gateway co-ordinator needs to email licensing@pgdb.co.nz directly and notify them of the cancellation, they will then cancel the relevant trainee authorisations on their database, effective from the date the Gateway co-ordinator emails them. The student needs to send the Plumbing, Gasfitting and Drainlaying Board (PGDB) authorisation card/letter back to them for destruction – they cannot keep the authorisation as it will have been cancelled.



Plumbing, Gasfitting and Drainlaying (PGD)

Unit	Title	Level	Credits
497*	Demonstrate knowledge of workplace health and safety requirements	1	3
2136	Identify and describe hand tools and testing equipment for plumbing	2	2
2137	Identify and describe trade equipment and power tools used for plumbing	2	1
1120	Identify and describe hand tools and checking equipment for drainlaying	2	2
1121	Identify and describe trade equipment and power tools used for drainlaying	2	2
28094*	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	2	3
24699*	Make an informed decision relating to personal income and explain its impacts	2	2
30692*	Perform basic calculations used in a given trade situation	2	2
21883	Demonstrate knowledge of working in gas contaminated environments in plumbing, gasfitting, or drainlaying	2	3
30596	Demonstrate knowledge of asbestos and safety measures for asbestos-related work	3	2

22

*These unit standards (US) can be assessed by schools so long as they have the appropriate "Consent to Assess" authority as defined by NZQA



We recommend all students call their host employer to discuss the equipment they need to bring.

They might need:

- Steel-capped boots
- Hi-viz vest
- Safety glasses
- Long-sleeved top and long pants
- Hard hat



Electrical

What do electricians do?

You could be working on a new subdivision, wiring multi-million dollar houses in Auckland, or spending the summer at Scott Base in Antarctica. The options are endless – wherever there is a light bulb, an electrician is in demand.

You could be working inside, outside, on top of a skyscraper, or in places you never thought existed. You could be building or repairing people’s homes, businesses, factories, and even power stations.

On any given day you could be:

- Sorting out the electrics on a super yacht
- Working with wind turbines or solar panels
- Wiring up a sky scraper
- Doing repairs at a powerstation
- Helping nan with a broken electrical socket
- Doing maintenance at a bakery

UNIT	TITLE	LEVEL	CREDITS
4249	Describe obligations as an employee	1	3
30692*	Perform basic calculations used in a given trade situation	2	2
3490	Complete an incident report	1	2
30658	Demonstrate knowledge of fundamental electrical safety in the workplace	2	2
1178	Follow safe practices in an electrical workplace	2	3
16407	Use and maintain hand and power tools for electrical work	3	3
28094*	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	2	3
24699*	Make an informed decision relating to personal income and explain its impacts	2	2
29470	Demonstrate knowledge of electric motor and generator construction and operation	3	2
30264	Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation	3	3

25

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We recommend all students call their host employer to discuss the equipment they need to bring.

They might need:

- Steel-capped boots
- Hi-viz vest
- Safety glasses
- Long-sleeved top and long pants
- Hard hat



Scaffolding

What do scaffolders do?

Scaffolders are a vital part of any construction work, and there's always work to be done! With a career in scaffolding you'll be involved with an array of jobs, including transportation, planning and measuring, erecting and securing scaffolding, performing safety checks, and dismantling.

On any given day you could be:

- Building scaffolding and platforms for high-rise building constructions
- Working as part of a project team to get seating built at a raceway
- Securing a residential home for roof repairs
- Building scaffolding for art installations and museums
- Erecting work platforms for reconstruction work in heritage buildings

UNIT	TITLE	LEVEL	CREDITS
20855	Handle and maintain basic scaffolding components	2	5
13016	Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height	3	3
30692*	Perform basic calculations used in a given trade situation	2	2
28094*	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	2	3
24699*	Make an informed decision relating to personal income and explain its impacts	2	2
30596	Demonstrate knowledge of asbestos and safety measures for asbestos-related work	3	2

17

Note: Working at heights can be dangerous. To prepare for work in plumbing, scaffolding or roofing we recommend basic height safety training is completed before beginning the placement. The training should include the following two unit standards:

17600 Explain safe work practices for working at heights
23229 Use safety harness system when working at height

*These unit standards (US) 30692, 28094 & 24699 can be assessed by schools so long as they have the appropriate "Consent to Assess" authority as defined by NZQA



We recommend all students call their host employer to discuss the equipment they need to bring.

They might need:

- Lace-up steel-capped boots
- Hi-viz vest
- Safety glasses
- Long-sleeved top and long pants
- Hard hat with clip



Roofing

What do roofers do?

Whether it's a new building or re-roofing an existing one, there's plenty of demand for roofers in New Zealand. The roofing industry has many different roofing and wall cladding systems, and roofers can choose to specialise in one or all of the different systems.

Roofers are involved with the planning, set up, and installation of new roofs, along with assessing, quoting, and completing repair or re-roofing jobs.

On any given day you could be:

- Installing roofing and wall cladding on a huge commercial building
- Working on architecturally-designed roofs installing high-end roofing products and specialised flashings
- Install pressed metal tile or concrete tile roofs for new subdivisions
- Finding and repairing leaks on a residential home
- Working on skyscrapers or apartment blocks installing single or multi-layer waterproofing systems

UNIT	TITLE	LEVEL	CREDITS
497*	Demonstrate knowledge of workplace health and safety requirements	1	3
30596	Demonstrate knowledge of asbestos and safety measures for asbestos-related work	3	2
12997	Demonstrate knowledge of safe working practices on construction sites	3	3
25274	Demonstrate basic knowledge of concrete or clay roof tile systems	2	5
28094*	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	2	3
24699*	Make an informed decision relating to personal income and explain its impacts	2	2
30692*	Perform basic calculations used in a given trade situation	2	2

20

*These Unit Standards (US) can be assessed by schools so long as they have the appropriate "Consent to Assess" authority as defined by NZQA



We recommend all students call their host employer to discuss the equipment they need to bring.

They might need:

- Hi-viz vest
- Long-sleeved top and long pants
- Hard hat with clip



Security Preparation Programme

Skills are pleased to launch the new security preparation programme in partnership with Red Badge.

Theory workshops are held one day a week for 4 weeks* by Red Badge, followed by 20 hours closely supervised on-job event work experience (usually outside of school hours). On completion of the programme students will have been awarded with the unit standards required to apply for their Certificate of Approval – the license required to work in the Security industry.

What do security guards do?

You see them everywhere, from the country's largest sporting events and concerts to your favourite bars and pubs. Security guards are vital in protecting the public and keeping property safe.

On any given day you could be:

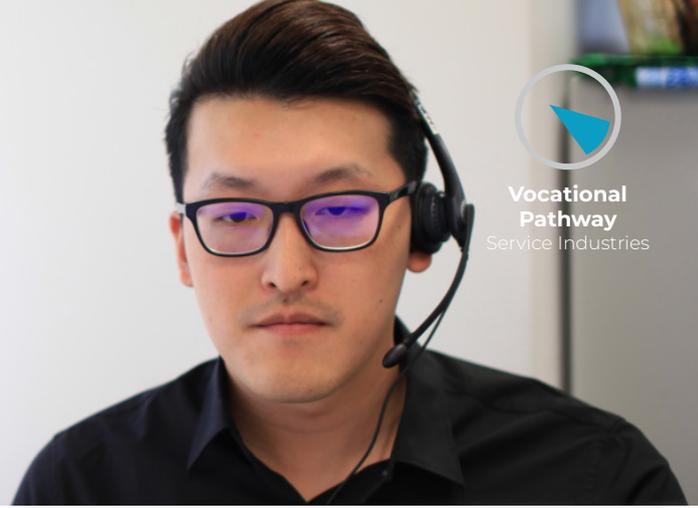
- Checking bags and tickets to a concert
- Scoping and supervising a complex project site
- Patrolling the carpark at a corporate event
- Monitoring a construction site
- Checking business properties at night
- Calming down conflict outside a bar

***Please note:** We recommend that students need to be 17 years old, or turning 18 in the calendar year that they are attending the course.

UNIT	TITLE	LEVEL	CREDITS
27360 (online)	Describe conflict management in a security context	3	4
27361	Manage conflict situations in a security context	3	4
27364	Demonstrate knowledge of the security industry in the pre-employment context	2	4
27363 (online)	Demonstrate knowledge of observation skills and threat identification in a security context	3	4
27365 (online)	Demonstrate knowledge of customer service in a security context	3	2
			18

*Unit standards 27363 and 27365 will be grouped together and are integrated. Students will be able to access this through their phones.

***Note:** Training can be carried out by Red Badge staff at school and/or delivered over two days a week if class numbers are high. Training will take place over 2 days during a 2-week period or 1 day per week over a 4 week period.



Contact Centre

Staff in a contact centre are often the first people within an organisation to speak with customers, suppliers or the public who call in.

Traditionally contact centre staff manage conversations over the phone but video calling is also becoming common practice. Some contact centre work, such as emergency and health services, may cover 24 hours a day, seven days a week. You could work regular days or evenings or do shift work. You may work in a large team or work remotely from home.

Contact centre work helps develop great people-management skills such as clear communication, the ability to stay calm in challenging circumstances and the ability to follow a standard process to gather the right information at the right time.

On any given day you could be:

- Answering enquiries
- Problem solving
- Organising help dealing with customer complaints,
- Selling goods or services
- Inputting information into a computer system.

UNIT	TITLE	LEVEL	CREDITS
57	Provide Customer Service	2	2
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2
11097*	Listen actively to gain information in an interactive situation	3	3
11815	Answer customer enquiries on the telephone in a wide range of contexts	3	3
28268	Communicate with contact centre customers and resolve enquiries	3	15
24699*	Make an informed decision relating to personal income and explain its impacts	2	2

27

***Some** of the Unit Standards (US) within this programme can be assessed by schools so long as the School has the appropriate "Consent to Assess" authority as defined by NZQA. Skills do **NOT** assess the Unit Standards in this Programme. The credits can contribute towards NCEA.

Note: For this Programme to qualify for Gateway funding there needs to be evidence of a structured work placement where the trainee can achieve unit standards



Let's get started

Enrolment

To enrol in a Skills Gateway programme: Please select the Skills Gateway package required and complete the Enrolment and Resource Form. The enrolment form must be signed by both the school Gateway coordinator and Gateway student. Please remember to use the students' full legal name on these forms.

Scan and email the completed form to registrations@skills.org.nz

Provider Numbers

The Terms and Conditions on the Enrolment form constitutes a Memorandum of Understanding. Please use your school's Provider Number to report credits assessed at your school. Any credits assessed by Skills Assessors will be reported by Skills using Skills' Provider Number

Pricing

Price for all Gateway packages is \$500 plus GST.

Payment

Skills will invoice your school accounts directly for the cost of the Gateway resource materials. Please add a Purchase Order number to assist your accounts department.

Skills' Gateway resource materials

Each Skills' Gateway package includes the Following:

- Study Guide for many unit standards*
- Assessment booklets (for students to collect workplace-specific evidence required for the standards and, if relevant, get sign off by their workplace supervisor).

***Please note:** These guides are practice material for students. Only the Trainee Assessments are to be assessed.

Delivery

We will courier your Skills' Gateway resources to your school Gateway Coordinator. Please allow at least 10-working days between order and delivery. All our courier orders are tracked. On occasion, couriers may be stowed away, collected by a student or simply don't arrive. If you suspect your order has gone astray, please email us at support@skills.org.nz

Duration

Students entering the Trades, or Contact Centre programmes will spend one day a week for ten weeks with their host employer.

Those entering the Security programme will spend one day a week for 4 weeks at Red Badge completing theory work, followed by 20 hours closely supervised on-job event work experience (usually outside of school hours).

Withdrawal and Refunds

If a student decides to withdraw from a gateway programme please let Skills know within 14 days of enrolment. No refunds will be given after this time.

Refunds will only be given if the resource materials are returned unused by a student, and Skills was notified within 14 days.

What is the assessment process?

Depending on the industry the Gateway package relates to, assessment may be on job (in the workplace), at school under supervision or managed by Skills.

Plumbing, Gasfitting, and Drainlaying, Electrical, Scaffolding and Roofing

A number of these assessments are done on the job with the employer. The process is as follows:

- A workplace supervisor will sign off the assessment
- The Gateway Co-ordinator at the school scans and emails the completed, signed off assessment and evidence (if applicable) to **gateway2@skills.org.nz**
- The assessment is received by Skills and reviewed by a qualified assessor
- Once found competent, the unit standards will be reported to NZQA by Skills

Most programmes include financial literacy unit standards 24699 & 28094. These units can be assessed by your school and reported to NZQA using your school's provider number. Please contact Skills if you wish to assess these unit standards at school. You will need to advise Skills the name of assessors in your school before assessor guides are sent out.

You can check your students' progress by logging on to NZQA and you will be sent a formal notification of completion on the Gateway programme.

Note: If you hold Consent to Assess and wish to assess unit standards 497, 30692, or 3490, please contact us at **gateway2@skills.org.nz**

Security

All students are managed and assessed through Red Badge with credits reported to NZQA by Skills.

Contact Centre

Schools need to assess the Contact Centre Programmes. You will need to advise Skills the names of the assessors in your school before Assessor Guides are sent out. The assessor may be any teacher in your school as long as your school has Consent to Assess.

To be assessed, students need to collate assessments and evidence. Schools will assess the students' work, and report the credits directly to NZQA. Information about what evidence is required and how it should be gathered for each Gateway package will be provided in the Assessor Guide.





Got questions?

Need some help to make up your mind? We'd be more than happy to answer any questions you have. Give us a call on **0508 SKILLS (754 557)** or send us an email at **support@skills.org.nz**

skills.org.nz

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