



Taking on a Gateway student 2021



Gateway

Interested in getting the next generation into the trades?

Skills' Gateway Programmes are designed to do just that. They're government-funded programmes that encourage Year 11, 12 and 13 students into the workplace by integrating real life work experience with school-based learning.

The programmes involve a student entering a workplace one day a week, for a period of time, to learn the work from experienced tradespeople. This hands-on experience helps students choose a career that's right for them, along with an introduction to the basic skills to help them succeed in the trades.

Skills makes every effort to ensure that the information provided in this guide is accurate and up-to-date. However the information given, concerning the availability and structure of courses, is regularly reviewed and no warranty or representation is given about the ongoing accuracy of such information. All fees may change without notice. Skills does not accept liability for any losses or damage that happen directly or indirectly from you relying on the information in this guide.

Why take on a Gateway student?

It's a great way to give opportunities to the next generation. You'll also have a potential future employee in your business, where you can see how they fit with your business and existing employees. You'll be able to gauge if you'd like to work with them and may want to offer them an apprenticeship at the end of their programme or school year.

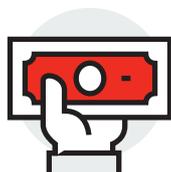


Duration

1 day a week for up to 10 weeks*

**The duration is flexible.*

Please speak with your local school about a schedule that suits both parties.



Cost

There is no cost to you for hosting a student.



Trades and Contact Centre

Programmes available in Plumbing, Gasfitting, and Drainlaying, Electrical, Scaffolding and Roofing, and Contact Centre.



What's involved?

The student will need to complete a series of unit standards while at your business. You'll need to verify their competency and sign off their work. You may also need to discuss with the student any equipment or PPE they may require.

A list of the relevant unit standards can be found in the various programmes outlined in this brochure. Some of these unit standards will be done in class.

As a guide, we recommend you have them working on:

- Shadowing a health and safety officer onsite
- Running through a toolbox talk
- Learning to use basic hand tools
- Working on trades calculations
- Completing an incident report
- Basic tasks specific to your trade

Tips for taking on a gateway student

- Preparation is key to ensuring students are getting the most out of their work experience. This will help keep students engaged while on site.
- Patience is essential. You are working with young students who come from diverse backgrounds and different learning styles. The aim is for the students to know they are in good hands and that they feel comfortable being on their work-experience.
- Keep it simple. Use clear and simple communication in the workplace to explain the different job task. Student's will be able to fulfill their tasks on site, if they are given clear and simple instructions. This will also help reduce the risk of accidents onsite.
- Engagement. Students learn in different ways; some are visual learners, and some prefer learning by reading instructions. The best way to keep students engaged is to have interactive sessions. Try to encourage students to get involved with everyday tasks and have more hands-on experience.

Completing assessments

1

Your student will receive a series of assessment booklets which they will need to work through.

2

Once they've completed the assessment booklet they'll give it to you for verification. If you're happy with their work, you'll confirm this by signing off their booklet.

3

The student can then scan the signed off assessment and any supporting evidence and email it to: assessments@skills.org.nz

4

A qualified assessor will then review the assessment, and once verified, the unit standards will be reported to NZQA.



Legal requirements

**Worried about your legal requirements? Don't be.
Your responsibilities to a Gateway Student is similar to your other employees.**

The student must follow all your policies and procedures while on site with you (including health and safety and privacy/information protection), so make sure you induct them well.

Health and Safety

We recommend that you provide the students with a health and safety walk through of the workplace and ensure the students are aware of the chemical hazards around them. Note – students will need to have a TLC for plumbing in order to go to a site. This application is sorted during enrolment process.

Employment

This programme is not a formal employment agreement.

It is designed as a bridge between employment and school. Because of this there is no requirement for annual leave or sick leave. This programme does not qualify as part of a 90-day-trial as defined under NZ law.

More information

The information in this brochure is intended as a guide only, and we recommend you visit the following websites for more information:

Worksafe

www.worksafe.govt.nz

Ministry of Business, Innovation and Employment (NZ)

www.employment.govt.nz

How to prepare for your work experience

The unit standards provided in the employer brochure can be used as a guide to plan out sessions with the students.

- Maintain communication with the gateway coordinator of the school as they will ensure students will turn up to their work experience with the correct assessments for their session.
- Align the work experience with the unit standards provided, so students are aware of what will be covered.
- Have a key outcome for every work experience session so the students are getting the most out of their work experience. This could mean students would be able to identify different hand tools for different jobs.
- Every opportunity is a learning opportunity for the students



Gateway programme - unit standards



Plumbing, Gasfitting and Drainlaying

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.

Note: A Trainee Limited Certificate (TLC) is required for a Plumbing, Gasfitting and Drainlaying 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. Anyone carrying out restricted work must have their own licence to do so, regardless of how little work they will carry out. Nobody is 'covered' by someone else's licence. Individuals must have their own licence. Any Certifying supervisors must sign their agreement to fulfil their legal responsibilities to supervise a Trainee Limited Certificate applicant.

For change of supervisors:

If there is a change to a new supervisor then the student and their new supervisor need to complete a new Supervisor Form and process it as above (i.e. complete, scan and return to registrations@skills.org.nz). Please contact the Gateway administrator at Skills to get this form.

(Refer to the Gateway Packages 2020 brochure for further details on how to manage the cancellation of a TLC and/or the change of supervisor)



Electrical

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

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

Gateway programme - unit standards



Scaffolding

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

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

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

There are many external providers delivering courses with these unit standards.



Roofing

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
25334	Demonstrate knowledge of the roofing industry within a BCATS environment	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

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*

Skills makes every effort to ensure that the information provided in this guide is accurate and up-to-date. However the information given, concerning the availability and structure of courses, is regularly reviewed and no warranty or representation is given about the ongoing accuracy of such information. All fees may change without notice. Skills does not accept liability for any losses or damage that happen directly or indirectly from you relying on the information in this guide.

Gateway programme - unit standards



Contact Centre

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.



Employer FAQ's

- **I am interested in taking on students for work experience, who do I contact?**
Please speak with the local schools in your area, as they will have a careers/gateway coordinator that will facilitate work experience for students.
- **Who will I need to contact if a student has an accident on-site?**
If a student has an accident, please follow your health and safety processes as you would for any other staff on site. Once the student has been cleared, please inform the school gateway coordinator.
- **Will the students have the appropriate workwear and footwear to be onsite?**
Yes, all students will have the correct workwear and footwear prior to visiting the workplace. This is provided by the school.
- **Will the students need breaks throughout their work experience?**
Yes, students will need to have two 15-minute breaks and a lunch break. Their work experience is to be treated as a normal workday with the standard break times required.
- **What information do I need to provide to the students about their work experience?**
Before you begin your session with the students, please go over your health and safety practices whilst on site. This includes chemical hazard symbols onsite, along with any other details you may think is necessary for the students to know.

Here's how to get started

The best way to get started is to contact your local high school. The Gateway Coordinator at your local school would love to hear from you. If they don't have a suitable student available immediately, then they'll keep your name on their books and when they have a student, they'll give you a ring to see if you're still available.

If you're having any difficulty, please contact our Gateway Administrator at gateway@skills.org.nz



Got questions?

We're 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
f @skillsorgtrades