

Taking on a gateway student 2020



skills.

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 12 and Year 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.

For the school to qualify for Gateway funding, we just need you to provide a structured work placement where the trainee can achieve unit standards.

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.

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

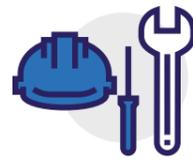
1 day a week for up to 10 weeks*

**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

We have Gateway Programmes available in Plumbing, Gasfitting, and Drainlaying, Electrical, Scaffolding and Roofing.

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. 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

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

You'll need to ensure they have the correct Personal Protective Equipment (PPE) gear and are inducted safely onto any site. We recommend students and host companies get in touch before their programme starts to come to an agreement about what PPE the student needs to arrive in, and what a host company can provide. You can also use this time to discuss any tools that the student needs to bring with them (if any).

Employment

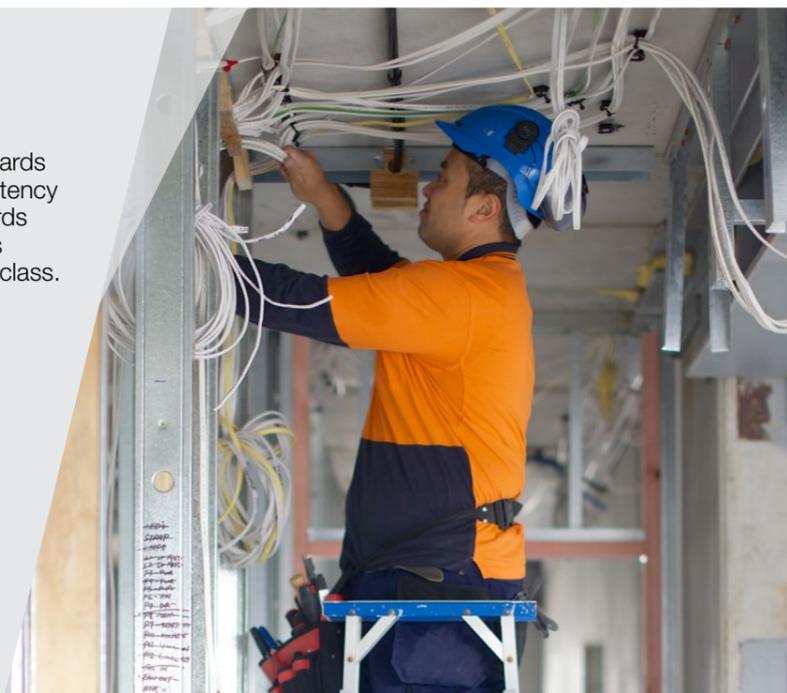
This programme is not a formal employment agreement. It is designed as a bridge between employment and school. Because of this there is no requirement for annual leave or sick leave. This programme does not qualify as part of a 90-day-trial as defined under NZ law.

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



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

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*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 care and timeliness 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

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Note: The Skills Gateway Electrical package is separate from The National Certificate in Electronics Technology (NCET) Level 2 or 3 programme.

For any students wishing to enrol in the National Certificate in Electronics Technology Level 2 or 3 programme, please email your request to support@skills.org.nz

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
17600	Explain safe work practices for working at heights	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

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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
21413	Demonstrate knowledge of roofing hand and power tools	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

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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](https://www.skills.org.nz)
f @skillsorgtrades