

Gateway Packages 2020



skills.

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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, business 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

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: support@skills.org.nz

Facebook: The Skills Organisation @skillsorgtrades

Website: skills.org.nz



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

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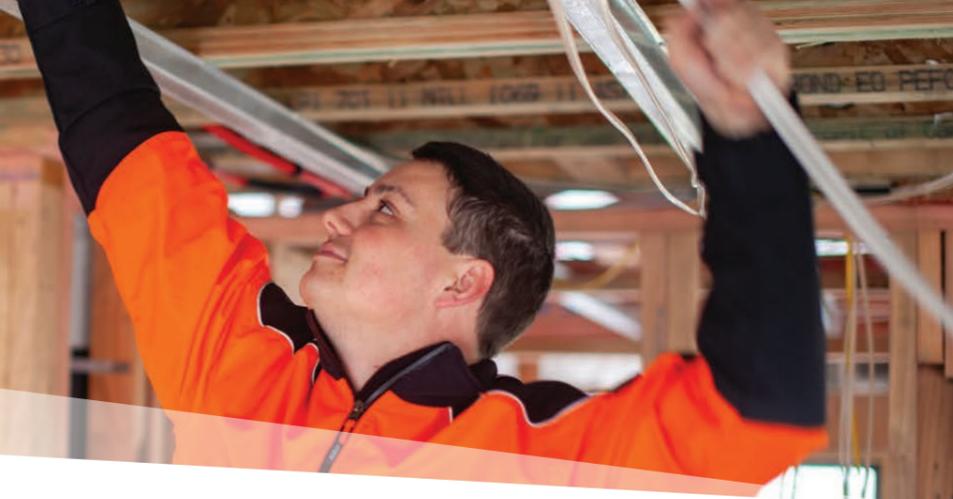
*These unit standards (US) can be assessed by schools so long as they have the appropriate "Consent to Assess" authority as defined by NZQA

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 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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*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: 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



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
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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*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:

- 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
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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*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 staff services

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

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.

This programme is available in the following areas:

- Auckland
- Hamilton
- Napier
- Wellington
- Christchurch
- Dunedin

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

UNIT	TITLE	LEVEL	CREDITS
27364	Demonstrate knowledge of the security industry in the pre-employment context	2	4
27360*	Describe conflict management in a security context	3	4
27361*	Manage conflict situations in a security context	3	4
27359	Respond to an emergency in a security context	2	3

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*Note: If the numbers are large, then the training can be carried out by Red Badge staff at the school and/or delivered over 2 days a week. The Red Badge preference is 1 day per week over a 4 week period. US 27360 is an on-line assessment and US 27361 is a practical assessment with all relevant material supplied by the Provider and not included with the Study Guide.



Business Services

What do you do in business service?

Business administration is a vital part of keeping all businesses running smoothly. Strong administration skills such as team work and customer service skills, the ability to follow business processes, and reliable data and time management are sought after in all businesses and industries.

With business administration skills you could be working in banking, insurance, real estate or general business. Over time you might progress and specialise into financial, people or customer service management.

The Skills' Business Services Gateway package provides a student logbook to record on-job evidence, and includes open-book assignments to complete at school.

On any given day you could be:

- Filing documents, record keeping and updating data
- Scheduling meetings, drafting agenda and minute taking
- Creating reports and presentations
- Preparing customer mail outs

UNIT	TITLE	LEVEL	CREDITS
57	Provide Customer Service	2	2
121	Demonstrate and apply knowledge of office equipment and administration processes	2	5
108	Apply text processing skills to produce business documents	3	5
5940	Produce a presentation using a desktop presentation computer application	2	3
12349	Demonstrate knowledge of time management	2	3
24699	Make an informed decision relating to personal income and explain its impacts	2	2

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This programme and the related Unit Standards (US) can be assessed by schools so long as they have the appropriate "Consent to Assess" authority as defined by NZQA. The credits can contribute towards NCEA. Skills do **NOT** assess the Unit Standards in this Programme.

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.

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

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***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 using Skills' Provider Number.

Pricing

The Security Gateway package costs \$300 + GST. All other Gateway packages provided by Skills cost \$250 + GST.

(These prices include all administration, assessment and moderation, resource and licence costs, communications and credit registration costs for trades courses.)

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, Business Services, 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).

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 assessments@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 need to be assessed by your school and reported to NZQA using your school's Provider Number.

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 gateway@skills.org.nz

Security

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

Business and Contact Centre

Schools need to assess the Business and 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.



Additional Courses

Here are some additional courses which could help your students succeed on their Gateway programme.

Site Safe

Everyone wants to get home safely at the end of the day. To make sure this happens, all people on construction sites need to be aware of their actions, others' actions, and the hazards of the site. Because of this, many sites now require any worker to hold a Site Safe Passport before being allowed on site.

For information and costs regarding the Site Safe courses please contact Site Safe:

Call: 0800 SITE SAFE (748 372)

E-mail: comments@sitesafe.org.nz

Website: sitesafe.org.nz

First Aid

Basic First Aid skills are always beneficial, particularly when working in higher-risk environments like on a construction site. We recommend the following two-unit standards be completed before beginning a placement.

6401 Provide First Aid

6402 Provide Resuscitation

Your school may offer these unit standards already. External providers also have courses with these units (e.g. Red Cross and St John).

Height Safety

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 (e.g. Vertical Horizonz, NZ Safety and Safety N Action).





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
f @skillsorgtrades