



Employers guide to taking on a Gateway Student



Te Pūkenga



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Contact us

Need help? We've got you covered.

Call us: 0800 327 648 (0800 EARN IT)
Mon–Thurs, 7am–6pm Fri 7am–5pm

Email: gateway@earnlearn-tepukenga.ac.nz

Website: earnlearn-tepukenga.ac.nz/careers-and-courses/gateway/

Gateway

Interested in getting the next generation into the trades?

EarnLearn | Te Pūkenga's 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.

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.

Why take on a Gateway student?

Students who have experience on the job with a trade are more likely to move into a trade career when they leave school. When you take on an enthusiastic student from your local school, you could be helping to shape their future. Supporting local students and your local school is also great for your brand, and you'll have an extra set of hands on site!

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

Programmes available in
Plumbing, Gasfitting, and
Drainlaying, Electrical, Scaffolding.



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 an employer, If you prefer the student to have prior Health and Safety training such as First aid, Site Safety passport (to enter sites), please talk your school's Gateway coordinator about organising this for their student.

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

- 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.
- Preparing and planning the students day to day tasks, will ensure the students are getting the most out of their work experience." 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.

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 Gateway Co-ordinator at the school scans and emails the completed, signed off assessment to gateway@earnlearn-tepukenga.ac.nz.

4

Once assessed and found competent, the unit standards will be reported to NZQA by a registered Te Pūkenga assessor.



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 hazards around them. As an employer , If you prefer the student to have prior Health & Safety training such as First aid, Site Safety passport (to enter sites), please talk your school's Gateway coordinator about organising this for their student. Note – students will need to have a Trainee Limited Certificate 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 our website for more information <https://earnlearn-tepukenga.ac.nz/careers-and-courses/gateway/>

Alternatively you can speak to the school's Gateway Co-ordinator for further information.

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.

- Arrange an introductory meeting with co-ordinator and student. Discuss H&S and training needs/PPE, site safe training etc.
- Communicate start time and day of gateway experience - earlier the better, this prepares the student for the real world, and helps you vet potential apprentices.
- Pair a friendly/responsible/experienced member of your team with the gateway student, so they can shadow them. Set up some tasks the student can do.
- Check in with your team and the gateway student regularly. What is working, what isn't?
- 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.



Gateway programme – unit standards



Plumbing, Gasfitting and Drainlaying

UNIT	TITLE	LEVEL	CREDITS
497*	Demonstrate knowledge of workplace health and safety requirements	1	3
3490*	Complete an incident report	1	2
4249*	Describe obligations as an employee	1	3
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
30264	Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation	3	3

18

School to add a unit standard to make 20 credits total.

*These unit standards can be assessed by schools so long as they have the appropriate "Consent to Assess" 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. Please return the completed form to your school's gateway coordinator and they will send it to our gateway team. We can provide you with this form, if needed. Please email your request to gateway@earnlearn-tepukenga.ac.nz. (Refer to the Gateway packages for schools 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
3490*	Complete an incident report	1	2
30692*	Perform basic calculations used in a given trade situation	2	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
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
			20

*These unit standards can be assessed by schools so long as they have the appropriate "Consent to Assess" by NZQA.

Gateway programme – unit standards



Scaffolding

UNIT	TITLE	LEVEL	CREDITS
3490*	Complete an incident report	1	2
4249*	Describe obligations as an employee	1	3
20855	Handle and maintain basic scaffolding components	2	5
30692*	Perform basic calculations used in a given trade situation	2	2
30596	Demonstrate knowledge of asbestos and safety measures for asbestos-related work	3	2
30264	Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation	3	3
13016	Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height	3	3
			20

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 can be assessed by schools so long as they have the appropriate "Consent to Assess" by NZQA.



Employer FAQs

- **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.

The gateway coordinator will be in touch when they have a student ready for you to take on.

- **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 practice whilst on site. This includes:

- A site induction
- Health and safety requirements
- Chemical hazard symbols
- PPE requirements
- Start and finish times with work locations
Contact details for yourself and the people they will be working with.
- Any other information that is important for them.

Completion of Gateway - Next steps for Employers

Interested in taking on an apprentice?

Many Gateway students will want to graduate before accepting an apprenticeship, but may be available on weekends, and school-holidays.

Ready to sign up an apprentice? we've got you covered? Give us a call on **0800 327 648 (0800 EARN IT)** or email us on **gateway@earnlearn-tepukenga.ac.nz**.



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