



# Gateway Packages for Schools



Te Pūkenga





# Contents

<b>Introduction</b>	<b>1</b>
<b>Plumbing, Gasfitting and Drainlaying</b>	<b>2</b>
<b>Electrical</b>	<b>4</b>
<b>Scaffolding</b>	<b>5</b>
<b>Let's get started</b>	<b>6</b>
<b>What is the assessment process?</b>	<b>7</b>

## 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](mailto:gateway@earnlearn-tepukenga.ac.nz)

Website: [earnlearn-tepukenga.ac.nz/careers-and-courses/gateway/](http://earnlearn-tepukenga.ac.nz/careers-and-courses/gateway/)



# An Introduction to Gateway with Te Pūkenga

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.

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

EarnLearn | Te Pūkenga offers Gateway packages for plumbing, gasfitting and drainlaying, electrical and scaffolding.

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





# 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 [gateway@earnlearn-tepukenga.ac.nz](mailto:gateway@earnlearn-tepukenga.ac.nz). We will submit it to the Plumbing, Gasfitting and Drainlaying Board. Te Pūkenga has covered the cost of the TLC in the Gateway programme. You do not need to provide photo ID with the TLC application.

**Cancelling/ Updating TLC application:** In the event a Gateway student wants to leave the Gateway programme, has left the school or the student is no longer being supervised, has a change in supervisor or current supervisor details need to be updated, then the school Gateway coordinator needs to email [gateway@earnlearn-tepukenga.ac.nz](mailto:gateway@earnlearn-tepukenga.ac.nz) and notify them of the cancellation or changes. Te Pūkenga will notify the PGD board of any changes with the TLC application.





# Plumbing, Gasfitting and Drainlaying (PGD)

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.



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
- Health and safety training, such as Site Safe Passport



# 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.

## 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
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
			<b>20</b>

\*These unit standards can be assessed by schools so long as they have the appropriate “Consent to Assess” 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
- Health and safety training, such as Site Safe Passport



# 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
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
			<b>20</b>

**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.



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
- Health and safety training, such as Site Safe Passport





# Let's get started

## Enrolment

To enrol, select the Te Pūkenga 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 [gateway@earnlearn-tepukenga.ac.nz](mailto:gateway@earnlearn-tepukenga.ac.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 Te Pūkenga Assessors will be reported by Te Pūkenga using the Te Pūkenga Provider Number.

## Payment

Te Pūkenga 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.

## Te Pūkenga Gateway resource materials

Each Te Pūkenga Gateway package includes:

- A study guide for unit standards for the relevant trade\*
- 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 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 [gateway@earnlearn-tepukenga.ac.nz](mailto:gateway@earnlearn-tepukenga.ac.nz).

## Duration

Students will spend one day a week for ten weeks with their host employer.

## Withdrawal and Refunds

If a student decides to withdraw from a Gateway programme, please let Te Pūkenga 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 Te Pūkenga was notified within 14 days.

# What is the assessment process?

The assessment process may differ depending on the trade.

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

- A workplace verifier will sign off the assessment.
- The Gateway Co-ordinator at the school scans and emails the completed, signed off assessment to **gateway@earnlearn-tepukenga.ac.nz**.
- The assessment is received by Te Pūkenga and assessed by a registered Te Pūkenga assessor.
- Once found competent, the unit standards will be reported to NZQA by Te Pūkenga.

The School Gateway Coordinator can check student's progress by logging onto NZQA.

**Note:** If your school has consent to assess and wish to assess unit standards 497, 30692, or 3490, please contact us at **gateway@earnlearn-tepukenga.ac.nz**.









**Te Pūkenga**

[earnlearn-tepukenga.ac.nz](https://earnlearn-tepukenga.ac.nz)  
**0800 327 648 (0800 EARN IT)**