DIY ServiceIQ Gateway Programmes

Create your own Gateway with our products

Retail & Retail Supply Chain · **Hospitality** · **Tourism** · **Travel** · **Aviation**

1 Download the **DIY Gateway Training Resources Guide** from the ServiceIQ website to decide options. **www.serviceiq.org.nz/ schools/gateway-training/ gateway/** or scan the QR code.

2 School downloads and completes the **ServiceIQ Gateway Memorandum of Understanding** (MOU). *Annual requirement for schools.*

3 School engages a suitable workplace if required and arranges workplace verification with workplace manager.

4 School completes **ServiceIQ DIY Registration Form** and emails to: **schools@ServiceIQ.org.nz**

5 ServiceIQ returns signed MOU to school. Resources dispatched to school within 15 working days. Invoice sent to school for resources and assessment fees.

6 Student completes work placement and all verifications are completed by manager/ supervisor and signed off.

7 Schools Transition Advisor allocates time to support student throughout work placement and ensures verifications and assessments have been completed.

8 **ServiceIQ Assessment Cover Sheet** is attached to student's completed assessment and couriered or scanned to **ServiceIQ Gateway** for assessment. All supporting evidence is also attached. Copy of assessment is kept by school.

9 ServiceIQ Assessment Team mark students' assessments. Assessment and reporting form sent back to school. Any resits are resubmitted to ServiceIQ for marking.

10 ServiceIQ records students' results and return assessment results to school.

11 School reports units to NZQA using its own provider code if it has consent to assess. For schools that do not have consent to assess, then a signed pre-approved use of the ServiceIQ provider code document needs to be provided.

ServiceIQ · **Te Pūkenga**

Documents mentioned in this chart are available here www.serviceiq.org.nz/schools/gateway-training