

# Readymade Gateway Training

## MOU

- ▶ Download and complete our MOU  
<http://www.serviceiq.org.nz/assets/Attachments/Schools/SIQ-Gateway-MOU-Ed3-Feb19.pdf>
- ▶ Once completed email this to: [schools@serviceiq.org.nz](mailto:schools@serviceiq.org.nz)

## EXPRESSION OF INTEREST

- ▶ We can now register your students Expression of Interest for our Gateway Programmes on our website.
- ▶ <http://www.serviceiq.org.nz/schools/gateway-training/gateway/>

## INTERVIEW PROCESS

- ▶ Students are interviewed and selected by our Workforce Engagement Advisors.
- ▶ Our Workforce Engagement Advisors will then inform the schools on how their students went.

## REGISTER STUDENTS

- ▶ Once selected, your students will be given a registration form to complete.
- ▶ This is then sent into ServiceIQ for processing.  
Note: Students will be registered by their legal name that is listed in KMAR/NSN identifier.

## WORKFORCE ENGAGEMENT ADVISOR

- ▶ Our Workforce Engagement Advisors will arrange store placements and resources for your students.
- ▶ Our Workforce Engagement Advisors will work with your students to ensure they complete their assessments.

## COMPLETION

- ▶ On completion of the programme, your students' assessments will be returned to the school so their credits can be reported to NZQA.
- ▶ ServiceIQ will issue your students with a certificate.  
  
Note: Certificates can take around two weeks to come through from our printers.