

Readymade and DIY Gateway Student Registration Form

This form is to be used if you need resources and ServiceIQ to assess your student's work.

If you have Consent to Assess and your own Assessor who is assessing the work, then please visit [ServiceIQ's Shop](#) and order your resources directly from there.

Name of School

Ordered byPurchase Order Ref.....
(Compulsory)

Ordering Resources

Scan this registration form to Schools@ServiceIQ.org.nz to order.

Subject line: ServiceIQ Gateway Student Registration Form – [Please fill out your school name here]

To receive your resources promptly please be sure to fill out all the fields in the form correctly.

Please allow up to 10–14 working days for this order to be processed and delivered.

Assessments

For a quicker turnaround time, please scan your student's completed assessment/s to Schools@ServiceIQ.org.nz

Subject line: Your Students Name, Unit Standard, Students NSN

Email body: Any information that we need to know

Terms & Conditions

- ▶ A **MOU** must be completed each year between the School and ServiceIQ if you are registering your students on a Readymade or DIY Gateway Programme and require ServiceIQ's Assessment Service.
- ▶ Please click **Gateway** for information and pricing. Prices are subject to change at the discretion of ServiceIQ.
- ▶ ServiceIQ will invoice you for required payments at the end of each month.
- ▶ If your student changes their mind about the programme within 30 days of the invoice, a refund of the Assessment Service fee, less a \$57.50 incl GST administration fee may be refunded. The fee for any resources is non-refundable.
- ▶ If your student changes their mind about the programme and you have another student wanting to take their place, a \$57.50 incl GST administration fee will apply. This will be in addition to the original fees.
- ▶ Any re-assessments will incur a fee of \$18.40 incl GST each time we need re-assess it, so please ensure you thoroughly check your student's work before submitting for marking.
- ▶ Refunds will be reviewed and approved/declined by the Customer Support Manager.
- ▶ All students who require ServiceIQ's Assessment Service, need to be registered with us.
- ▶ Please keep a copy of your student's assessment.
- ▶ ServiceIQ respects your privacy and keeps safe the information you provide us. If you would like to know more, please see the privacy statement on our website. www.serviceiq.org.nz/privacy-statement

Student Enrolment Details

(All fields to be completed. Please print clearly when completing this form)

Student's Full Legal Name

NSN Date of Birth

Email

Gender Male Female Gender Diverse

Ethnicity..... Iwi affiliation.....

Work placement (where applicable)

List programmes and/or unit standards your student intends to complete.

Please select which type of resource you would like (refer to the Readymade and DIY Gateway Handbook for options).

P = Printed, B = Blended, FO = Fully Online. If there is no selection, we will send printed resources.

<input type="checkbox"/> P	<input type="checkbox"/> B	<input type="checkbox"/> FO
<input type="checkbox"/> P	<input type="checkbox"/> B	<input type="checkbox"/> FO
<input type="checkbox"/> P	<input type="checkbox"/> B	<input type="checkbox"/> FO
<input type="checkbox"/> P	<input type="checkbox"/> B	<input type="checkbox"/> FO
<input type="checkbox"/> P	<input type="checkbox"/> B	<input type="checkbox"/> FO
<input type="checkbox"/> P	<input type="checkbox"/> B	<input type="checkbox"/> FO

Complete this part only if you are using the Gateway fund

Gateway Placement Agreement

Between (School)

And (Employer)

And (Student)



1. The workplace learning will include the standards listed in the learner's Learning Plan.
2. The employer will provide a learning environment that recognises the interests and welfare of the learner.
3. The employer will promptly inform the school of any matters that could affect the delivery of the workplace learning.
4. The school may terminate this agreement at any time if the workplace learning is not being delivered to the school's satisfaction and/or the welfare and interests of the participating learner is not being met.
5. The employer may terminate this agreement if unable to deliver the learning.
6. The employer is responsible for meeting all obligations of an employer, or person conducting a business or undertaking (PCBU) under the Health and Safety at Work Act 2015, and all obligations under the Human Rights Act 1993, and any other relevant statute, regulation, or bylaw.
7. The learner agrees to:
 - a) follow the employer's reasonable instructions; and
 - b) use all tools, equipment, safety equipment and clothing issued to the learner in a safe and responsible manner; and
 - c) behave in such a way that neither the learner nor other people are put at risk by the learner's actions.

Signed by or on behalf of the employer

Signed on behalf of the school

Signed by the student Date