

# Industry Supported Gateway Student Registration form



**Thank you for registering for a place on a ServiceIQ Industry Supported Gateway programme. This is a great opportunity to gain valuable retail industry experience on the job.**

To register, please fill in and sign both forms. The information you provide may be shared between the employer and ServiceIQ, in accordance with the Privacy Act 2020.

## FEES

Once a student has been selected, the school will be invoiced a programme cost of \$500 (excl GST) per student. This includes the costs for work placement days, training and coordinator assessment services, and a uniform.

**Please Note:** In the unlikely event that a student withdraws from the programme within two weeks of their induction and the Schools Transitions Advisor has been notified in writing, the school may be entitled to a refund of the programme cost, less an administration fee of \$250 (excl GST). Refund applications will be reviewed and approved/declined by the Schools Transitions Manager.

**If due to COVID-19 a Gateway partner can no longer continue with the in-store or workplace placement we will do what we can to assist your student to continue to gain credits. This may include, but is not limited to, later dates for the workplace component and/or online learning options. Because there are options in place, we cannot offer a refund, in part or in full, for any COVID-19 related changes.**

## WORKPLACE DETAILS *(All fields to be completed)*

Workplace Full Name: .....

Work Placement Location: .....

Employer Full Name:.....

Email address: .....

## SCHOOL DETAILS *(All fields to be completed)*

Teacher / Gateway Coordinator Full Name:.....

Email address: .....

## STUDENT DETAILS *(All fields to be completed)*

Full legal name: ..... DOB: .....

Name of school:..... NSN: .....

Email:..... Mobile: .....

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

Gender:  Male  Female  Diverse

Emergency Contact (Next of Kin) Name: .....

Contact Number: ..... Relationship: .....

Do you have an after school job?  Yes  No

If yes, what is the name of your after school workplace? .....

Please indicate your T-shirt size:  S  M  L  XL  2XL  3XL  4XL

## INDUSTRY SUPPORTED GATEWAY PROGRAMMES AVAILABLE

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Please tick which programme you are registering for:

### Level 2

- Red Shirts in Schools (RSIS)
- Blue Shirts in Schools (BSIS)
- Countdown SEEDS
- Farmers
- Healthy Futures
- Retail Ready Award (print)
- Mitre10
- Other (*specify below*)

### Level 3

- Noel Leeming
- Torpedo7
- TWG Distribution
- Hospo Ready
- Auckland Airport
- Domino's
- Air New Zealand

## SELECTION CRITERIA

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There are limited places available on our popular Gateway programmes. This means that to be considered for placement, all students who register must meet the following criteria. Please answer each question on the following checklist.

(Tick boxes for each)

- I am aware that to gain the NZQA credits, I must complete all unit standard assessments that make up the learning plan and all work placement days.
- I am able to commit to the hours and days of the Gateway programme (a minimum of 6 hours per day at least one day per week).
- I will make sure that the uniform that is given to me is clean and worn correctly.
- I am able to work independently as directed/required and am flexible with tasks as they may change.
- I will follow all of the rules that will be covered at the induction
- I will have transport to get me to and from the workplace safely
- I am open-minded, ready and willing to listen and learn to make the most of the opportunities provided on the programme.
- I will respect others and their property.
- I understand that I cannot engage in social media while on work placement
- I understand that I can only use my personal phone while on breaks i.e. not while working

Do you have a criminal record?  Yes  No

If you answered "yes", please briefly state your conviction/s – e.g. trespass notice

**DISABILITIES OR LEARNING CHALLENGES**

Do you have a disability or learning challenge that might impact your ability to complete this training?  Yes  No

If yes, what is your disability or learning challenge? *(Tick all that apply)*

*This information will let us know how we can best support you through your learning programme.*

- ADHD
- Autism Spectrum Disorder including Asperger Syndrome
- Blindness and vision impairment
- Hearing Impairment
- Mental Health
- Medical conditions
- Physical or mobility impairment
- Dyslexia
- Other (specify below)
- Other specific learning disabilities including dyscalculia and dysgraphica
- Dyspraxia

I acknowledge the physical requirements of participating in this work placement – this means that I cannot suffer from any injury or ailment or disability which may adversely affect my regular attendance at work or adversely affect my work performance or adversely affect the safety of myself and/or others (both employees and customers), and I may be required to complete an ACC Injury History Report if deemed necessary by the Company.

I (Student Name)..... confirm that the above information is true and correct.

Signature: ..... Date: .....

**OFFICE USE ONLY**

Schools Transitions Advisor:

**School term dates:**

- Term 1 – 30 January
- Term 2 – 24 April
- Term 3 – 17 July
- Term 4 – 9 October

**Holiday dates:**

- Term 1 – 11 April
- Term 2 – 3 July
- Term 3 – 25 September



# GATEWAY PLACEMENT AGREEMENT



Between ..... (School)

And ..... (Employer)

And ..... (Student)

1. The workplace learning will include the standards listed in the learning plan.
2. The employer will provide a learning environment that recognises the interests and welfare of the student.
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 student 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 student agrees to:
  - a. Follow the employer's reasonable instructions; and
  - b. Use all tools, equipment, safety equipment and clothing issued to the student in a safe and responsible manner; and
  - c. Behave in such a way that neither the student nor other people are put at risk by the student's actions.

Signed on behalf of the school .....

Signed by the student .....

Signed by or on behalf of the employer .....

Date .....