



GATEWAY

TEACHERS MANUAL

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1. INTRODUCTION

Welcome to ETITO's Gateway coordinator's manual. This manual is designed to provide Gateway schools and their Gateway coordinators with all the information needed to deliver ETITO's electrotechnology Gateway programme. You'll find all sorts of valuable information, like what the programme covers, how to select the right students, advice around selecting companies suitable for hosting students, equipment required for the Gateway programme and more! There are even some additional resources that will help students make informed career decisions and assist them in finding employment in the electrotechnology industry.

2. WHO IS ETITO?

ETITO is a multi-industry Industry Training Organisation [ITO]. Our vision is that appropriately skilled people are available to work in our industries. Therefore, our mission is to promote the skill needs of our industries in the education and training sector and to deliver high quality industry training services to companies in our industries.

We currently provide training solutions relating to the capability of people in seven New Zealand industry sectors, including:

- Electrotechnology [including electrical engineering, electronic engineering, electronic security, motor rewinding and repair, switchgear fitting, appliance servicing, industrial measurement and control and electrical wholesaling]
- Security
- Offender management
- Telecommunications
- Ambulance [including pre-hospital emergency care]
- Contact Centre
- Financial Services

Recognised by the government and our industries as a national standards setting body, ETITO works with its industries to:

- Develop skill standards and qualifications
- Manage national training systems
- Provide skills leadership
- Subsidise industry engagement in national qualifications training

From a national network of offices located in Auckland, Hamilton, Rotorua, Wellington and Christchurch, ETITO manages industry training arrangements for approximately 1,300 employers and 7,500 employees.

3. WHAT ETITO'S GATEWAY PROGRAMME COVERS

ETITO currently offers assistance with the Gateway programme for those industries within the electrotechnology, security [electronic security] and telecommunications sectors. If you want to find out more about these sectors, read on.



3.1 Electrical Engineering [Electrician for Registration]

Wherever there's electricity, there's work for an electrician. These handy people turn up everywhere from office buildings, ski fields and goldmines to ships, movie sets and oil rigs. Kiwi electricians are in big demand - both here and overseas - and the work is incredibly varied across the domestic, commercial and industrial fields.

Electricians could be installing, maintaining and repairing electrical wiring, communications systems, air conditioning or lighting inside a house, a bank or a dairy factory. Electrical work also includes connecting systems to power supplies, installing electrical equipment and much, much more.

3.2 Electronic Engineering

Where do you take your home theatre to be fixed? How do you install and optimise it? An electronic engineering technician can show you how. They know all about designing, developing, testing and maintaining electronic parts and systems used in consumer electronics, office technology, communications, navigation, industry and entertainment.

You'll find these talented professionals just about anywhere – from onboard a Navy frigate to the local television repair shop. Electronic servicing technicians are found in the areas of industrial, domestic, commercial, telecommunications, marine and military electronics.

3.3 Telecommunications

Work in this fast growing sector includes the installation, service and maintenance of telecommunications and broadcasting systems and equipment, including telephone exchanges and network - both commercial and domestic, land and mobile. A telecommunications technician, could be working indoors or out, in New Zealand or around the world.

They are employed by large telecommunications companies, network and exchange equipment supplier, radio and television networks or an installation/maintenance service provider.


3.4 Electronic Security

An electronic security technician can install everything from a basic household intruder alarm to a complete security solution for a large corporation, including access control systems [swipe cards, fingerprint readers, the activation of auto doors and gates], camera systems, intruder alarms and intercom.

The job often involves installation work [cabling and mounting of equipment], the programming of systems, and routine maintenance and back-up service, such as monthly checks of a bank's security system. Sometimes they work alone, servicing a small select group of clients or as part of a large organisation, working for banks, shopping centres and commercial buildings.

3.5 Industrial Measurement and Control

The specialist skills of Industrial Measurement & Control [IMC] technicians can be found at work in the dairy, brewing, steel, pulp and paper, and electricity generation industries – to name just a few.



Their work involves the installation, maintenance, calibration, testing, diagnosis and repair of incredibly precise instrumentation used to control, measure and record things like fluids, temperature and pressure. Many apprentices choose to 'dual skill' completing both electrical engineering and IMC qualifications at the same time.

3.6 Appliance Servicing

Modern appliances are constantly evolving. A fridge doesn't just keep your food fresh anymore; it tells you if you've left the door open and works out if more cold air is required - and where.

With sophisticated electronics from the computer, space and communications industries, the average household appliance presents a huge variety of challenges for the appliance servicing technician – from installation and maintenance to fault-finding and repair. As a result, they have to be part electrician, part electronics technician and part ICT [Information Communication Technology] technician.

3.7 Electrical Switchgear Fitting

Ever wondered how all the electricity is controlled at a substation or once it gets to a factory or skyscraper? An electrical switchgear fitter is responsible for building switchboards and installing contactors, relays and wiring that do exactly that. Some boards are only small [you'll see them on the roadside controlling a flood pump] while others are huge and fit inside large rooms, purpose-built to accommodate them. Electrical switchgear fitters are also trained in electrical and sheet metal work as part of the apprenticeship.

4. ETITO'S GATEWAY PROGRAMME [ON-JOB, PRACTICAL]

In an electrotechnology apprenticeship, apprentices are issued with a Workplace Logbook which details a number of practical unit standards that must be completed during their apprenticeship. The apprentices [or trainees] are also required to document their daily work to assist them in gathering evidence for these practical on job units.

For the Gateway programme we have duplicated this process and will provide each Gateway student with a cut down version of the Workplace Logbook. While on their work placement the Gateway student is asked to document what they do each day using daily diary sheets provided at the back of the Workplace Logbook.

When the student feels they have completed the tasks within the Workplace Logbook and that they have amassed enough evidence they will ask to have the task signed off. This task is normally signed off by the electrician in the workplace as long as they are registered as an ETITO assessor. If there is no assessor available, ETITO can provide one for a small charge [see section 13 – Fees].

For more information on assessors please see section 10 – Selecting the right company.

You'll find more information about the on job assessment process within the Gateway Workplace Logbook, which includes the following unit standards:




| Gateway on-job units | | | |
|----------------------|--|-------|---------|
| Unit Standard | Unit Title | Level | Credits |
| 1178 v5 | Follow safe practices in an electrical workplace | 2 | 3 |
| 16407 | Use & maintain hand & power tools for electrical work | 3 | 4 |
| 5907 | Work safely with electrical equipment | 2 | 1 |
| 1277 | Communicate information in a specified workplace | 2 | 3 |
| 5922 | Use cutting tools & machines in performance of electrical installation and maintenance | 2 | 2 |

Note – It is not necessary for the Gateway student to complete all of the above units.

5. ETITO GATEWAY OFFERING [OFF-JOB, THEORY]

There are a small number of theory, or off-job units that are suitable to be undertaken while in the Gateway programme, these are:

| Gateway off-job units | | | |
|-----------------------|---|-------|---------|
| Unit Standard | Unit Title | Level | Credits |
| 6401 | Provide basic first aid | 2 | 1 |
| 6402 | Provide basic life support | 1 | 1 |
| 15845 | Draw and explain simple electrical diagrams | 2 | 3 |
| 15847 | Demonstrate knowledge of mathematics and mechanics for electrical trades | 2 | 4 |
| 15849 | Perform manual soldering and de-soldering procedures for electrical work | 2 | 2 |
| 15851 | Demonstrate knowledge of electrical safe working practices | 2 | 2 |
| 25070 | Explain the properties of conductors, insulators, and semi-conductors and their effect on electrical circuits | 2 | 7 |
| 25071 | Demonstrate knowledge of electromotive force [e.m.f] production | 2 | 3 |
| 25072 | Demonstrate knowledge of electromagnetism theory | 2 | 5 |



Note 1 - Unit 15845 does not appear in the National Certificate in Electrical Engineering [Electrical Appliance and Electronic Servicing].

Note 2 - Unit Standard 15847 does not appear in the National Certificate in Telecommunications.

Note 3 - Please discuss with ETITO before choosing any of the off job units, particularly Unit Standard 15843.

Note 4 - As with the Workplace Logbook there is no expectation that all of these units are completed. Only choose those units that will fit with the remainder of the students studies.

5.1 Access to off-job units

ETITO contracts a number of external training providers to deliver the above unit standards. It is up to the Gateway coordinator to arrange this, however ETITO can help put you in touch with the most suitable training provider.

6.ETITO BRIGHT SPARKS

With the mission to increase the pool of young people available for employment in New Zealand's hi-tech industries, Bright Sparks is ETITO's specialist school-to-industry transition programme.

Bright Sparks consists of three core elements:

- The National Certificate in Electronics Technology [NCET] – a technology curriculum which engages over 2,500 secondary school students
- The Bright Sparks online forum 'The Hub' – where technologically savvy young people share advice and ideas online
- The annual Bright Sparks HiTech Competition – a nationwide event that's attracts ingenious technology inventions from talented 10 – 18 year olds.

For more information on Bright Sparks, please visit www.brightsparks.org.nz or contact Ross Petersen, Bright Sparks Manager on: 09 583 1317 or email rossp@etito.co.nz

7.THE NATIONAL CERTIFICATE IN ELECTRONICS TECHNOLOGY [NCET]

NCET is ETITO's electronics qualification offered nationally in secondary schools. The NCET is:

- A New Zealand Qualifications Authority [NZQA] recognised qualification that offers credit towards NCEA certification.
- Delivered in over 180 New Zealand secondary schools to students at Years 12 and 13.
- 2,500 students are currently engaged in NCET Level 2 and 500 students in NCET Level 3.
- It combines practical and theoretical components with formal assessment protocols.
- 80% of graduates surveyed to date have progressed to tertiary education.
- NCET credits can be used towards the pre-employment 'Electrotechnology 101' certificate.

For more information on NCET, please visit www.brightsparks.org.nz or contact Ross Petersen, Bright Sparks Manager on: 09 583 1317 or email rossp@etito.co.nz

On the next two pages are the qualification summaries for the NCET Level 2 & Level 3. Note units from the NCET can be used towards the pre-employment 'Electrotechnology 101' certificate [see section 8].

| National Certificate in Electronics Technology [Level 2], Version 5 [40 credits] | | | |
|---|---|-------|---------|
| Unit Standard | Title | Level | Credits |
| 18239 | Demonstrate introductory knowledge of circuit concepts and measurements for electronics | 2 | 5 |
| 18240 | Demonstrate knowledge of basic electronic components | 2 | 5 |
| 18241 | Demonstrate knowledge of basic electronic systems | 2 | 5 |
| 18242 | Construct a simple printed circuit | 2 | 3 |
| 18243 | Construct simple electronic products from supplied circuit schematics | 2 | 6 |

| Field | Subfield | Domain |
|--------------------------------------|----------------------------|--------------------------------|
| Computing and Information Technology | Computing | Any |
| Engineering and Technology | Technology | Technology – General Education |
| Sciences | Mathematics | Any |
| | Science | Chemistry |
| | | Physics |
| | | Science – Core |
| | Statistics and Probability | Any |



Transitions – normal provisions of recognition of prior learning apply for candidates with relevant passes in Year 12 [Sixth Form] subjects.

| National Certificate in Electronics Technology [Level 3], Version 3 [43 Credits] | | | |
|---|--|-------|---------|
| Unit Standard | Title | Level | Credits |
| 8221 | Describe the development of a new electronic product | | |
| 19743 | Demonstrate and apply knowledge of basic semiconductor devices | | |
| 19744 | Demonstrate knowledge of basic digital and analogue electronics concepts | | |
| 19745 | Demonstrate basic knowledge of signals and the transmission of information | | |
| 19746 | Demonstrate basic knowledge of electronic product quality and reliability | | |
| 19747 | Demonstrate and apply basic knowledge of microcontrollers | | |

| Field | Subfield | Domain |
|--------------------------------------|----------------------------|--------------------------------|
| Computing and Information Technology | Computing | Any |
| Engineering and Technology | Technology | Technology – General Education |
| Sciences | Mathematics | Any |
| | Science | Chemistry |
| | | Physics |
| | | Science – Core |
| | Statistics and Probability | Any |

Transitions – normal provisions of recognition of prior learning apply for candidates with relevant passes in New Zealand Bursary subjects [Year 13].



8.ETITO 'ELECTROTECHNOLOGY 101' CERTIFICATE

One of the biggest hurdles an employer faces when looking at employing an apprentice is determining whether they have the right academic attributes to be able to cope with the off-job, theory components of an apprenticeship.

The employer must also be able to determine whether the applicant has the right work ethic, interest and overall attitude to suit the trade and their business.

It's a tall order to get right and with the complexity of the NCEA system it's becoming increasingly more difficult for the employer to make the right decision – and given that an apprenticeship is usually a long term commitment it's not a decision they want to get wrong!

To assist the employer in making the right decision and to reward a student who has all the right attributes ETITO has produced a pre-employment certificate called '**Electrotechnology 101**'.

This certificate is made up of a combination of suitable school achievement standards, Gateway unit standards and selected elective credits from areas like the NCET [National Certificate in Electronics Technology].

The idea behind the certificate is that a student can demonstrate to an employer that they have the right kind of academic achievement, some practical experience through Gateway and even the right attitude as they may have also completed optional units like the NCET.

Obviously this cannot guarantee employment but it will assist employers in identifying whether a potential apprentice has the right attributes and also reward those students that have shown a real aptitude towards an electrotechnology trade.

In order to achieve the certificate the student must have completed the following:

- **Achievement standards:**

Minimum of 12 credits in maths, science and English, [with a total of 36 credits] in NCEA Level 1 [Standards must be taken from the list in section 9 'Selecting the right student']

Note 1 - recognition of equivalent educational achievement other than those stated in section 9 may be used. Application for this must be made to the ETITO.

- **Gateway unit standards:**

Minimum of 10 credits from the units in the ETITO Gateway Workplace Logbook [Unit standards in Workplace Logbook are: 1178, 16407, 5907, 1277 & 5922]

- **Elective credits:**

Minimum of 10 credits from any of the following, the NCET [see section 7 for more detail], First Aid unit standards 6400, 6401 or 6402, any achievement or unit standard from the school's technology curriculum and any other unit standards that make up an electrotechnology qualification e.g. off job units achieved through the ETITO Gateway programme.

Once a student has achieved the required credits to be eligible for the 'Electrotechnology 101' certificate then the school can apply to ETITO for the issue of the certificate.

Note 1 – See section 13 for costs involved in issuing the certificate.



9. SELECTING THE RIGHT GATEWAY STUDENT

There is open entry into all ETITO electrotechnology qualifications however all of these industries are quite technical in nature and therefore those wishing for careers within these industries will require a sound knowledge of mathematics, science and English along with a reasonable practical ability.

When choosing students for ETITO's Gateway programme it's particularly important to consider mathematical ability. The students do not necessarily need to be top of the class but if they struggle with mathematics they will find it difficult to succeed in an electrotechnology field. As a guide, below are some achievement standards that ETITO strongly recommends the student should be working towards or hold if they are going to be suitable for an electrotechnology career:

Mathematics

- AS90147 Use straightforward algebraic methods and solve equations
- AS90148 Sketch and interpret linear or quadratic graphs
- AS90149 Solve problems involving measurement of everyday objects
- AS90150 Use geometric techniques to produce a pattern or object
- AS90151 Solve straightforward number problems in context
- AS90152 Solve right-angled triangle problems

Science

- AS90186 Carry out practical science investigation with direction
- AS90187 Research, with direction, how science and technology are related
- AS90189 Describe properties and reactions of groups of related substances
- AS90191 Demonstrate an understanding of physical systems

OR

Physics

- AS90180 Carry out a practical physics investigation with direction
- AS90181 Research, with direction, how physics and technology are related
- AS90183 Demonstrate understanding of motion in one dimension
- AS90185 Demonstrate understanding of electricity and magnetism

English

- AS90053 Produce formal writing
- AS90054 Read, study and show understanding of extended written text[s]
- AS90055 Read, study and show an understanding of a number of short written texts
- AS90056 View/listen to, study and show understanding of a visual or oral text
- AS90057 Read and show understanding of unfamiliar texts
- AS90060 Research, organize and present information



10. SELECTING THE RIGHT GATEWAY COMPANY

Through our network of regional training managers, ETITO deals with over 1,300 companies that are currently training apprentices within the electrotechnology fields. Therefore we have a pretty good understanding of the industries within your local region.

It is strongly recommended that before the Gateway school places a student with a local company that the Gateway coordinator contacts the ETITO regional training manager [see section 19 for contact details] to check the suitability of the host company.

ETITO's regional training managers will be able to advise you on things like:

- Suitability of the company to train a Gateway student [some companies do not have a suitable work environment].
- Does the host company have the required scope of work to suit the Gateway student's requirements?
- Whether there is access to an ETITO on-job assessor within the company or whether the Gateway student will require ETITO to provide assessment.

If the school is unsure about where to find a suitable host company, ETITO's regional training managers may be able to provide some ideas as to who to contact. Although it should be noted it is the responsibility of the school to make this contact as the chief relationship is between the Gateway school and the host company.

11. OPTIONAL ETITO SCHOOL VISIT

ETITO is happy to send an ETITO area representative to the school to meet with the student and provide guidance on how ETITO's Gateway and electrotechnology apprenticeships occur. This will cover:

- How to use the Workplace Logbook and record evidence
- How to get the most out of the work placement
- How to look for an apprenticeship
- Career options

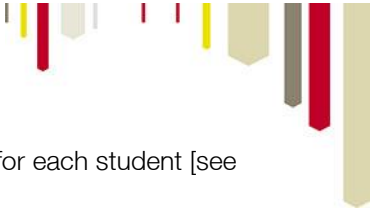
Note 1 – this will incur a small charge [see section 13]

Note 2 – these visits can be on a one-on-one basis or an entire Gateway class

12. HOW TO GET THE PROCESS STARTED [WHAT'S THE FIRST STEP?]

1) Contact your local ETITO training manager to discuss:

- Suitability of student
- Suitability of host company/or to discuss host company options
- Provide advice on what a host company may require
- Discuss optional school visit



2) Complete the Memorandum of Understanding [MoU] and Enrolment Form for each student [see section 17 for copies of these] and return to ETITO.

Note 1 – a MoU is renewed every 2 years so once the MoU is in place ETITO will only require a new Enrolment Form for each additional student you wish to place on the Gateway programme.

3) ETITO will then invoice the school for each student enrolled in ETITO's Gateway programme [see section 13 for details].

Note 1 - payment can be sent with the MoU and Enrolment Forms if you wish.

4) On receipt of the Enrolment Forms and payment ETITO will issue each student with their Gateway Workplace Logbook.

5) If you opt for an ETITO training manager to visit your school this should take place either before the student starts with the placement or shortly after.

6) The student starts work placement, records daily records and starts working through the Workplace Logbook and task sheets.

7) Near end of placement make sure the assessment is completed either through the host company's on site assessor or arrange with the ETITO training manager to carry out the assessment.

8) Once assessment is complete this is sent to ETITO who will log the unit standards with the NZQA.

8) Any off job units undertaken will be logged with NZQA directly by the training provider.

13.FEES

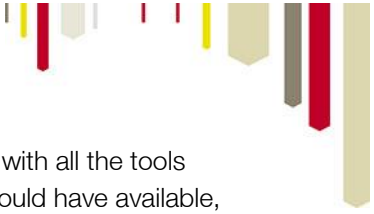
13.1. Non chargeable items:

- Any phone contact/advice with ETITO
- Setting up the MoU
- Provision of the Gateway Coordinators Manual
- Promotional flyers etc as per those contained in the rear of the Gateway Resource Kit

13.2. Chargeable items:

- Set up of each Enrolment Form, includes provision of Workplace Logbook and logging credits with NZQA – Cost \$70.00
- Provision of an ETITO assessor [if none available within host company] – Cost \$120.00
- Optional ETITO school visit – Cost \$60.00
- Issue of ETITO 'Electrotechnology 101' certificate – Cost \$25.00

14.EQUIPMENT A GATEWAY STUDENT MAY NEED



Most host companies don't expect that the Gateway student will come fully equipped with all the tools necessary to do the job. However there are certain items that the Gateway student should have available, particularly if they will be working in an industrial or construction environment.

It's very important to discuss with the host company what their expectations are in regards to what equipment they expect the Gateway student to have.

Below is a list of items the ETITO recommend for a Gateway student.

14.1. Safety:

- Solid shoes or boots, steel cap work boots will be best and will probably be a minimum requirement if working on a construction site
- Clothing that fully covers arms and legs. Overalls would be best but they are generally not mandatory
- Safety glasses, hard hat & high visibility vests are all good to have, they are compulsory on a lot of construction sites but often they can be provided by the host company

14.2. Tools:

Again there is no expectation that a Gateway student will have any tools, however a few items will mean they can be quite productive without having to share the tradesperson's tools.

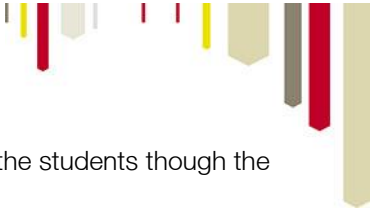
The recommended base tool list would be as per below:

- Pliers
- Side-cutters
- Hammer
- Terminal screwdriver
- Phillips screwdriver
- Square screwdriver
- Hacksaw
- Tape-measure

15.ADDITIONAL COURSES THAT WOULD SUIT A GATEWAY STUDENT

15.1. Site Safe

The primary issue for most host companies is the safety factor. In a lot of cases particularly on construction sites it is a mandatory requirement that all those working on the site hold a 'Site Safe Certificate'. Often this is a legal requirement, so it will prevent a perfectly good host company from accepting a Gateway student unless they hold the certificate.



If resources allow, then the Gateway school should strongly consider placing the students through the Site Safe course before any work placement is considered.

For more information and costs on the various Site Safe courses contact Site Safe:

Telephone: **64 4 499 2509**
Fax: **64 4 499 2508**
E-mail: comments@sitesafe.org.nz
Website: www.sitesafe.org.nz/

15.2. First Aid

In addition to the Site Safe course ETITO also recommends Gateway students complete some first aid unit standards, in particular:

- 6401 – Provide First Aid
- 6402 – Provide Resuscitation

These two units appear in all of the ETITO electrotechnology qualifications.

These units are often already delivered within the school. There are also a lot of external providers that can deliver these units, in particular Red Cross and St John.

Note 1 – If your students hold any of the above it is very important that you promote this fact to any prospective host company, this may impact of whether they will accept a Gateway student into their workplace or not.

16. TIPS ON FINDING AN APPRENTICESHIP

Did you know only a small percentage of apprenticeships will get advertised? Most apprentices are employed through word of mouth or through established links like Gateway.

Here are some recommended steps to assist those looking for an apprenticeship along with some information on the pre-apprenticeship programme:

- Check out the local paper for employers advertising for apprentices.
- Tell everyone you know that you are looking for an apprenticeship. Who knows, they could tell an employer or someone who knows one all about you and you could be on your way. Most importantly, tell the **Gateway host company**.
- Look up potential employers in the Yellow Pages and ask if you can send them your CV or **better yet, go and visit them**. If they say no, ask them if they know of any other employers in the trade who are looking for an apprentice.
- Contact an ETITO training manager – they may be able to put you in contact with an employer. To find the ETITO training manager for your area, see section 19 of this manual.
- Contact a Modern Apprenticeship Coordinator – they may be able to put you in touch with employers wanting an apprentice. For more information on Modern Apprenticeships visit www.modern-apprenticeships.govt.nz
- If you can't get an apprenticeship now, sign up for a pre-trade course at your local polytechnic. This will give you a head start with the theory component of the qualification of your choice.

16.1. What an employer is looking for

An employer is looking for two things – aptitude and attitude. That is, do the applicants have the right academic and practical abilities and how keen are they to work in the industry?

Enrolling in the Gateway programme is a great way to demonstrate both these traits, combine this with the ‘Electrotechnology 101’ certificate and you have a winning combination.

16.2. Pre-employment courses

If a student is not sure they want to start straight into an apprenticeship, or they like the idea of an electrotechnology apprenticeship but aren't sure in which field, perhaps they should consider a pre-employment course.

A pre-employment course gives people the opportunity to work towards the off-job components of an electrotechnology apprenticeship, while learning what working in the electrotechnology field is all about. By doing work experience, it gives a potential employer the opportunity to see the individual at work - many pre-employment students find an apprenticeship this way.

It is not, however, compulsory to do a pre-employment course. You can enter an apprenticeship directly without one.

Pre-employment courses typically involve:

- Six months to two years of study. This normally covers most of the first year of off job training requirements for an electrotechnology apprenticeship and sometimes the second year as well.
- Other handy units such as building or mechanical skills.
- Time each week to gain work experience out in the field.

To find out more about pre-employment courses, contact the ETITO training manager for your region [see section 19.2 for Regional Training Managers].

17. MOU AND ENROLMENT FORMS

If you are new to Gateway or have not used ETITO before we will require the school to complete an MoU and return it to ETITO [the MoU is renewed every two years].

Then for each student you wish to enrol with ETITO you will be required to complete an Enrolment Form.

On the following pages you will find the ETITO Memorandum of Understanding [MoU] and Enrolment Forms. Please make copies of these, to complete and send back to ETITO.

MEMORANDUM OF UNDERSTANDING [MOU]



AGREEMENT between ETITO and

_____ (School name)
for support of the Gateway Electrical Engineering programme

This agreement is made between

Electrotechnology Industry Training Organisation Inc. [ETITO] and

_____ (School name)
(hereafter referred to as the School)

PURPOSE

ETITO and the School agree that the purpose of this agreement is to support the introduction and maintenance of the Gateway programme as applied to electrical engineering on and off job unit standards.

TERM

This agreement will take effect from the date both signatures are affixed to this MOU and terminate two years from that date.

COMMITMENTS

ETITO will

- Provide Workplace Logbooks for each Gateway student.
- Receive and check the blue cover forms, diary and evidence sheets for each on-job standard.
- Notify the School if the student has met the requirements of the standard(s) and is eligible to have credits registered.
- Provide the Gateway Coordinator at the School with ongoing advice and support for the programme.

GATEWAY ELECTRICAL ENGINEERING ENROLMENT –



The School will :

- Select and support students involved in the Gateway programme.
- Use the Workplace Logbook and systems for all on job assessments in the workplace.
- Use an ETITO approved registered workplace assessor for all workplace assessments.
- Provide ETITO with all completed diary and evidence sheets, with the signed off blue cover forms) for each of these standards.
- Provide any information required by ETITO to facilitate its support of the School's Gateway programme.
- Accept responsibility at all times for the welfare and safety of its students in the Gateway programme.

PAYMENT

The School agrees to pay ETITO \$70 + GST per student [at time of issue of Workplace Logbooks] for ETITO resources and services.

DISPUTES

In the event that a dispute arises between ETITO and the School, both parties will make a genuine effort to resolve the dispute.

If the parties cannot resolve the dispute, they agree to:

- Each nominate a representative with authority to negotiate and settle on their behalf.
- Go to mediation.
- Refer the matter to the arbitration of an agreed arbitrator or failing agreement an arbitrator appointed by the NZ Law Society. The arbitration shall be carried out in accordance with the provisions of the Arbitration Act 1996.

Signed for **ETITO**

ETITO Industry Training Manager

Date

Signed for the **School**

Principal

Date

GATEWAY ELECTRICAL ENGINEERING ENROLMENT –



Student name: _____

Home address: _____

Home phone: [] _____

Mobile: _____

Email: _____

Date of birth: _____

Student NZQA Hook on/NSI number: _____

Secondary school: _____

School Gateway coordinator: _____

Company name [where workplace experience will take place]

Company Gateway contact: _____

Registered ETITO Assessor: _____

I agree that information relating to my Gateway programme can be provided to ETITO for the purposes of my training and unit standard achievement registration.

Student sign:

Date:

_____ [Secondary school] accept all responsibility for the workplace safety of the student above, and agree to make payment to ETITO for provision of the Workplace Logbook and on job credit registration.

School Gateway Coordinator sign:

Date:



Please complete this form and return to: ETITO, Freepost 5164, PO Box 24469, Royal Oak, Auckland

School: _____ Teacher contact: _____

Completion date: _____

[Date to appear on the certificate e.g. 22/10/08 this should be the closest date to when your results were lodged with NZQA. One date will suffice if you are listing more than one student]

PLEASE COMPLETE DETAILS FOR ALL STUDENTS WHO ARE APPLYING FOR AN ELECTROTECHNOLOGY 101 CERTIFICATE

| Name to go on certificate [Print clearly in uppercase] | NZQA number | Date of birth [dd/mm/yy] | Home address [Print clearly] | Gender | Student signature [Without this certificates cannot be issued] |
|--|-------------|--------------------------|------------------------------|--------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature [Teacher]: _____

Signature [Principals nominee]: _____

Date: _____

| | |
|--|--|
| Total number of students | |
| Total admin fee due [\$25 per student] | |
| Please either include a cheque made out to ETITO or quote Order Number | |
| Order number | |



18.ADDITIONAL RESOURCES

ETITO has a lot of additional support information available to the school and the student; this includes posters, pamphlets and apprentice guide books. If you would like samples of these please email rossp@etito.co.nz.

19.ETITO CONTACT LIST

19.1 National & Regional Offices

ETITO Head Office & Northern Regional Office

Level 3, Building B
65 Main Highway
Ellerslie, Auckland
Phone: [09] 525 2590
Fax: [09] 525 2591
Postal Address
Freepost 5164
PO Box 24-469 Royal Oak
Auckland 1345

Rotorua Regional Office

Unit 1, The Business Hub
1209 Hinemaru Street
Rotorua
Phone: [07] 349 3461
Postal Address
P O Box 539
Rotorua 3040

Southern Regional Office

Level 1, 137 Victoria Street
Christchurch
Phone: [03] 365 9819
Fax: [03] 365 9259
Postal Address
PO Box 2946
Christchurch 8140

Hauraki Regional Office

1st Floor, WEL House
Cnr Victoria and London Streets
Hamilton
Phone: [07] 839 7395
Fax: [07] 838 0070
Postal Address
PO Box 4027
Hamilton East
Hamilton 3247

Central Regional Office

Level 11, Baldwins Centre
342 Lambton Quay
Wellington
Phone: [04] 499 7670
Fax: [04] 499 7680
Postal Address
PO Box 12-537
Thorndon
Wellington 6144

Dunedin Regional Office

Level 1 Macklins Building
401 Moray Place
Dunedin 9016
Phone: [03] 479 2978
Fax: [03] 470 1670
Postal Address
PO Box 13
Dunedin 9054



19.2 Regional Training Managers

Terry Kidd, Training Manager [North Shore and Northland]
Phone: 09 583 1338
Mobile: 027 461 8384
Email: terryk@etito.co.nz

Brett Piskulic, Training Manager [Central and West Auckland]
Phone: 09 583 1344
Mobile: 027 461 8287
Email: brettp@etito.co.nz

Bob Thomas, Training Manager [Hauraki]
Phone: 07 839 7395
Mobile: 027 489 0981
Email: bobt@etito.co.nz

Paul Mitchell, Training Manager [Eastern]
Phone: 07 349 3461
Mobile: 027 280 5243
Email: paulm@etito.co.nz

Paul Craven, Training Manager [Central and Lower North Island]
Phone: 04 499 7677
Mobile: 027 466 2402
Email: paulc@etito.co.nz

Marty Matheson, Training Manager [South Island]
Phone: 03 365 9252
Mobile: 027 461 7018
Email: martym@etito.co.nz

Mike Grinder, Training Manager [Southland]
Phone: 03 479 2978
Mobile: 027 239 2711
Email: mikeg@etito.co.nz