

BCITO | Te Pūkenga Gateway Programmes

# 2024 Guide for Schools



**BCITO**  
He Hunga Hanga Mātou  
building people



Te Pūkenga

# Welcome to BCITO Te Pūkenga

BCITO is part of Te Pūkenga Work Based Learning, a subsidiary of Te Pūkenga. We support over 20,000 trainees and apprentices across a number of industry sectors, including:

- Architectural aluminium joinery
- Brick and block laying
- Carpentry
- Concrete
- Exterior plastering
- Flooring
- Frame and truss fabrication
- Glass and glazing
- Interior systems
- Joinery
- Kitchen and bathroom design
- Painting and decorating
- Resin flooring
- Stonemasonry
- Tiling

More information on each of these can be found on the BCITO website: [www.bcito.org.nz](http://www.bcito.org.nz) or [www.bcito.org.nz/apprentices/careers/](http://www.bcito.org.nz/apprentices/careers/).

The BCITO Te Pūkenga team is committed to working with the industry to maintain high standards in trade training. An essential part of this involves working with schools to ensure that we get the right students entering the industry as apprentices.

This includes

- » developing strong relationships with local schools, students, and employers
- » providing support for quality learning experiences
- » introducing schools and students to BCITO Te Pūkenga and the range of training programmes available, including apprenticeships
- » providing 'up to the minute' information to students and school leavers on training opportunities and career pathways.

## What is 'Gateway'?

Gateway is a government initiative to provide structured workplace learning programmes for senior secondary school students (Years 11 and above). Being able to learn on the job helps equip students with skills needed for work.

Gateway provides employers with an opportunity to work with their local school and contribute to engaging and supporting youth into their industry.

Gateway provides students with opportunities to explore post-school options while still at school, to gain and apply skills in a workplace context, and to engage with people working in the industry. BCITO Te Pūkenga wholeheartedly supports the Tertiary Education Commission's requirement that those receiving Gateway funding have the workplace learning integrated with each student's wider course of study.

## Who benefits from a BCITO Te Pūkenga gateway support Programme?



## Students

Students who have a genuine interest in exploring a career in the building and construction industry should consider doing Gateway using a BCITO Te Pūkenga Gateway programme.

Because students will be physically active for each work placement day and face workplace hazards, all students working through a BCITO Te Pūkenga Gateway programme must:

- » have sufficient maturity
- » be physically fit
- » have good hand-eye coordination
- » be able to follow instructions
- » have good literacy and numeracy skills.

Students' work placements must be of sufficient duration to allow them time to develop the skill and knowledge levels required of the relevant unit standards. They cannot complete the Gateway programme unless they can meet the same standards expected of those who gain them throughout the year as part of a subject.

If you are unsure if a student is suitable, please discuss this with your BCITO Te Pūkenga Training Advisor.

## Employers

Gateway students experience work in your business. They must be supervised and a suitably qualified person must be able to provide them with guidance and help with what to do. The student's supervisor (who doesn't have to be the employer) will be asked to verify student's work and to attest to observing expected behaviours and activities.

Students will ideally be with the one employer throughout their programme. Your BCITO Te Pūkenga Training Advisor will talk you through what opportunities your Gateway student needs and support you to provide them.



## Supporting learning and assessment

In any BCITO Te Pūkenga apprenticeship, learning is always supported by a person who has the appropriate trade knowledge and experience. It is important that the same support is in place for students doing a BCITO Te Pūkenga Gateway programme - a 'mini-apprenticeship' approach.

BCITO Te Pūkenga offers a Support and Assessment service for both BCITO Te Pūkenga Gateway (L2) and BCITO Te Pūkenga Gateway Advanced (L3). Gateway students supported by BCITO Te Pūkenga staff are introduced to BCITO Te Pūkenga's assessment model and form a relationship with us that can carry on to their apprenticeship.

Support begins with a visit to the Gateway Co-ordinator and, ideally, student to discuss expectations. Resources to support the student's learning are ordered once the appropriate support programme has been confirmed and the Memorandum of Understanding signed.

Students then undertake their work placements and use BCITO Te Pūkenga resources to support their learning, with BCITO Te Pūkenga Training Advisors supporting them in a similar way to how apprentices are supported.

On-site visits are an important aspect. These allow the student to show and talk about the work they have done. The BCITO Te Pūkenga Training Advisor also collects information to support assessment decisions, gets feedback from the employer about the student, and provides guidance on what learning opportunities are next needed. On-site visits also provide opportunities to discuss other aspects that could help the student prepare for a successful post-school transition. Training Advisors are available via phone and email for support and guidance in between visits.

### Assessment

Students are assessed against Building, Construction and Allied Trade Skills (BCATS) unit standards. Because some BCITO Te Pūkenga Gateway students may also be taking a school subject that uses BCATS standards, close working relationships between Gateway Co-ordinators and Technology/Construction teachers are encouraged.

The BCATS unit standards are designed to provide a solid base to prepare students well for success in their apprenticeship. A bonus is that, because apprenticeships are competency-based rather than time-based, students who successfully complete Gateway through BCITO Te Pūkenga should be in a good place to complete aspects of their apprenticeship faster than those who have not done so.

By the end of their programme, students should be in the best position possible for success in their Year 13 programme and/or apprenticeships in the building and construction sector.

### myBCITO

myBCITO is an online way to keep a record of your work. With myBCITO you will be able to upload images, give descriptions of your work and share it with your Training Advisor.

You can complete quizzes and your assessment sheets within myBCITO.

Your Training Advisor will show you how to use myBCITO on their first visit.

## Gateway support programmes

BCITO Te Pūkenga has two programmes to support students doing the Gateway programme. Both are about 'real skills, real work, real life'. BCITO's Gateway programmes are designed to enhance and focus the learning that will occur throughout the student's industry placement.

### 1. BCITO Te Pūkenga Gateway

The Level 2 BCATS unit standards within BCITO Te Pūkenga Gateway provide a mixture of theory and practical learning.

BCITO Te Pūkenga Gateway is suitable for students with the maturity to benefit from experiences gained in a workplace and who already have at least a familiarity with materials, tools, equipment and machinery likely to be encountered in their work placements.

#### BCITO TE PŪKENGA GATEWAY

US#	Title	VERSION #	LEVEL	CREDITS
31511	Demonstrate knowledge of BCATS industries	1	2	4
12927	Demonstrate knowledge of, select, maintain and use hand tools for BCATS projects	5	2	6
24354	Demonstrate knowledge of health and safety legislation and apply safe working practices in a BCATS environment	3	2	4
24360	Demonstrate knowledge of timber and other construction materials used in BCATS projects	3	2	5
24357	Receive instructions and communicate information in relation to BCATS projects	3	2	4

23 CREDITS

#### Note

Please talk to your Training Advisor should you need to change any standards within BCITO Te Pūkenga Gateway.

## 2. BCITO Te Pūkenga Gateway Advanced

BCITO Te Pūkenga Gateway Advanced is suitable for students who have already completed Level 2 BCATS or who can demonstrate equivalent skills, knowledge, and behaviours. Success is dependent on students already having a good base from which to grow these.

BCITO Te Pūkenga has two Gateway Advanced programmes.

### BCITO TE PŪKENGA GATEWAY ADVANCED - CARPENTRY

US#	Title	VERSION #	LEVEL	CREDITS
12997	Demonstrate knowledge of working safely in construction	5	3	3
13002	Demonstrate knowledge of timber use in construction	4	3	2
24362	Demonstrate knowledge of documentation, working drawings and specifications for building work	2	3	3
24378	Make calculations for carpentry	2	3	4
32443	Demonstrate knowledge of tools and equipment used   for carpentry	1	3	9

21 CREDITS

### BCITO TE PŪKENGA GATEWAY ADVANCED - OTHER TRADES

US#	Title	VERSION #	LEVEL	CREDITS
29677	Follow safe workplace practices, and contribute to a health and safety culture, in a BCATS environment	2	3	2
29680	Communicate and work collaboratively in a Stage 3 BCATS project	2	3	5
29681	Measure and calculate for a Stage 3 BCATS project	2	3	3
29678	Demonstrate knowledge of, select, and use materials for a Stage 3 BCATS project	2	3	4
29682	Select, use, and maintain tools, equipment and machinery for a Stage 3 BCATS project	2	3	4
29683	Incorporate other building, construction and allied trades into a Stage 3 BCATS project schedule	2	3	2

20 CREDITS

## Pathways into industry

The BCITO Te Pūkenga Gateway programmes can be the starting point for an exciting career in the construction industry.

Students will automatically be enrolled in myBCITO, an online learning platform for accessing resources and for uploading photos and descriptions to create an electronic portfolio. They will also be able to communicate with their Training Advisor through the site. When they're ready for an apprenticeship they can call 0800 422 486 or register at: [www.BCITO.org.nz/lookingforwork](http://www.BCITO.org.nz/lookingforwork). We may be able to put them in touch with employers that are hiring.

## Gateway services and fees

BCITO Te Pūkenga offers the following services:

- » signing your Gateway students into a BCITO Te Pūkenga Gateway Support and Assessment Memorandum of Understanding (MoU)
- » access to teaching and learning resources
- » assessing against unit standards
- » assisting you in getting to know your local industry employers
- » helping students make career decisions
- » introducing students to prospective employers when they leave school
- » providing appropriate building and construction industry information for careers advisors.

The fees are a contribution to the costs associated with BCITO Te Pūkenga staff supporting Co-ordinators, students, and employers engaged in the programme.

Gateway programmes#	Fee per student (incl GST)
BCITO TE PŪKENGA GATEWAY	\$500.00
BCITO TE PŪKENGA GATEWAY ADVANCED	\$500.00

## Gateway Administration

Schools are requested to sign and return a MoU with BCITO Te Pūkenga. BCITO Te Pūkenga Gateway Support and Assessment MoU sets out each party's obligations when placing a student into work-based learning, including arrangements for assessment.

BCITO Te Pūkenga's Gateway Support and Assessment MoU is available from your local Business Development or Training Advisor. The MoU:

- » includes the required details for each BCITO Te Pūkenga Gateway student
- » provides permission for the school to report unit standards assessed by BCITO Te Pūkenga
- » outlines the rights and responsibilities of the school and BCITO Te Pūkenga's expectations of employers and students.

The school will be invoiced for the programme(s) indicated in the MoU.

## Certificates

BCITO Te Pūkenga will provide a Certificate of Completion for each student listed on the MoU who successfully completes their BCITO Te Pūkenga Gateway programme.

