GATEWAY ENROLMENT FORM

Dig It – Civil Gateway Programme

Introduction to Infrastructure Works (Level 2, 18-25 Credits)

This programme introduces students to the civil infrastructure industry, and is for students in Year 11, 12 or 13.

At the completion of this programme, students will:

- Demonstrate and apply knowledge of safe work habits and emergency procedures on an infrastructure worksite.
- Be able to use hand tools, small machinery and/or excavate manually.
- Have an understanding of the infrastructure industry.

This programme is a combination of theory and practical units and can be completed through workbooks or eLearning. This programme is also available through the free eLearning app 'Totara'. Totara allows quick and secure access to eLearning programmes, courses and assessment activities whenever and wherever it suits.

Upon completion, this programme offers a pathway to the *Breaking Ground - Infrastructure Worksites (Level 3)* programme or the *New Zealand Certificate in Infrastructure Works (Level 2)*.

Dig It – Civil Gateway Programme includes:

- Gateway information.
- Learner assessment and notes or eLearning logins for online resources.

Unit Standards

To complete the *Dig It - Civil Gateway Programme*, the student must complete the unit standards in the table. The three mandatory units must be completed by all students.

Please tick the chosen electives for the student in the table; a minimum of 5 credits (approx. two units) and a maximum of 12 credits (approx. four units) must be selected.

Elective units should be chosen carefully to align with the student's workplace placement, in discussion with their placement company. When selecting electives, ensure the student will have the opportunity to gather the required evidence with the company during their placement.

If you are unsure which electives to choose, please discuss with your Connexis CSAM (Customer Service Account Manager) before finalising the enrolment.

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Unit No.	Unit Standard Title	Level	Credits
Mandatory (13 Credits)			
17593	Apply safe practices in the workplace	2	4
20868	Demonstrate knowledge of emergency situations, procedures, and responses on an infrastructure worksite	2	4
32138	Demonstrate knowledge of good work habits and safe working practices on an infrastructure worksite	2	5
Elective (Choose 5-12 Credits)			
☐ 6469	Maintain small machinery used on infrastructure worksites	2	2
☐ 6472	Carry out manual excavation on an infrastructure worksite	2	2
☐ 6477	Demonstrate knowledge of aggregates and mixes used on an infrastructure worksite	2	3
☐ 23285	Use and care for hand tools used on an infrastructure worksite	2	2
☐ 32139	Operate and care for small machinery used on an infrastructure worksite	2	5
** Please note units are subject to change to ensure relevant training. Replacement unit/s will be advised at the earliest convenience.*			**18-25**

Pricing

Full cost of *Dig It – Civil Gateway Programme* is **$250 + GST.**

This includes:

- assessment of and loading of all units;
- cost for all resources (workbooks or eLearning access and assessment material);
- support and admin charge;
- awarding of a printed certificate for the student.

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STUDENT DETAILS

First name		Middle name	
Last name		Preferred name	
Home address			
Mobile number			
Student email (*Required if completing through eLearning. The student's email address must be unique to them)*			
Date of birth			
Gender	☐ Male ☐ Female ☐ Prefer not to say		
School year	☐ Year 11 ☐ Year 12 ☐ Year 13		
Student NZQA NSN number			

SCHOOL DETAILS

School name	
Gateway Coordinator full name	
Coordinator's phone	
Coordinator's email	
Learning resources	☐ eLearning ☐ Hard copy workbook
Purchase order number and email address for invoice	
School delivery address	

WORK PLACEMENT DETAILS

Company name *(where workplace experience will take place)*			
Company supervisor name			
Supervisor phone		Supervisor email	

GATEWAY PROGRAMME DETAILS

Start date	
Expected finish date	
Days of work placement	☐ Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday ☐ Saturday ☐Sunday
Workplace start time	
Workplace finish time	

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Terms and Conditions of Enrolment

The school must complete a Connexis Gateway Memorandum of Understanding (MOU) prior to enrolling students into a Connexis Gateway programme. An enrolment form must be completed for each Gateway student. The completed enrolment form becomes a Schedule to the School's Gateway MOU and the terms and conditions of this enrolment are defined in the School's Gateway MOU.

Privacy Statement

The information you are providing will be used for the purpose of enrolling you into and administering your Connexis training programme, and for statistical purposes. We will keep your information secure and will only share it with other parties that are involved in the funding, administration or delivery of your Connexis training programme. If any of the information requested is not provided, we will be unable to process your application.
Your information will be retained by Connexis in accordance with the Privacy Act 2020. You can request a copy of your information at any time and ask for it to be updated. If you have any questions, please contact Connexis.

Student Declaration

While on work placement I agree to adhere to all health and safety measures, the rules and codes of behaviour of my school and all applicable workplace rules and policies.

Student signature **Date**

_____ _____

I wish to enrol the student named above in the Connexis *Switched On – Energy Gateway Programme*. I understand further data may be required by the provider of this programme.

Gateway Coordinator signature **Date**

_____ _____

Please email your completed form to: gateway@connexis.org.nz

Once the MOU has been completed and this enrolment form has been received and processed by Connexis, the Gateway resource pack will be delivered to your school address, or eLearning login and details will be emailed to the student.

OFFICE USE ONLY

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