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**Gateway Funding Application Form**

Email this completed form to customerservice@tec.govt.nz and include **Gateway: New school application** or **Gateway: Request for additional learner places** in the subject line.

**Section 1 – Contact Details**

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| --- | --- |
| School name: |  |
| Edumis (MoE No.): |  |
| Physical address: |  |
| Postal address (if different from above): |  |
| Decile: |  |
| Senior roll (yr 11-13+) size: |  |
| School phone number: |  |
| School GST number: |  |

|  |  |  |
| --- | --- | --- |
| **Key Gateway contact (e.g. Gateway coordinator)** | Name: |  |
| *This person is the TEC’s day-to-day contact for operational Gateway matters.* | Email: |  |
| Phone: |  |
|  |  |  |
| **Principal** | Name: |  |
| *The principal is the school’s lead contact and holds overall responsibility and signing authority for the school’s Gateway programme.* | Email: |  |
| Phone: |  |
|  |  |

**Section 2 – Eligibility and Requirements**

**Eligibility**

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| --- | --- |
| Is the school a state or integrated secondary school, or a partnership school? | * State * Integrated * Partnership |
| Does the Principal and the Board of Trustees agree to apply to participate in Gateway in 2021? | * Yes * No |
| Does the school have year 11-13 learners capable of undertaking a structured work placement and attaining credit achievement in the workplace? | * Yes * No |

**Requirements for new schools and schools requesting additional learner places**

The boxes below require evidence that will assist the TEC to determine whether your school is suitable for Gateway funding. The boxes will expand as necessary to enable you to provide a full response, approximately 100 to 250 words.

**If you are applying for an in-year amendment:**

|  |  |  |
| --- | --- | --- |
|  | Funding year | Number of places |
| What is the current allocation of places? |  |  |
| How many additional places are you requesting? |  |  |

**If you are applying for an adjustment to your indicative allocation:**

|  |  |  |
| --- | --- | --- |
|  | Funding year | Number of places |
| What is the indicative allocation of places? |  |  |
| How many additional places are you requesting? |  |  |

|  |  |
| --- | --- |
| *Supporting learner needs and outcomes through the Gateway programme* | |
| **How will the Gateway programme address learner needs at your school?**   * How will Gateway contribute to your learners’:   + Current and future learning and development outcomes?   + Future employment outcomes?   + Successful social and community outcomes? * Do you have a learning and development framework for your learners, including how participation in Gateway will contribute to their NZQF or NCEA qualification? Please provide an example. * Do you have a career development framework for your learners? Please provide an example. | **School comments:** |
| **What pastoral support will your learners receive?**   * Will the programme connect with other learner support programmes? * What steps will you put in place to ensure the wellbeing of your learners while in the workplace? | **School comments:** |
| *Connection to the community and stakeholders* | |
| * Will this programme contribute to a broader community, employer, or industry strategy? * What community, employer, and industry needs will the programme fulfil? | **School comments:** |
| *School’s ability to effectively deliver the Gateway programme* | |
| **Please provide a programme delivery plan**.  It should identify how you intend on operating / delivering the programme within your school. For example, it should include detail on:   * The amount of placements you expect to fill. * Staff time and resources committed to the delivery of this programme. * The key people delivering the programme (roles, experience etc.). * How the programme will be governed and evaluated. Provide examples of how the senior management team, board of trustees, community leaders etc., will support and oversee the programme. | **School comments:** |
| **Provide a partnership engagement plan.**  It should identify your existing partnerships, and the partnerships you intend on developing.   * For example, employers; Industry Training Organisations; modern apprenticeship coordinators; existing Gateway schools; local community groups and Iwi; wider family and whanau etc. * What role will your partners have in the delivery of the programme? * What role will your partners have in ensuring successful outcomes for learners? | **School comments:** |
| **Do you currently deliver, or have you in the past delivered, similar programmes in your school?**   * For example, transition or STAR-funded programmes; Trades Academies; career or academic guidance and mentoring programmes. Please provide an example of how this programme was/is delivered. * Please provide (if available) any evaluations you have on the delivery of these programmes. | **School comments:** |
| *Learner health and safety in the workplace* | |
| * What systems, processes and procedures do you have in place to ensure that the health and safety of the learner is supported when they are in the workplace? * What steps will you put in place to ensure that the school, the learner, and the employer are aware of, and compliant with, their health and safety obligations under Health and Safety at Work Act 2015? | **School comments:** |

**Section 3 – Declaration**

I declare, as Principal of this school, I am authorised to make this application and to the best of my knowledge the information given is true and correct.

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| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |