Gateway Placement Agreement

The purpose of a placement agreement is to formalise the roles and responsibilities that schools, Gateway placement employers and learners have, before structured workplace learning begins.

This Gateway Placement Agreement is between:

…………………………………………………………(School)

And …………………………………………………………… (Learner)

And …………………………………………………………… (Gateway placement employer ‘employer’)

1. The structured workplace learning will include the standards listed in the learner’s individualised learning plan (page 2).
2. The learner will not be paid by the school or the employer for undertaking a Gateway work placement.
3. The school will ensure that the learner has equipment that is essential for their work placement, including tools, equipment, safety clothing, and tuition material.
4. The school will not charge a tuition fee, or course or equipment costs, to a learner for their programme.
5. The employer will provide a learning environment that recognises the interests and welfare of the learner.
6. The employer is responsible for taking all reasonable and practicable steps to ensure that each eligible learner will be safe in their work placement.
7. The employer will promptly inform the school of any matters that could affect the delivery of the workplace learning.
8. 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 learner is not being met.
9. The employer may terminate this agreement if unable to deliver the learning.
10. 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.
11. The learner agrees to:
	1. follow the employer’s reasonable instructions; and
	2. use all tools, equipment, safety equipment and clothing issued to the learner in a safe and responsible manner; and
	3. behave in such a way that neither the learner nor other people are put at risk by the learner’s actions.

Signed on behalf of the school …………………………………………………………………

Signed by the learner …………………………………………………………………

Signed by, or on behalf of, the employer …………………………………………………………………

Date: …………………………………………………………………

**Learner placement details**

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| **PLACEMENT DETAILS** |
| Gateway placement employer:  |  |
| Key contact name:  |  |
| Key contact mobile number: |  |
| Address:  |  |
|  |
| Placement start date: |  |
| Placement end date:  |  |

**Individualised Learning Plan**

The purpose of an individualised learning plan is to record the work-based and school-based standards, which may be aligned with one of the six Vocational Pathways, that will form a learner’s Gateway programme.

For more information on Vocational Pathways and Vocational Pathways assessment standards, please see [Vocational Pathways – Ministry of Education](https://youthguarantee.education.govt.nz/initiatives/vocational-pathways/).

**Work-based standards**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Standard ID** | **Standard title**  | **Vocational Pathway (if applicable)** | **Level**  | **Credits**  | **Completed** |
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**School-based standards**

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| --- | --- | --- | --- | --- | --- |
| **Standard ID** | **Standard title**  | **Vocational Pathway (if applicable)**  | **Level**  | **Credits**  | **Completed** |
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