GATEWAY PROCEDURES 2024

FORMS AND MOU

Before the workplace EV begins the assessment process, a NZEET assessor will contact the EV to provide them with:

- NZEET collaborates with the school and student to select unit standards which suit the student, their level and experience and workplace opportunity.

- There is no set programme; we work with you to provide an individualised programme that best fits. This can be updated and modified throughout the year.

- The following forms to be completed and returned to NZEET
  – MOU between school, student and NZEET
  – Student enrolment form
  – Approved workplace verifiers form (NZEET approval required)

UNIT STANDARDS

- Invoice generated and resources posted or sent electronically as agreed. School is advised of date sent and tracking number.

WHAT TO RETURN TO US

- The following are required to be returned to NZEET for marking and confirming student competency.
  – Theory Assessments
  – Practical assessments

- Most are emailed and is preferred so marked /comments can be returned. Please retain copies of theory and practical assessments prior to posting. Emailing assessments is a good option.

- NZEET will mark the theory assessment and confirm the practical assessment has been completed to the required industry standards.

- Any supporting evidence for practical competency such as photos and videos can also be emailed as required. If the video is too big to email then could you please put this on a USB and post to us, or use You Tube or What's App or similar.

REPORTING RESULTS

Following receipt and assessment of both theory and practical (for practical based unit standards) components by NZEET the following will occur;

- A progress report will be generated - this will advise;
  – Students progress – competent or not yet achieved for both theory and practical components.

  – If 'not yet achieved' the work will be returned (either via email or posted) for the student to review and provide further evidence.
  – Following competency in theory and practical the Progress Report will authorise permission to the school to register the unit standard using NZEET provider code.

- **The school MUST NOT register unit standard results without NZEET authorisation via the Progress Report Procedure.**

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