

Guide for Gateway Employers



June 2023

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Thank you for agreeing to host a Gateway student in your organisation. We hope that you enjoy this opportunity to introduce a young person to your field of expertise and to give them real work experience in your sector.

Your student will have expressed an interest in having a career in the community, health and social services area. While they work in your organisation, they will complete unit standards at level 2 and/or level 3 that are relevant to your workplace. It is in everybody's interests that the Gateway placement is a positive experience, so we have established some guidelines that we hope will contribute to the success for all.

1. **Your student has been selected** by their school for the Gateway programme because they have shown themselves to be reliable, trustworthy and 'work ready'. Please emphasize your expectation of reliability, punctuality, and honesty.
2. **Name badge:** Your student will be provided with a name badge showing their name, and the name of their college. They should wear this while they are at work.
3. **Interview:** Please interview your student and arrange a quick tour of your premises before the placement starts so that they are fully aware of what they are committing to.
4. **Behaviour:** Talk through your philosophy, policies and code of conduct so that your student has guidelines for their behaviour.
5. **Safety:** Establish tasks for your student that will not compromise their safety, or the safety of staff and clients/residents.
6. **Introduce your student** to other staff members and explain the scope of the student's role.
7. **Personal belongings:** Arrange a suitable place for students to store their personal belongings while they are at work.
8. **Give your student an outline** of their day including duties and breaks, so that they can pace themselves and know what is expected of them.
9. **Task completion:** Show your student how to complete tasks rather than simply telling them as this increases the likelihood they will remember.
10. **Knowledge:** Don't assume that your student has a lot of knowledge about your profession. Please explain the why, and how, of activities they are involved in.
11. **Academic work:** Encourage your student to keep up with the academic work of their placement. If you or your student have questions regarding the assessments, please encourage the student to contact their assessor or school promptly so that they can keep moving forward with their assessments.
12. **Feedback:** Arrange to give your student regular feedback which includes lots of praise and some specific ideas for development.

13. **Arrange a suitable workplace observer:** Some assessments require the student to be observed and signed off as exhibiting specific skills or behaviours while at work. The observer needs to be a responsible person in your organisation. The student will provide the observer with a printed observation form that requires comments and a signature. Please sign your student's observation form when their practice meets the standard and give the observation form back to the student.

14. **Attendance:** The school Gateway coordinator is responsible for ensuring the student's attendance each week. If your student does not attend when expected, please contact the school.

We hope that these points help you have a positive experience with your student, the Gateway programme and Careerforce. The Gateway coordinator at your student's college may have further information and advice regarding your student and will have provided you with their contact details. They will also have a signed workplace agreement with you.

If you need additional support or would like more information, please do not hesitate to contact your Careerforce Vocational Pathways Advisor.

Thank you again for your support of the Gateway programme and the career pathway of your student. We hope the experience proves to be enjoyable and satisfying for you.