

Primary ITO School Programmes



Contents

About Primary ITO.....	5
Expectations of Industry Training undertaken in schools	6
About our Gateway Packages.....	7
Who should undertake Primary ITO Gateway Programmes?	7
Primary ITO Gateway Services and Fees	8
Reporting Credits to NZQA	8
Appeals	8
Gateway Support for Students	8
Practical Application.....	9
Theory.....	9
Literacy and Numeracy.....	9
Health and Safety	9
Assessment	9
How to order	10
Ordering Resources	10
Packages of Learning.....	11
Agriculture	12
Equine	14
Sports Turf.....	15
Horticulture.....	16
Wool	18
SWITCH & Trades Academy	19
SWITCH programme	20
Trades Academy.....	22

Land the best job on earth



on earth

About Primary ITO

Primary ITO is New Zealand's largest training organisation. We're committed to arming people in our primary sectors with the skills and knowledge they need to succeed. An essential part of our role involved working with schools to ensure we get the right students entering the primary industry.

Our goals

Our key goals are to:

- Introduce schools and students to Primary ITO – our high-quality training programmes and qualifications
- Develop strong relationships with local schools, students and local employers
- Support schools with information, tools and resources about primary industry pathways and careers

Our dedicated schools team want to work with your school to achieve these goals.

You can contact the Primary ITO Schools Team on 0800 20 80 20 or email gateway@primaryito.ac.nz

> Expectations of Industry Training undertaken in schools

Primary ITO unit standards must be assessed with industry in mind. The expectation is that students will be able to utilise the knowledge, skills and attitudes they have learned at school, within the primary industries.

Please find below some guidance on Primary ITO's expectations. This is to ensure that the learning and assessment carried out by schools meets with industry expectations and standards:

Learning should be carried out in an applied manner. Students should be given opportunities to use the practical skills they have learned, and apply industry experience and context to the knowledge they are gaining.

- Practical skills should be taught and assessed using up to date and appropriate industry equipment, resources and practices.
- Schools must maintain sufficient resources so that the training programmes can be adequately delivered and assessed. This includes capital items, class materials and consumables.

> About our Gateway Packages

Primary ITO Gateway Packages include theory learning and practical application. The theory learning is done in the classroom, is unit standard based with learning support and is reinforced with industry work experience.

Primary ITO offers the following services:

- Comprehensive learning and resource packages for school students
- Assessing theory and practical unit standards once completed
- Assisting schools with the consent to assess processes
- Connecting schools with local employers
- Assisting with industry placements
- Helping students make career decisions

Who should undertake Primary ITO Gateway Programmes?

The primary industry provides a variety of exciting career opportunities.

Students wishing to participate in a programme should:

- Have a serious interest in exploring a career in the industry
- Be physically fit, mature and able to follow instructions
- Be work-ready
- Have appropriate literacy and numeracy skills
- Have a desire to work in primary industries – rain, hail or shine.

Primary ITO Gateway Packages are made up of theory and practical unit standards that are between Levels 1 and 3. Primary ITO recommends that Gateway Packages are used for students in their final year(s) of school (e.g. Years 12-13).

Primary ITO Gateway Services and Fees

Each package of learning is made up of at least 20 credits.



Gateway Package with assessment by Primary ITO

\$500.00 per student (incl. GST)

A Primary ITO training assessor will assess and report the unit standard upon completion of the package.

Your school must sign and return a Memorandum of Agreement (MoA) with Primary ITO. The MoA records each party's obligations when placing a student into industry-based learning, including arrangements for assessment and reporting results to NZQA (see below). Primary ITO will help find industry placements if required.

Your school will be invoiced for the package/s and services indicated in the MoA.

Reporting Credits to NZQA

Primary ITO will report units to NZQA. MoA and Gateway Information Sheet must be returned to validate/achieve the programme.

Appeals

In the event of a disagreement or query about assessment, the student and/or Gateway Coordinator should speak to the local Primary ITO training adviser. If the problem is not resolved, the school's Principal's Nominee should contact Primary ITO's Quality Team to negotiate a way forward at quality@primaryito.ac.nz

Gateway Support for Students

In any Primary ITO programme, learning is always supported by a person who has the appropriate industry knowledge and experience. It is important that the same support is in place for Gateway students engaged in a Primary ITO Gateway Package.

Some schools may have an appropriately qualified teacher who is available to assist Gateway students with their learning.

Gateway support people could include any of the following:

- Appropriately qualified teacher
- Retired industry professional
- Gateway industry placement employers.

Practical Application

Assessment in the industry placement occurs throughout the duration of the programme and is evidenced by the students capability to complete the tasks required. This may be recorded by means of a workplace diary, observations and conversations with a supervisor/employer and evidence of the students continued ability to demonstrate the skills on an ongoing basis.

Theory

On site practical work is supported by theory learning. The school must provide the theory learning to its students.

Literacy and Numeracy

Our Gateway packages will support the student to grow their literacy and numeracy skills, ensuring they are an effective potential employee in our sectors.

It is important to understand that literacy is different to school English classes, and numeracy is different to school mathematics classes. At Primary ITO we are concerned about the reading, writing and number skills needed in order to work successfully in our sector.

Schools who wish to access contextualised literacy and numeracy activities to build these skills can contact our National Literacy and Numeracy Adviser on 0800 20 80 20.

Health and Safety

Workplace health and safety is paramount and a compulsory part of all our Gateway Packages. Our packages reflect industry best practice and comply with the latest Health and Safety Legislation. This must be reinforced to the students.



Compulsory health and safety Unit Standard 497

Demonstrate knowledge of workplace health and safety requirements.

Assessment

Students are assessed on their practical and theory skills. For practical assessment, for marking assessment or unit reporting, please contact the Primary ITO Schools Team on gateway@primaryito.ac.nz or call 0800 20 80 20.

Ordering Resources

You can order your resources online via our Print Room. To do this you will need to create an account with us, which will give you log on access.

To create an account please visit the Print Room website –

www.primaryprintsolutions.co.nz/gateway and click the **'create an account'** link.

How to order

STEP
1

Go to **www.primaryprintsolutions.co.nz/gateway** and log in using your details provided by email.

STEP
2

Click on relevant products on the left hand side navigation.

STEP
3

Click place order on the relevant items, change quantity and click the **'add to cart button'**.

STEP
4

Click the **'checkout'** button, or click **'continue shopping'** to add more items to the cart – repeat steps 1-3.

STEP
5

Checkout – order summary, check billing address and shipping address are correct and click the **'next'** button.

STEP
6

Checkout – order summary, check units and ordered items are correct and click **'checkout'** button.

STEP
7

Order summary – an order number is generated and an email confirmation will be sent to your email. Click **'print order details'** button which will create a print ready pop-up receipt to print out for your records.

Click on the **'my account'** link at the top of the page to view your order history, edit your personal information, and set your default billing and shipping information.

› Packages of Learning

Agriculture

Dairy

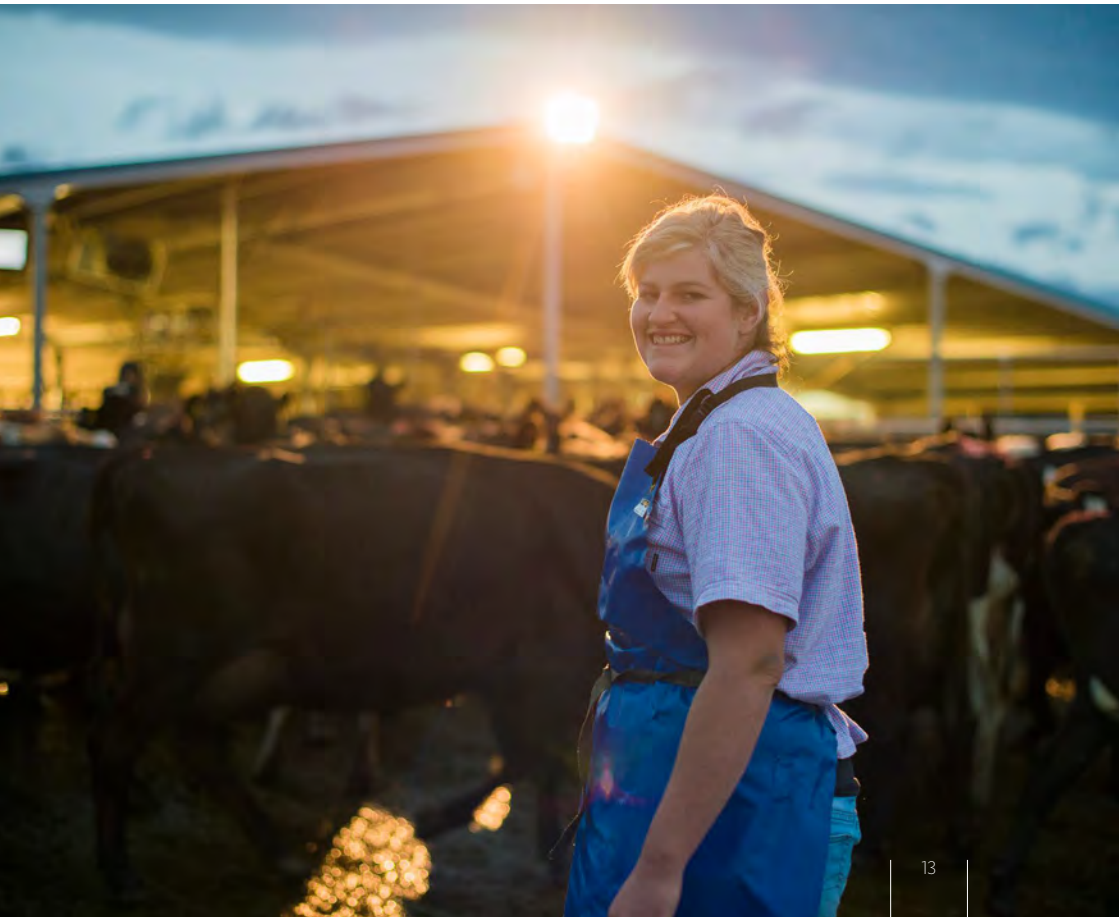
Unit No	Title	Level	Credits
18194	Prepare for milking, and milk cows, under close supervision	1	4
31	Connect up, and perform repairs and maintenance on an on-farm water supply system	2	2
561	Install, dismantle, and store temporary electric fences	2	2
18191	Demonstrate knowledge of safe handling and health problems of dairy cattle associated with milking	2	3
19106	Assist with handling livestock when moving and drafting, and when livestock are distressed	2	4
19116	Demonstrate knowledge of livestock behaviour and animal welfare	2	2
19145	Describe hydration, nutrition and sleep in relation to physical well-being of agriculture workers	2	4

Fencing

Unit No	Title	Level	Credits
561	Install, dismantle, and store temporary electric fences	2	2
24832	Open and draw out a coil of wire, tie knots, join wire and prepare wire for transport and storage	2	5
24833	Identify and maintain fencing tools and equipment and identify fencing construction materials and wire types	2	3
24834	Replace a broken post, and repair a broken wire in fences	2	5
24835	Identify the location of a fault in electric fences, and replace fence components	2	3
24836	Describe non-electric fences, fence support materials, and safe practices in fencing	2	2

Sheep/Cattle/Deer

Unit No	Title	Level	Credits
31	Connect up, and perform repairs and maintenance on an on-farm water supply system	2	2
577	Dag and crutch sheep with prepared equipment	2	5
19106	Assist with handling livestock when moving and drafting, and when livestock are distressed	2	4
19114	Assist with handling and treatment of livestock	2	6
24630	Assist with livestock grazing management, and feed livestock under direct supervision	2	4
26417	Assist with handling cattle in yards	2	2
581	Dock and treat lambs	3	4



Equine

Unit No	Title	Level	Credits
1658	Demonstrate knowledge of nature and requirements of a career in the equine industry	1	3
1648	Clean stables	2	2
1656	Groom a horse	2	2
1660	Catch and prepare a horse for exercise	2	4
6579	Clean and maintain saddlery for horses	2	2
14594	Demonstrate knowledge of horse anatomy, and identify signs of good health and ill health in horses	2	3
17593	Apply safe work practices in the workplace	2	4



Sports Turf

Unit No	Title	Level	Credits
1150	Demonstrate knowledge of the structure and organisation of the New Zealand sports turf industry	2	5
1151	Demonstrate characteristics and requirements of sports turf surfaces	2	10
20533	Mow turf areas	3	10



Sports Turf units will need to be signed off by a registered Sports Turf assessor. Any Sports Turf gateway placements should go through Primary ITO's network of Sport Turf training advisers to ensure accuracy of assessment.

Due to its special nature the Sports Turf Gateway Package will not be available to order online. If you're interested in the package please contact the Primary ITO Schools Team directly to arrange this on 0800 20 80 20.



Horticulture

Amenity Horticulture

Unit No	Title	Level	Credits
23780	Undertake general garden maintenance	1	5
4	Maintain hand tools and service small engines	2	5
21027	Plant and care for bedding plants, bulbs or herbaceous perennials	2	10
21028	Plant and care for trees, shrubs, and climbing plants	2	10

Arboriculture

Unit No	Title	Level	Credits
4	Maintain hand tools and service small engines	2	5
2765	Plant trees and shrubs	2	4
20574	Identify plants	2	5
1672	Demonstrate knowledge of pruning and training amenity trees and shrubs	3	3
2768	Prune young trees and shrubs in arboriculture situations	3	4
17261	Carry out groundperson's duties in an arboriculture situation	3	4

Floristry

Unit No	Title	Level	Credits
12057	Demonstrate knowledge of flowering plants and foliage used in floristry	2	5
20686	Care for floristry stock and merchandise	2	5
20687	Prepare and display floristry stock	2	10
20688	Provide service to floristry customers	2	5



Due to its special nature the Floristry Gateway Package will not be available to order online. If you're interested in the package please contact the Primary ITO Schools Team directly to arrange this on 0800 20 80 20.

We also plan to add additional packages in 2017 including Landscape, Vegetable Production and Packhouse (Post Production). Please contact the Schools Team to discuss.

Fruit Production

Unit No	Title	Level	Credits
12393	Hand thin fruit to optimise crop loading	2	5
21212	Harvest a fruit crop under supervision	2	5
21219	Operate and maintain orchard hand pruning equipment and ladders or stools	2	5
22183	Plant out horticulture crops by hand	2	5

Nursery Production

Unit No	Title	Level	Credits
23783	Grow and maintain plants in containers from seed	1	5
20571	Care for nursery crops	2	10
20574	Identify plants	2	5

Viticulture

Unit No	Title	Level	Credits
19939	Pick grapes by hand	2	5
19930	Hand prune grapevines	3	5
19924	Carry out basic canopy maintenance in the vineyard	3	5
19944	Train young grapevines	3	5



Wool

Wool Handling

Unit No	Title	Level	Credits
19146	Carry out wool shed tasks during shearing operations	2	5
20120	Prepare the wool clip in the wool harvesting industry	2	20

Shearing

Unit No	Title	Level	Credits
577	Dag and crutch sheep with prepared equipment	2	5
15041	Grind shearing combs and cutters for machine shearing	2	5
15042	Set up a machine shearing handpiece, and maintain down-tube of shearing plant	2	5
19146	Carry out wool shed tasks during shearing operations	2	5
25853	Shear sheep under supervision	2	6



SWITCh & Trades Academy

SWITCh programme

Our SWITCH programme is a structured transition between school and the workplace and will help prepare your students for full-time employment in the primary industry.

SWITCh stands for 'School, Work, Industry, Transition and Change' and is a structured programme designed for Year 12 or 13 students.

They spend three days a week in the classroom and two days a week in paid employment within the primary sector. While at work, students will undertake a closely-supervised Level 3 programme of training.

Primary ITO will interview potential candidates and discuss their abilities and interests. We can then provide guidance about a primary sector career that might suit, and arrange suitable work with a local employer.

SWITCh is designed to support students in their final year at school and ensure their classroom learning is appropriate for the career path they intend to follow. An individual learning programme is created to meet their specific needs. SWITCH also gives students an insight into what full-time employment will be like.

Primary ITO will work with your school, the student, their parents and their employer to develop an action plan for their learning and on-the-job training.

Your school and Primary ITO will jointly be responsible for pastoral care.

Who should join SWITCH?

- Graduates from our Trades Academy programme
- Those who are disengaged from school and would respond well to on-the-job learning
- Students who are motivated to start earning a wage
- Those who have a good attitude and are willing to learn

Primary ITO offers the following services:

- Interview and selection of student candidates
- Help finding suitable employment for students
- Comprehensive learning and classroom resource packages
- Assessing theory and practical unit standards once complete
- Reporting credits to NZQA
- Helping students make career decisions

SWITCH helps students make a structured transition from school into the workplace with opportunities for ongoing study at an important time in their lives.

It also enables the primary sector to attract keen, enthusiastic young people who have a good understanding of what the job entails, and the possible career pathways that lie ahead.

If your school is interested in SWITCH, please contact us today.

Trades Academy

Our Primary ITO Trades Academy will show your Year 11 and 12 students the wide and varied career options that exist within New Zealand's primary industries.

Our aim is to create that 'spark' of enthusiasm that will set them on their ideal career path.

How the programme works

Our Trades Academy combines classroom study with on-the-job learning. A wide range of field trips are held for Year 11 students to showcase different primary industry sectors. Appropriate industry placement is then organised for our Year 12 students one day per week.

This gives students a taste of what their potential career might be like, and the chance to discover what they're really passionate about.

Our Trades Academy works alongside NCEA and students can combine their studies with a New Zealand Certificate in Primary Industry Skills (Level 2).

This programme is Government funded and limited spaces are available.

How to get started

Trades Academy Expressions of Interest Forms are available from our Schools Team. Please email schools@primaryito.ac.nz or call 0800 20 80 20.

