



# Gateway 2024

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PrimaryITO



Te Pūkenga







# Welcome to Primary ITO's Gateway Programme

**Primary ITO | Te Pūkenga offers Gateway unit standards across the Primary Industry Sector including Agriculture, Horticulture, Sports Turf, and Seafood. Students will gain an understanding of the primary sector and may gain credits to assist them make informed choices about their future career in our exciting industry.**

Gateway courses are designed for senior secondary school students (Years 11, 12 and 13). They provide opportunities for students to align to apprenticeships and tertiary programmes and achieve various vocational credits alongside their school qualifications.

Primary ITO, if requested, will endeavour to support the school's Gateway department or coordinator with locating work placements to ensure students gain meaningful and genuine on job learning and employment experiences. Their learning will be assessed against unit standards. Assessments are marked and results reported to NZQA by Primary ITO.

For information, email [gateway@primaryito.ac.nz](mailto:gateway@primaryito.ac.nz). You'll be able to select either individual Unit Standards or combine units to create a package for your students.

## Memorandum of Understanding (MOU)

On receipt of the first enrolment or contact with the Primary ITO Gateway Coordinator, a Memorandum of Understanding (MOU) will be sent to the school's STAR/Gateway Coordinator within 10 working days. This MOU will cover the academic year for all students and related purchases. The MOU must be signed and returned to the Primary ITO Gateway Coordinator. Primary ITO will return a counter-signed MOU for your school's records.

## Enrolment Forms

Enrolments for Primary ITO Gateway programme must be completed. Students need to be registered using their legal name as listed in KAMAR/NSN identification. Please email the enrolment form to the Primary ITO Gateway Coordinator.

## Work Placements

Please ensure that an appropriate workplace is identified for your students. Primary ITO will endeavour to support you with this process if required.

## Assessments

All course material and assessments are sent to schools in hardcopy. Please ensure students complete ALL parts of the assessments before returning to Primary ITO for marking. Verifier comments are required for all assessments, other than theory papers. The School's STAR/Gateway Coordinator will need to be familiar with the assessment and verification requirements.

**Please take a copy of the student's assessment before sending to Primary ITO for marking.**

## Marking and Resubmissions

Some assessments are sent to the Primary ITO Gateway Coordinator for marking. Some assessments must be undertaken and signed off on job. Once a student's assessment is complete, please contact the PITO Gateway co-ordinator for advice. If students are marked Not Achieved, they will either be contacted by the marker or their work will be sent back to the school to allow the student the opportunity to re-submit.

Results are reported by Primary ITO to NZQA. Students will be marked Competent (C) or Not Achieved (N).

Schools will be advised of the final result as reported to NZQA.

## Additional Information

1 credit equals approximately 10 hours of learning. We do not accept change of mind/student withdrawal returns, and no financial credits are offered.

Cost of learning including marking and reporting is \$25.00 per credit plus \$6 courier fee (GST inclusive).

There is an approximate 10 working day turn around for enrolment and printing.

There is an approximate 2 – 4 day courier time frame.

## Level 2 Certificate in Primary Industry Skills

By obtaining 40 credits at Level 2, from a pre determined programme, students will be able to complete this standalone qualification. There is one compulsory unit, 31656, *demonstrate knowledge of safe work practices in a primary industry operation*.

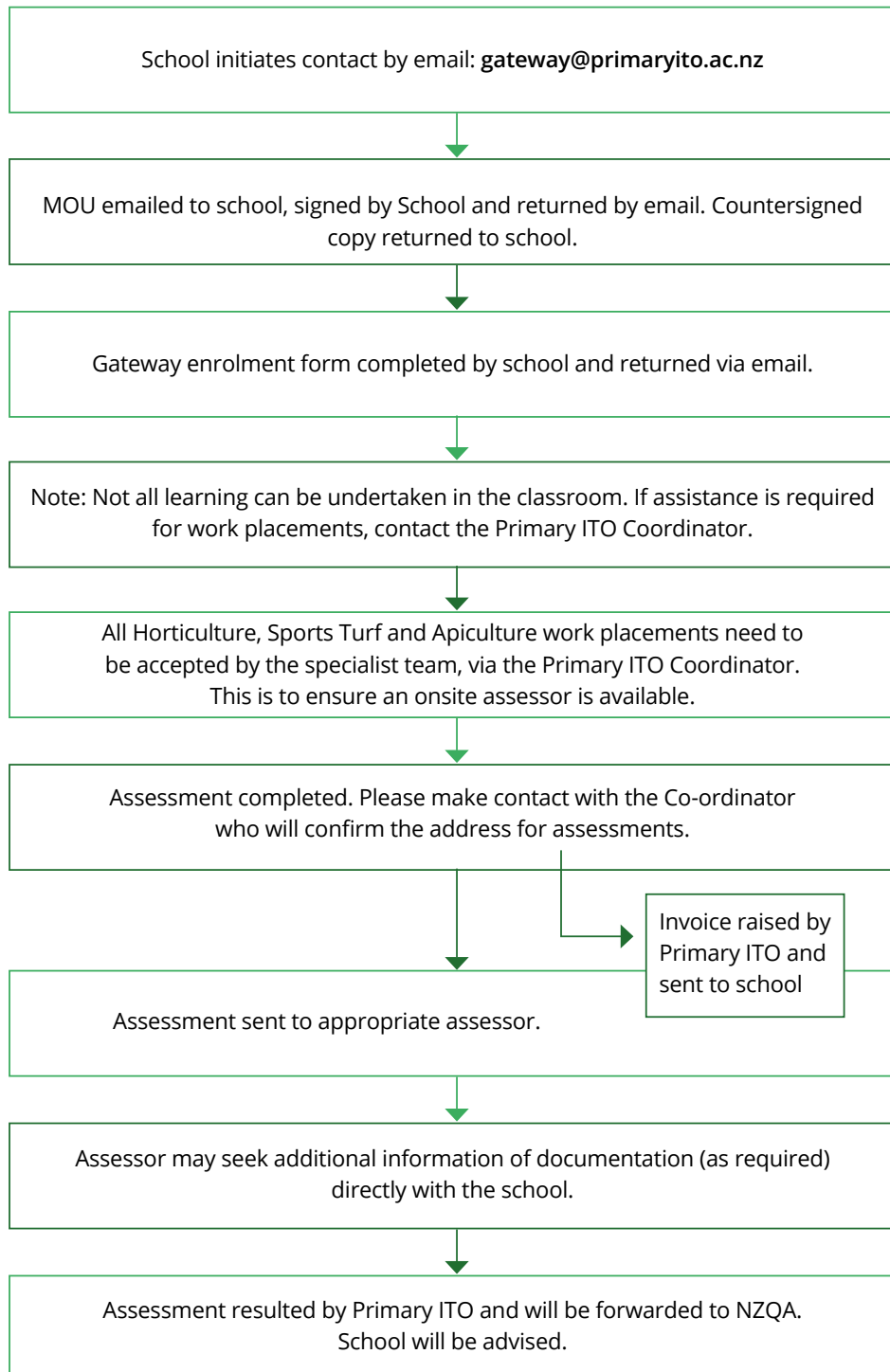
Only some Level 2 units contained within this booklet form part of the qualification, so please contact the Primary ITO Gateway coordinator to plan your student's unit standard selection.

## Level 3 Unit Standards

To ensure students are capable of attaining Level 3 Unit Standard learning, the following selection criteria will be undertaken:

- The student must be in Year 13
- The student must have had to have previously demonstrated that they can potentially achieve this learning by obtaining credits at Level 2 in the same sector.
- Students would have to already be in a Work Experience context, where their Work Ex-host can offer the correct learning environment and equipment to facilitate this learning.
- Students and their schools would have to be prepared for students to be able to spend extended periods in the workplace (including school holidays and time out of school).
- An application should be submitted to the Gateway Coordinator who has right of refusal. Each student/Gateway coordinator may have to participate in an interview with the Primary ITO Gateway coordinator, who will assess their previous experience and work placement to ensure they are suitable.

# Primary ITO Gateway Ordering and Resulting process



# Gateway 2024 Programme

## Arable Farming

Unit Standard	Unit Title	Level	Credits	Version
19070	Harvest cash crops under supervision	3	5	3
29845	Support mechanical crop harvesting	3	6	2

## Arboriculture *Assessment must be undertaken on job*

Unit Standard	Unit Title	Level	Credits	Version
31183	Plant trees in arboriculture situations	3	2	3
31184	Demonstrate knowledge of pruning trees and shrubs in arboriculture situations	3	3	3
31186H	Demonstrate knowledge of Codes of Practice and guidelines for arboriculture	3	2	3

## Agriculture Vehicles

Unit Standard	Unit Title	Level	Credits	Version
19044	Demonstrate knowledge of the legal requirements and hazards associated with tractor use	2	3	4
24538	Demonstrate knowledge of tractor stability and the dynamics of tractors and attached implements	3	4	2

## Energy and Chemical

Unit Standard	Unit Title	Level	Credits	Version
21464	Demonstrate knowledge of basic thermodynamics relevant to the energy and chemical industry	3	5	5

## Farming Skills/Agriculture

Unit Standard	Unit Title	Level	Credits	Version
00037	Install fencing wire	3	6	6
00561	Install, dismantle, and store temporary electric fences	2	2	5
00572	Describe electric fencing components and systems	3	5	6
00573	Construct, energise, and test a permanent electric fence	3	10	5
18191	Demonstrate knowledge of safe handling and health problems of dairy cattle associated with milking	2	3	4
19074	Prepare for calving and calve a cow as directed	2	5	3
19103	Demonstrate knowledge of methods for promoting on-farm livestock health and health problems of livestock	3	8	2
19106	Assist with handling livestock when moving and drafting, and when livestock are distressed	2	4	3
19110	Work a farm dog and maintain its health and welfare	2	10	3

Unit Standard	Unit Title	Level	Credits	Version
19112	Check and report on livestock	2	4	3
19114	Assist with handling and treatment of livestock	2	6	3
19115	Handle and move livestock	3	6	3
19116	Demonstrate knowledge of livestock behaviour and welfare in a primary industry operation	2	3	4
19131	Describe fencing end assemblies and explain reasons for structure failure	3	3	3
19152	Assist with the preparation and handling of lambs for docking	2	2	3
23786	Demonstrate knowledge of milking machine components and cleaning procedures	2	12	2
24548	Assist with milking	2	8	2
24629	Feed livestock with supplementary feed as directed by supervisor	2	2	2
24630	Assist with livestock grazing management, and feed livestock under direct supervision	2	4	4
24643	Assist with easy care lambing	2	5	2
24821	Locate the position of, and install, primary and intermediate posts for fencing	3	6	3
24822	Install wooden battens for fencing	2	4	2
24828	Hang a pre-built gate	3	3	2
24832	Open and draw out a coil of wire, tie knots, join wire, and prepare wire for transport and storage	2	3	2
24833	Identify and maintain fencing tools and equipment, and identify fencing construction materials and wire types	2	3	2
24834	Replace a broken post, and repair a broken wire in fences	2	5	2
24836	Describe nonelectric fences, fence support materials, and safe practices in fencing	2	2	3
24837	Describe non-electric fence types and components	3	3	2
30211	Dag and ring crutch sheep with prepared equipment	2	5	1

## Horticulture

Unit Standard	Unit Title	Level	Credits	Version
00816	Demonstrate knowledge of fruit production in New Zealand	2	5	6
00829	Demonstrate knowledge of plant nomenclature	2	5	5
02765	Plant trees or shrubs under close supervision	2	5	6
20570	Demonstrate knowledge of nursery growing media	2	5	3
21027	Plant and maintain displays of bedding plants or bulbs or herbaceous perennials under close supervision	2	10	4
21031	Identify ephemerals, annuals, herbaceous perennials, biennials, and bulbs and their use in amenity horticulture	3	3	4
21556	Control weeds under supervision	2	2	3
22174	Demonstrate knowledge of soils and fertilisers	2	5	2
22175	Describe soil properties and their effect on plant growth	3	6	3
22191	Demonstrate knowledge of factors which influence plant growth	2	5	2
23781	Grow and pot up plants from stem cuttings	2	5	2

Unit Standard	Unit Title	Level	Credits	Version
24648	Identify the physical characteristics, and range of, plants used in amenity horticulture	3	7	2
27208	Identify and describe plant pests, diseases, and disorders, and methods of prevention and control	3	8	3
29492	Care for a nursery crop under close supervision	2	5	2
29495	Control weeds by physical means using appropriate equipment under close supervision	2	2	2
29499	Identify a range of plants by botanical and common name, and their basic features	2	2	2
29502	Plant out by hand under close supervision	2	5	2
29504	Prick-out seedlings or rooted cuttings, transplant, and pot-on young plants into containers under close supervision	2	4	2
29508	Sow seeds and monitor germination and emergence under close supervision	2	5	2
29512	Train and prune mature vines under close supervision	2	8	2
29826	Create and maintain garden retail displays	3	5	1
29829	Demonstrate knowledge of plant structure, functions and processes	3	5	2
29832	Demonstrate understanding of workflow management in a horticulture operation	3	5	1
29838	Plant and care for plants	3	5	3
29841	Recognise plant pests, diseases, and disorders of a horticulture crop	3	5	2
30250	Plant and maintain plants	3	5	1
30251	Demonstrate understanding of pruning and training, and prune and train trees and shrubs	3	5	1

## Landscaping *Some assessment must be undertaken on job*

Unit Standard	Unit Title	Level	Credits	Version
29661	Assist with site preparation and laying hard surfaces for landscape work under close supervision	2	5	1
29665	Clear a site in preparation for landscape work under close supervision	2	5	1
29669	Use small machinery to carry out a range of routine horticulture tasks under close supervision	2	5	1
31076	Operate and maintain power tools and small machinery used in landscape work	3	8	1
31074	Select and plant plants, and apply mulches, in landscape work	3	3	1
31080	Construct timber features for landscape work	3	6	1

## Pest Eradication

Unit Standard	Unit Title	Level	Credits	Version
27207	Describe and carry out monitoring of plant pests and diseases	3	5	1
27210	Identify and describe weeds, and methods of prevention and control	3	6	2
28624	Demonstrate and apply knowledge of sustainable environmental practices in a primary industry operation	3	2	2
28644	Apply safe work practices in own work area in a primary industry operation	3	3	3
29335	Describe rural pest animals, monitoring and control operations in New Zealand	3	10	2



Unit Standard	Unit Title	Level	Credits	Version
29336	Describe impacts of rural pest animals on the environment, and benefits of rural pest animal control operations	3	3	2
29338	Prepare and use traps to control rural pest animals	3	10	2
29538	Describe the impacts of pest plants, and benefits and impacts of pest plant control operations	3	3	2
29541	Describe pest plants, and monitoring operations in New Zealand	3	10	2

## Poultry

Unit Standard	Unit Title	Level	Credits	Version
17593	Apply safe work practices in the workplace	2	4	6
17997	Describe the requirements of the welfare code in poultry production	2	4	4
18003	Describe poultry biosecurity principles in a poultry production operation	2	5	4

## Primary Sector

Unit Standard	Unit Title	Level	Credits	Version
00004	Maintain hand tools and service small engines used in a primary industry operation	2	5	6
00497	Demonstrate knowledge of workplace health and safety requirements	1	3	9
19136	Demonstrate the social requirements for family living in a primary industry context	1	2	3
19137	Describe the opportunities, advantages, and disadvantages of primary industry employment	1	2	3
19138	Describe weather, climate and micro-climate characteristics, and interpret weather maps for a primary industry operation	2	4	3
19145	Describe hydration, nutrition, and sleep in relation to physical well-being of primary industry workers	2	4	3
28619	Identify quality assurance requirements for own work and monitor own work quality in a primary industry operation	3	5	3
28621	Comply with all documentation requirements in a primary industry operation	3	3	2
29633	Demonstrate understanding of the New Zealand primary sectors and industries	2	4	1
28650	Work in a team to achieve designated tasks in a primary industry operation	3	3	2
31656	Demonstrate knowledge of safe work practices in a primary industry operation	2	10	1
31657	Describe water supply system components and tools, and assemble a simple water supply system	2	3	1
31666	Apply knowledge of seasonal employment requirements and workplace expectations in a primary industry context	2	5	1
31832	Manage personal wellbeing when carrying out primary industry operational activities	3	5	1

## Seafood

Unit Standard	Unit Title	Level	Credits	Version
16340	Demonstrate knowledge of the biology of the greenshell mussel	3	5	5
16559	Describe responsibilities of a seafood worker under the fisheries act	2	5	5
16560	Describe legislative compliance for seafood harvesting on a commercial fishing vessel	3	5	5
16672	Describe Pacific oyster (tio) farming industry in New Zealand	3	10	4
16673	Demonstrate knowledge of the biology of oysters	3	5	5
16712	Demonstrate knowledge of seafood naming systems, and identify New Zealand seafood species	3	3	3
17253	Demonstrate knowledge of the biology of an abalone	3	5	5
19851	Demonstrate knowledge of the biology of a Finfish	3	5	4
19877	Describe protection of the marine environment during seafood vessel operations	3	5	3
20935	Describe the Quota Management system in New Zealand	2	5	4

## Sports Turf *Assessment must be undertaken on job*

Unit Standard	Unit Title	Level	Credits	Version
29666	Establish amenity turf areas under close supervision	2	5	1
29667	Maintain established amenity turf	2	5	1

# Gateway 2024 Programme

To assist with Unit Standard selection, industry specific suggestions are listed below.  
Additional Unit Standards are available within the programme.

## General Farming/Livestock Handling Suggestions

Unit Standard	Unit Title	Level	Credits
497	Demonstrate knowledge of workplace health and safety requirements	1	3
19044	Demonstrate knowledge of the legal requirements and hazards associated with tractor use	2	3
19145	Describe hydration, nutrition, and sleep in relation to physical well-being of primary industry workers	2	4
19138	Describe weather, climate and micro-climate characteristics and interpret weather maps for a primary industry operation	2	4
19112	Check and report on livestock	2	4
19114	Assist with handling and treatment of livestock	2	6
19115	Handle and Move livestock - <i>Moving a herd or mob plus catch restrain and lift live- stock on three occasions on three different days – can be the same herd</i>	3	6
19116	Demonstrate knowledge of livestock behaviour and welfare in a primary industry operation	2	3
24538	Demonstrate knowledge of tractor stability and the dynamics of tractors and attached implements	3	4
28621	Comply with all documentation requirements in a primary industry operation	3	3
31656	Demonstrate knowledge of safe work practices in a primary industry operation	2	10
31657	Describe water components and tools and assemble a simple water supply system	2	5
31666	Apply knowledge of seasonal employment requirements and workplace	2	5
31832	Manage personal wellbeing when carrying out primary industry operational activities	3	5

## Sheep Suggestions

Unit Standard	Unit Title	Level	Credits
19152	Assist with the preparation and handling of lambs for docking <i>Must carry out docking on 2 separate occasions with 10 different animals</i>	2	2
24643	Assist with easy care lambing <i>Must complete 3 Work Logs for three periods in a lambing season</i> <i>• before lambing • during lambing • after lambing</i>	2	5
30211	Dag and ring crutch sheep with prepared equipment <i>Dag a minimum of 50 sheep Crutch a minimum of 50 sheep</i>	2	5
31656	Demonstrate knowledge of safe work practices in a primary industry operation	2	10



## Dairy Suggestions

Unit Standard	Unit Title	Level	Credits
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
19074	Prepare for calving and calve a cow as directed <i>1 season calving including checking on stock 10 days in a row</i>	2	5
23786	Demonstrate knowledge of milking machine components and cleaning procedures	2	12
24548	Assist with milking - <i>No less than 30 milkings must be completed</i>	2	8
24629	Feed livestock with supplementary feed as directed by supervisor – <i>5 occasions of feeding out</i>	2	2
24630	Assist with livestock grazing management, and feed livestock under direct supervision	2	4

## Agricultural Contracting/Arable Farming Suggestions

Unit Standard	Unit Title	Level	Credits
4	Maintain hand tools and service small engines used in a primary industry operation	2	5
19070	Harvest cash crops under supervision	3	5
22174	Demonstrate knowledge of soils and fertilisers	2	5
22175	Demonstrate knowledge of soil properties and affect on plant growth	3	6
29829	Demonstrate understanding of plant structure, functions and processes	3	5
29845	Support mechanical crop harvesting	3	6

## Fencing Suggestions

Units marked in green form the basis of Limited Package ITO Certificate PR-25643

Unit Standard	Unit Title	Level	Credits
561	Install, dismantle, and store temporary electric fences	2	2
24822	Install wooden battens for fencing	2	4
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
24836	Describe nonelectric fences, fence support materials, and safe practices in fencing	2	2
00037	Install fencing wire	3	6
00572	Describe electric fencing components and systems	3	5
00573	Construct, energise, and test a permanent electric fence	3	10
19131	Describe fencing end assemblies and explain reasons for structure failure	3	3
24821	Locate the position of, and install, primary and intermediate posts for fencing	3	6
24828	Hang a pre-built gate	3	3
24837	Describe non-electric fence types and components	3	3

## Amenities Horticulture including Home Services/Ground Maintenance

*Some assessment must be undertaken on job*

Unit Standard	Unit Title	Level	Credits
4	Maintain hand tools and service small engines used in a primary industry operation	2	5
2765	Plant trees or shrubs under close supervision	2	5
22175	Describe soil properties and their effect on plant growth	3	6
21027	Plant and maintain displays of bedding plants or bulbs or herbaceous perennials under close supervision	2	10
21031	Identify ephemerals, annuals, herbaceous perennials, biennials, and bulbs and their use in amenity horticulture	3	3
24648	Identify the physical characteristics, and range of, plants used in amenity horticulture	3	7
24666	Establish amenity turf areas under close supervision	2	5
27208	Identify and describe plant pests, diseases and disorders and methods for prevention and control	3	8
27210	Identify and describe weeds and methods of prevention and control	3	6
29495	Control weeds by physical means using appropriate equipment under close supervision	2	2
29499	Identify a range of plants by botanical and common name, and their basic features	2	2
29502	Plant out by hand under close supervision	2	5
29667	Maintain established amenity turf	2	5
29669	Use small machinery to carry out a range of routine horticulture tasks under close supervision	2	5

## Garden Centre Suggestions

Unit Standard	Unit Title	Level	Credits
29826	Create and maintain two different garden retail displays <i>Maintain two garden retail displays for 10 working days and record actions in work diary</i>	3	5

## Sports Turf Suggestions *Some assessment must be undertaken on job*

Unit Standard	Unit Title	Level	Credits
497	Demonstrate knowledge of workplace health and safety requirements	1	3
19145	Describe hydration, nutrition, and sleep in relation to physical well-being of primary industry workers	2	4
19138	Describe weather, climate and micro-climate characteristics and interpret weather maps for a primary industry operation	2	4
29666	Establish amenity turf areas under close supervision	2	5
29667	Maintain established amenity turf	2	5
31656	Demonstrate knowledge of safe work practices in a primary industry operation	2	10

## Vineyard Suggestions

Unit Standard	Unit Title	Level	Credits
00829	Demonstrate knowledge of plant nomenclature	2	5
21556	Control weeds under supervision	2	2
27208	Identify and describe plant pests, diseases, and disorders, and methods of prevention and control	3	8
29495	Control weeds by physical means using appropriate equipment under close supervision	2	2
29512	Train and prune mature vines under close supervision	2	8



# Rural Contracting Gateway Programme

**Primary ITO | Te Pūkenga offers Gateway unit standards to expose and educate secondary students on the opportunities and pathways into Rural Contracting and transition them successfully from school into employment.**



## Programme Outline

Students will enrol in the Gateway programme on the selected units and work with Primary ITO to find a suitable work placement for the programme. Some regions will not have workplaces available, and this will be communicated prior to enrolment.

## Course Content

Unit standard delivery of 10-15 credits

10-15 credits will be selected from the unit standards below. This will depend on the student's previous experience and the capability of the student to complete the learning and assessments. This will be discussed and confirmed at the interview.

Unit Standard	Unit Title	Level	Credits
31656	Demonstrate knowledge of safe work practices in a primary industry operation	2	10
19145	Describe hydration, nutrition, and sleep in relation to physical well-being of primary industry workers	2	4
19044	Demonstrate knowledge of the legal requirements and hazards associated with tractor use	2	3
31666	Apply knowledge of seasonal employment requirements and workplace expectations in a primary industry context	2	5

*\*Completion of the Workplace Competency Logbook will be a requirement of the programme and will be distributed to students prior to the start date.*

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## Responsibilities for Stakeholders

Secondary Schools	Employers	Primary ITO   Te Pūkenga
<ul style="list-style-type: none"> <li>• Identify appropriate students to take part in the pilot programme.</li> <li>• Connect with Primary ITO   Te Pūkenga for work place availability.</li> <li>• Complete the appropriate documentation to enrol students in the programme.</li> <li>• Allow students to be out of school for a day a week for a minimum of 4 weeks.</li> <li>• On completion of the programme, ensure that student assessments are completed and sent to Primary ITO - Te Pūkenga for marking.</li> </ul>	<ul style="list-style-type: none"> <li>• Take responsibility and ensure support and supervision for a school student completing work experience for one day a week for four weeks on site. This will be the same student each week.</li> <li>• Health and safety of students whilst in the workplace.</li> <li>• Complete the verification of activities for the school student and ensure they receive the learning and support they need to meet the assessment requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Act as the conduit between the schools and the businesses for initial contact.</li> <li>• Support schools with completing student documentation.</li> <li>• Provide all assessments/ resources and assessors.</li> <li>• Register students results with NZQA.</li> <li>• Support where required with the successful running of the programme.</li> </ul>

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# Gateway Enrolment Form

## Student information

First name:

Middle name:

Surname:

Preferred name:

Date of birth: (DD/MM/YYYY)

 /  / 

Gender: ☐ Male ☐ Female ☐ Gender diverse

NSN number:

Student year level:

Driver's license status: ☐ None ☐ Learners ☐ Restricted ☐ Full

## Ethnicity

Which ethnic group do you belong to? You may tick up to three boxes that apply to you.

☐ NZ European/Pākeha ☐ NZ Māori ☐ Pasifika ☐ Other please specify

If you identified as Māori, with which Iwi do you identify? You may enter more than one Iwi.

Where is your Rohe? (*Iwi location in New Zealand*)

Is English your first language? ☐ Yes ☐ No Will a reader or writer be required? ☐ Yes ☐ No

Enrolment date: (DD/MM/YYYY)

 /  / 

Sector selection ☐ General Agriculture ☐ Fencing ☐ Sheep and Beef ☐ Dairy ☐ Horticulture  
(please tick):

☐ Arboriculture ☐ Landscaping ☐ Seafood ☐ Vineyard ☐ Sports Turf ☐ Pest

## School information

School name:

School contact name:

Contact email:

Contact number:

Street address:

City/town:

Postcode:

**Unit Standards should be sent for marking to:** Gateway Coordinator, PO Box 15, Owaka, 9535







