

Why become a BCITO Gateway placement employer?

Becoming involved with your local school as a BCITO Gateway placement employer has a number of benefits.

Getting involved in Gateway:

- provides students with a taste of your industry to help with their decision about future career directions
- gives you some hands-on enthusiastic help on your site for one to two days per week during the school terms
- allows you to offer students some extra work experience in school holidays
- provides you with a taste of the BCITO Apprenticeship
- boosts the “feel good” factor on the job – as you will be passing on your knowledge to the next generation and providing them with an introduction to the industry.

The role of the BCITO Gateway placement employer

The only cost to becoming a BCITO Gateway placement employer is in your time and enthusiasm to mentor a young person.

As a mentor on site for the Gateway student, you have an important role to play:

- providing students with a realistic introduction to your trade
- treating them like real employees to help reinforce personal and time management skills
- briefing them on Health and Safety on site
- helping them make links between the theory they learn and the practical tasks they do
- providing them with a variety of tasks within their capability to keep their interest high.

The school's Gateway Coordinator is the person you will make day-to-day arrangements with for the student.

Each BCITO Gateway student will receive a Gateway package for the chosen trade which is split into theory and practical components.

Theory:

The package enables them to learn what they need to – along with a series of worksheets that they must complete as part of the assessment. Students complete this work under supervision at school, but you can help by explaining aspects of the trade. The BCITO Training Advisor (or the school's technology teacher if the school is accredited) assesses the theory learning through checking the worksheets and discussing them with the students.

Practical:

The practical part of the package is in the form of a Record of Work, a type of work log. It helps students learn if you, as the Gateway work placement employer, review what they have written in the Record of Work.

- **Verification** - there is space in the Record of Work for you to verify (by way of initialling or signing) the accuracy of the entries. This is a really important part of the process as it adds credibility to what students have done.
- **Health and Safety** – students need to be thoroughly briefed about potential dangers and how to minimise risk. Schools are responsible for providing students with a kit of Personal Protective Equipment that they need to wear. There are two “Health and Safety” tables that students need to fill in each time they start a job. The two tables are about hazards and their control and Personal Protective Equipment. The school will need to sight a current copy of your Health and Safety policy.

- **Tools** - Gateway students are provided with a very basic tool kit but will need to rely on you to allow them to use other tools that they need but don't have. In the student resource kit, there are two "Tools" tables (hand tools and power tools) that students need to complete each time they use a new tool related to a job. They need to know about tool maintenance and safety procedures.
- **Jobs** - Students will also be required to record:
 - the date of each job
 - the job site (the customer name and/or the street address)
 - a very brief description of the job.

Students are encouraged to draw pictures, take photos and gather trade literature that relate to the specific jobs they were involved with.

Most Gateway students are unlikely to ever reach a point of being considered "commercially competent" while on the programme. But they will be able to show that they have at least had some practical experience and this can be carried forward if and when they decide to become an apprentice. This is another reason why your role is so important.

Want to know more?

If you would like to become a Gateway Placement Employer, please contact the Gateway Coordinator at your local secondary school/s or contact the BCITO Business Development team on 0800 422 486.