



2019 Gateway Procedure Guide

1. Discuss with your students their needs and select units from the 2019 Schools' Provision booklet (pages 16-19), or Ag Challenge website (www.agchallenge.co.nz).
2. Complete Gateway Order Form / Unit Schedule (This can be found on our website)
3. Forward Order Form/ Unit Schedule to:
 - Ag Challenge Ltd, PO Box 674, Whanganui 4540
 - Email: kristine@agchallenge.co.nz
 - call 0800 348 8215 or 06 281 3140
4. A MOU (Memorandum of Understanding) will be sent via email for signing by someone in your organisation who is authorised to do so (unless you already have an MOU that is current). Please return your signed copy to Ag Challenge (can also be via email) and we will sign and email a copy back to you for your records.
5. Fill out the Gateway Course Enrolment Form – only once for each student. ***You will have to enroll every student studying with us.***
6. More than one unit can be ordered and sent at any time. Please either email or phone to order as required.
7. Along with the assessment, notes and/or workbook or project/case study will be sent to the school. It is intended that the student completes the workbook or project/case study as a skills building exercise. (Note: Some units require additional research). **PLEASE NOTE: AGRICULTURE AND ANIMAL CARE WORKBOOKS ARE NO LONGER REQUIRED TO BE SENT IN FOR MARKING BY AG CHALLENGE. (CARPENTRY WORKBOOKS ARE STILL REQUIRED TO BE RETURNED AT THE SAME TIME AS THE ASSESSMENT.)**
8. Once the student completes the workbook, and is ready, they sit the assessment.
9. All Assessments must have a **Theory Assessment Attestation** completed by an authorised person from the school who supervises the assessment. (A copy is attached, and it is available on our website)
10. **All assessments must be returned for marking. Students will only be able to submit their Assessment for marking a maximum of THREE times, after this the Assessment will not be marked and a 'Not Yet Competent' result will be given.**

11. You will be notified by email once your student has achieved all required components and is deemed **Competent** (or **Not Yet Competent**) and the Unit is able to be reported to NZQA.
12. At the end of the year Ag Challenge will forward Academic Records from our Student Management System for all students who have enrolled in the Gateway Programme.

Units must be completed in Blue or Black biro only.

Ag Challenge will keep completed Assessments for moderation.

Other Important Information

- **Assessments - if handwritten, must be completed in Blue or Black biro only - if typewritten, must be double-spaced and size 12 font.** Assessments submitted in pencil the unit will be returned and not marked.
- **YOU ARE ADVISED TO MAKE AND RETAIN A COPY OF ALL ASSESSMENTS SENT TO AG CHALLENGE.** All 'Competent' Assessments are kept by Ag Challenge as evidence of competency and for moderation purposes.
- Invoices will be generated at the end of each Term. Payment is due on the 20th of the month following. ***If you would like your invoices emailed, please contact us.***
- All units must be completed during the year they are purchased, unless prior arrangements have been made.

Final Date for Ordering Units: 27th September 2019

Closing Date for marking: 8th November 2019

NO MARKING WILL BE ACCEPTED AFTER THIS DATE.

This is ALL MARKING, including re-assessments.

Please direct all Gateway queries to Kristine Dickson on

0800 348 8215 or 06 281 3140 or email kristine@agchallenge.co.nz