

2021 Gateway Procedure Guide

1. Discuss with your students their needs and select units from the 2021 Schools' Provision booklet (pages 15-18). The booklet can also be found on the AGC Training website (www.agctraining.co.nz).
2. Complete the Gateway Order Form / Unit Schedule (This can be found on our website)
3. Forward Order Form/ Unit Schedule to:
 - AGC Training, PO Box 674, Whanganui 4540
 - Email: georgia@agctraining.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 AGC Training (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 enrol every student studying with us.***
6. More than one unit can be ordered and sent at any time.
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).
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.

AGC Training 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 will be returned and not marked.
- **YOU ARE ADVISED TO MAKE AND RETAIN A COPY OF ALL ASSESSMENTS SENT TO AGC TRAINING.** All 'Competent' Assessments are kept by AGC Training 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: 24th September 2021

Closing Date for marking: 5th November 2021

NO MARKING WILL BE ACCEPTED AFTER THIS DATE.

This is ALL MARKING, including re-assessments.

Please direct all Gateway queries to Georgia on:

0800 348 8215 or email georgia@agctraining.co.nz