

# WorkX

Unlocking the full  
potential of your  
Gateway programme





Dan Russell  
Founder // WorkX

# Making Gateway admin easy

Since ages ago\*

\*actually, like, just now...

# What are we trying to achieve with Gateway?

Through work experience, we want students to:

- **Make a decision** about career pathway (e.g. trade or uni pathway)
- Gain experience needed to **fulfil requirements** of pathway (e.g. Nursing)
- Gain experience/skills to **get employment** (e.g. build employability skills, get a good reference, show experience in CV, prove worth to employer)
- ...and have some other positive byproducts (e.g. gain credits)

# What issues currently get in the way of that?

Speaking with many Gateway staff around the country:

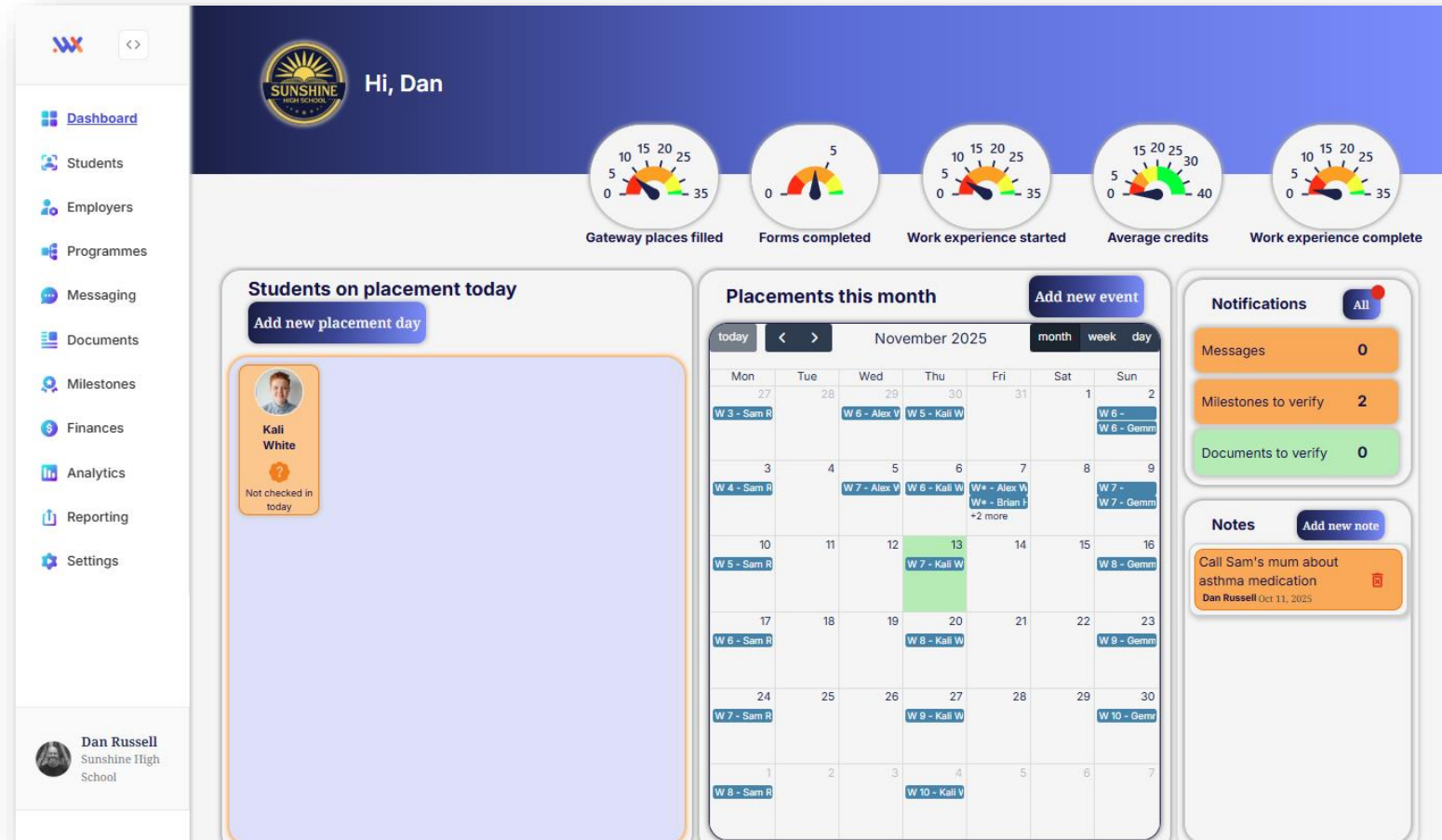
- **Administration** is an intensely manual process, taking up time and energy better spent elsewhere
- **Engagement and communication** between school, students, employers, families and providers is difficult
- Low student **accountability and ownership** of plan, progress and expectations
- Lack of **formal systems** from TEC

# What are Gateway staff wishing they had more of?

- Time
  - Focus more on employers and students
- Oversight
  - see what is happening across a very diverse group of students at different stages of different learning journeys
- High quality Gateway programmes
  - more engagement, better outcomes, better communication
- Proof of outcomes
  - show the school the impact the Gateway programme has
- Ability to expand or deepen offerings and opportunities
  - without just adding more unpaid work hours...

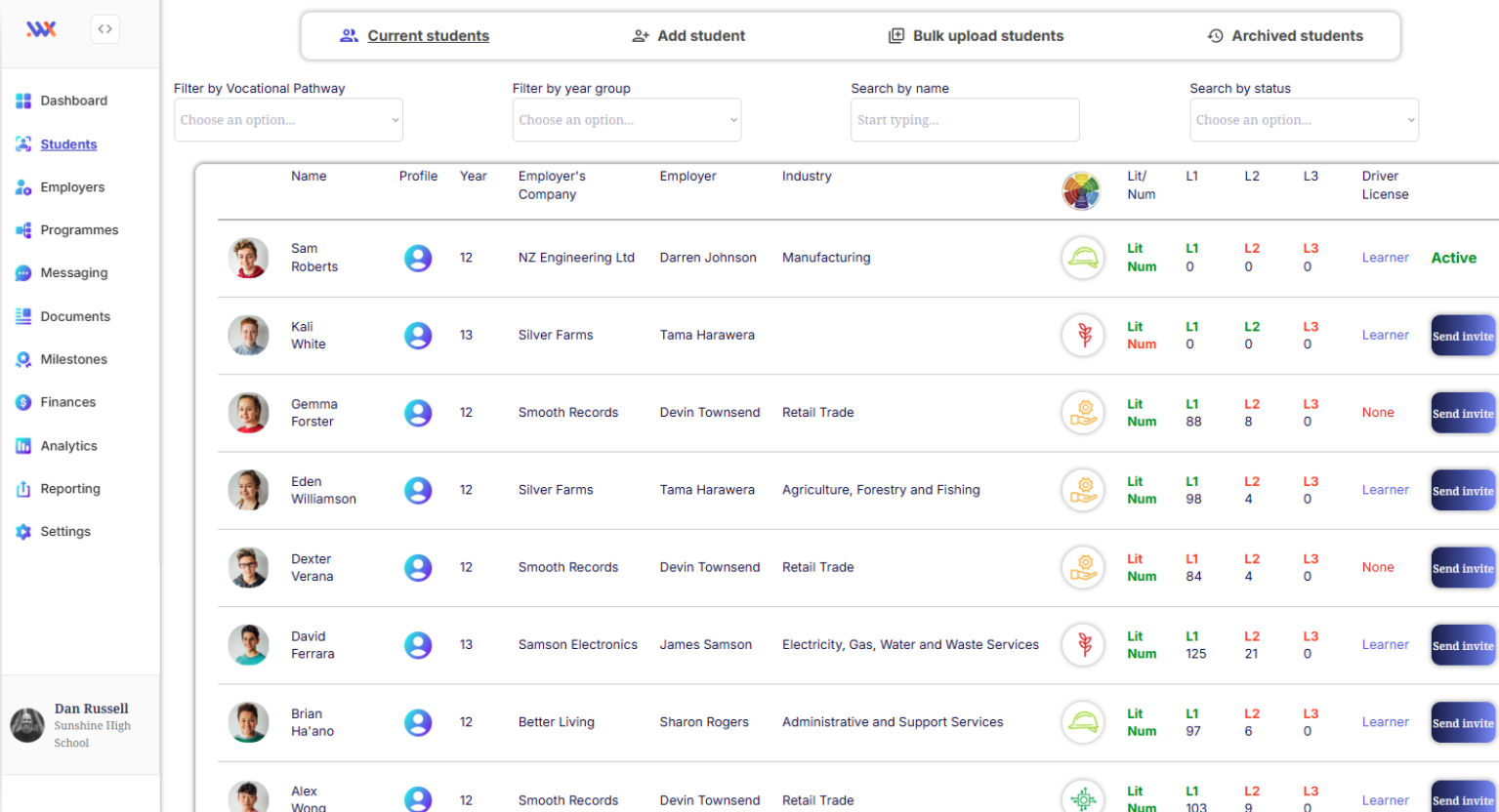
# Dashboard

- Integrated Calendar
- Students Check-ins
- Tasks and notifications
- Current key statistics
- Notes



# Students

- Snapshot view – key information at hand
- Invite students directly
- Sort and filter
- Add single/bulk students
- Archive students easily



Name	Profile	Year	Employer's Company	Employer	Industry		Lit/ Num	L1	L2	L3	Driver License
Sam Roberts		12	NZ Engineering Ltd	Darren Johnson	Manufacturing		Lit Num	L1 0	L2 0	L3 0	Learner Active
Kali White		13	Silver Farms	Tama Harawera			Lit Num	L1 0	L2 0	L3 0	Learner <button>Send invite</button>
Gemma Forster		12	Smooth Records	Devin Townsend	Retail Trade		Lit Num	L1 88	L2 8	L3 0	None <button>Send invite</button>
Eden Williamson		12	Silver Farms	Tama Harawera	Agriculture, Forestry and Fishing		Lit Num	L1 98	L2 4	L3 0	Learner <button>Send invite</button>
Dexter Verana		12	Smooth Records	Devin Townsend	Retail Trade		Lit Num	L1 84	L2 4	L3 0	None <button>Send invite</button>
David Ferrara		13	Samson Electronics	James Samson	Electricity, Gas, Water and Waste Services		Lit Num	L1 125	L2 21	L3 0	Learner <button>Send invite</button>
Brian Ha'ano		12	Better Living	Sharon Rogers	Administrative and Support Services		Lit Num	L1 97	L2 6	L3 0	Learner <button>Send invite</button>
Alex Wong		12	Smooth Records	Devin Townsend	Retail Trade		Lit Num	L1 103	L2 9	L3 0	Learner <button>Send invite</button>

# Profiles

- In-depth student information
- Create notes and pathways
- Create placements
- See progress of placement days, diaries etc
- NCEA Achievement view

The screenshot displays a user interface for a student profile. On the left is a sidebar with navigation links: Dashboard, Students, Employers, Programmes, Messaging, Documents, Milestones, Finances, Analytics, Reporting, and Settings. The main content area is divided into three sections. The top section features a student profile card for Sam Roberts, including a photo, a 'Message' button, and a list of 'Student details' such as email, gender, age, NSN, ethnicity, date of birth, and programme. The middle section shows 'Placements' with a table listing a placement at NZ Engineering Ltd, marked as 'Active', with details on days/times and attendance. The right sidebar contains input fields for 'Notes' and 'Pathway', and a 'Destination/Transition' section with an 'Edit' button. A user profile for Dan Russell is visible in the bottom left corner.

Student details			
Email	Gender	NSN	Programme
s.roberts@sunshine.school.nz	Male / Tāne	208475682	
Phone	Age	Ethnicity	Vocational Pathway
0217502978	18	New Zealand European	Construction and Infrastructure
Date of Birth	Year	Māori	Driver License
Mar 3, 2007	12	Iwi	Learner
		Ngāi Tahu / Kāi Tahu	

Placements		
Sam Roberts Placement - NZ Engineering Ltd		
Active		
Details	Days/Times	Attendance
NZ Engineering Ltd	Monday	Days attended: 1
Darren Johnson	Start: Oct 13, 2025	Sick/Injury: 0
darren@nzengineering.co.nz	End:	Days attended: 0
0273263761	Duration: 10 Weeks	Days attended: 0
32 Dunners Rd		
Engineering		



# Employers

- Create employers individually or in bulk
- Archive inactive employers
- Organise by vocational pathway
- Simple updating

Company	Name	Industry type	Industry specific	Student(s)	Phone	Email	Vocational Pathway	N
Smooth Records	Devin Townsend	Retail Trade	Retail	Sam Roberts Alex Wong Gemma Forster Kali White	021671487615	devin@smooth.com	Social and Community Services	26
Silver Farms	Tama Harawera	Agriculture, Forestry and Fishing	Farming	Kali White Eden Williamson Alex Wong	021649887613	tamo@silverfarms.co.nz	Primary Industries	90
Samson Electronics	James Samson	Electricity, Gas, Water and Waste Services	Electrical	David Ferrara Gemma Forster	028641245876	james@selectronics.co.nz	Manufacturing and Technology	08
Rocky Builders	Rocky Harawera	Construction	Construction	Kali White	02787676283	rocky@rockybuilders.co.nz	Construction and Infrastructure	01
NZ Engineering Ltd	Darren Johnson	Manufacturing	Engineering	Sam Roberts	0273263761	darren@nzengineering.co.nz	Manufacturing and Technology	06
Better Living	Sharon Rogers	Administrative and Support Services	Aged Care	Eden Williamson Brian Ha'ano	18	sharon@blretirement.co.nz	Social and Community Services	67
Bakehouse	Sue Johnson	Accommodation and Food Services	Hospitality	Alex Wong	02174834245	sue@bakery.com	Services Industries	24

# Providers

- Add providers and programmes
- Assign standards to programme and students
- Add students with a click
- Archive non-active programmes
- Filter and sort

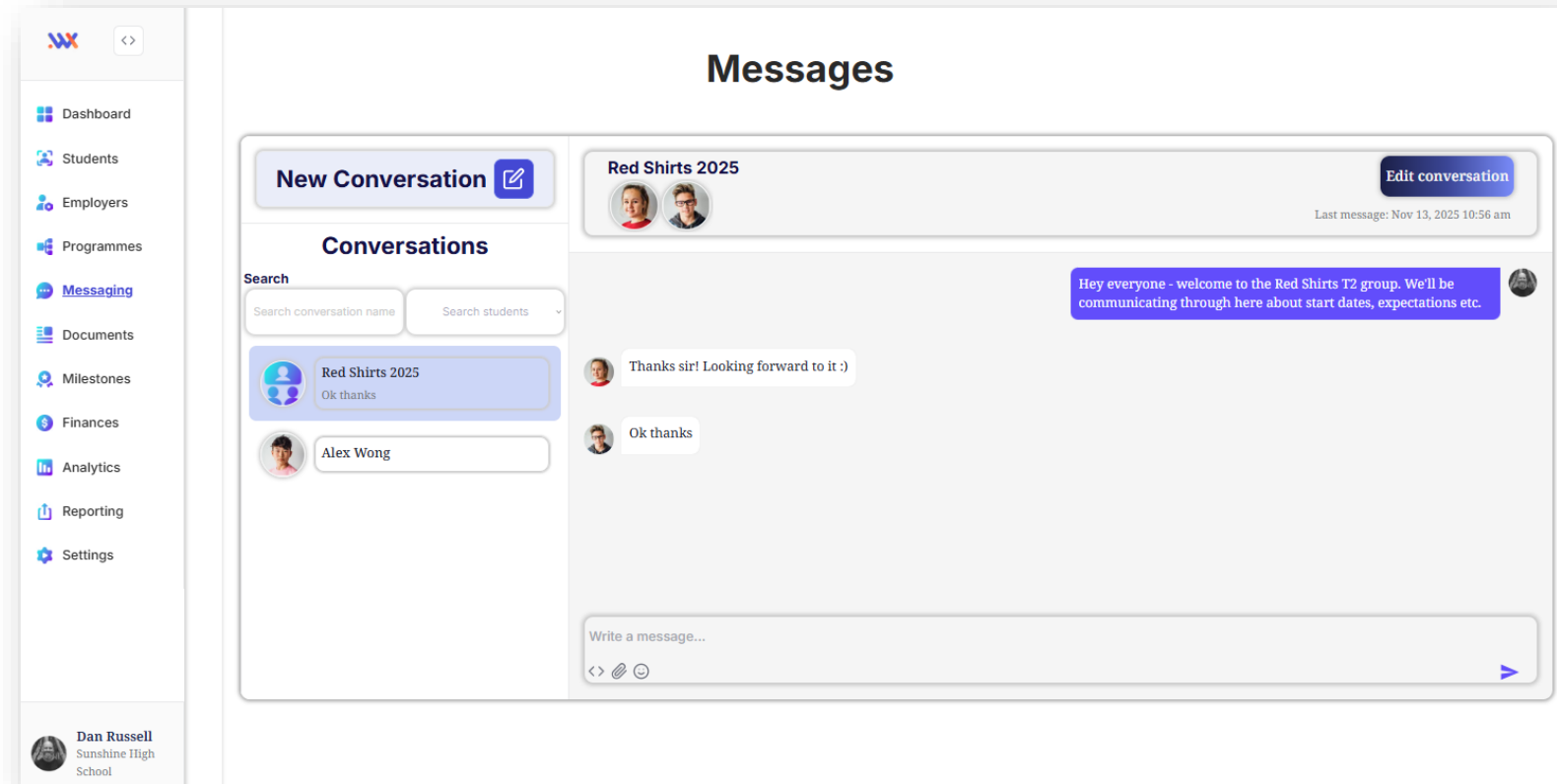
The screenshot displays the 'Active programmes' section of the WorkX application. It features a sidebar with navigation links: Dashboard, Students, Employers, Programmes, Messaging, Documents, Milestones, Finances, Analytics, Reporting, and Settings. The main content area has tabs for 'Active programmes' (selected), 'Add programme', and 'Archived programmes'. Below the tabs are filters for 'Filter by Provider' and 'Filter by programme', both with dropdown menus. The main table lists three programmes:

Provider	Programme	Lead contact	Unit Standards	Students
The Place	<b>Hospitality Hero L2</b> Level 2 4 Credits TP Customer Services Award	Jasmine Smith jasmine@theplace.com 23549375	<b>7127</b> Level 3, 3 Credits, V 7a Exercise informed choice in deciding on a major goods or service purchase <b>7124</b> Level 2, 2 Credits, V 6a Demonstrate knowledge of one-to-one negotiation <b>7117</b> Level 2, 3 Credits, V 6a Develop strategies to enhance own learning <b>504</b> Level 1, 2 Credits, V 8a Produce a CV (curriculum vitae)	Dexter Verana Gemma Forster Add student(s) Add
BCITO	<b>BCITO Gateway L2</b> Level 2 4 Credits BCITO Gateway Certificate	Dave Johnson dave@bcito.org.nz 239573094	<b>4253</b> Level 2, 3 Credits, V 7a Demonstrate knowledge of job search skills <b>4252</b> Level 2, 3 Credits, V 8a Produce a personal targeted CV (curriculum vitae) <b>3483</b> Level 1, 3 Credits, V 7a Fill in a form <b>3462</b> Level 2, 3 Credits, V 6b Demonstrate knowledge of traffic law for the purpose of safe driving	Eden Williamson Brian Ha'ano Kali White Add student(s) Add
Competenz	<b>Engineering L3</b> Level 3 4 Credits	Dave Joshua dave@competenz.org.nz 23755	<b>1978</b> Level 1, 3 Credits, V 9a Describe basic employment rights and responsibilities, and sources of information and/or assistance <b>10792</b> Level 1, 3 Credits, V 5a Write formal personal correspondence <b>10781</b> Level 2, 3 Credits, V 6a Produce a plan for own future directions <b>10780</b> Level 2, 3 Credits, V 5a Complete a work experience placement	Sam Roberts David Ferrara Add student(s) Add

At the bottom left of the sidebar, the user profile for Dan Russell at Sunshine High School is shown.

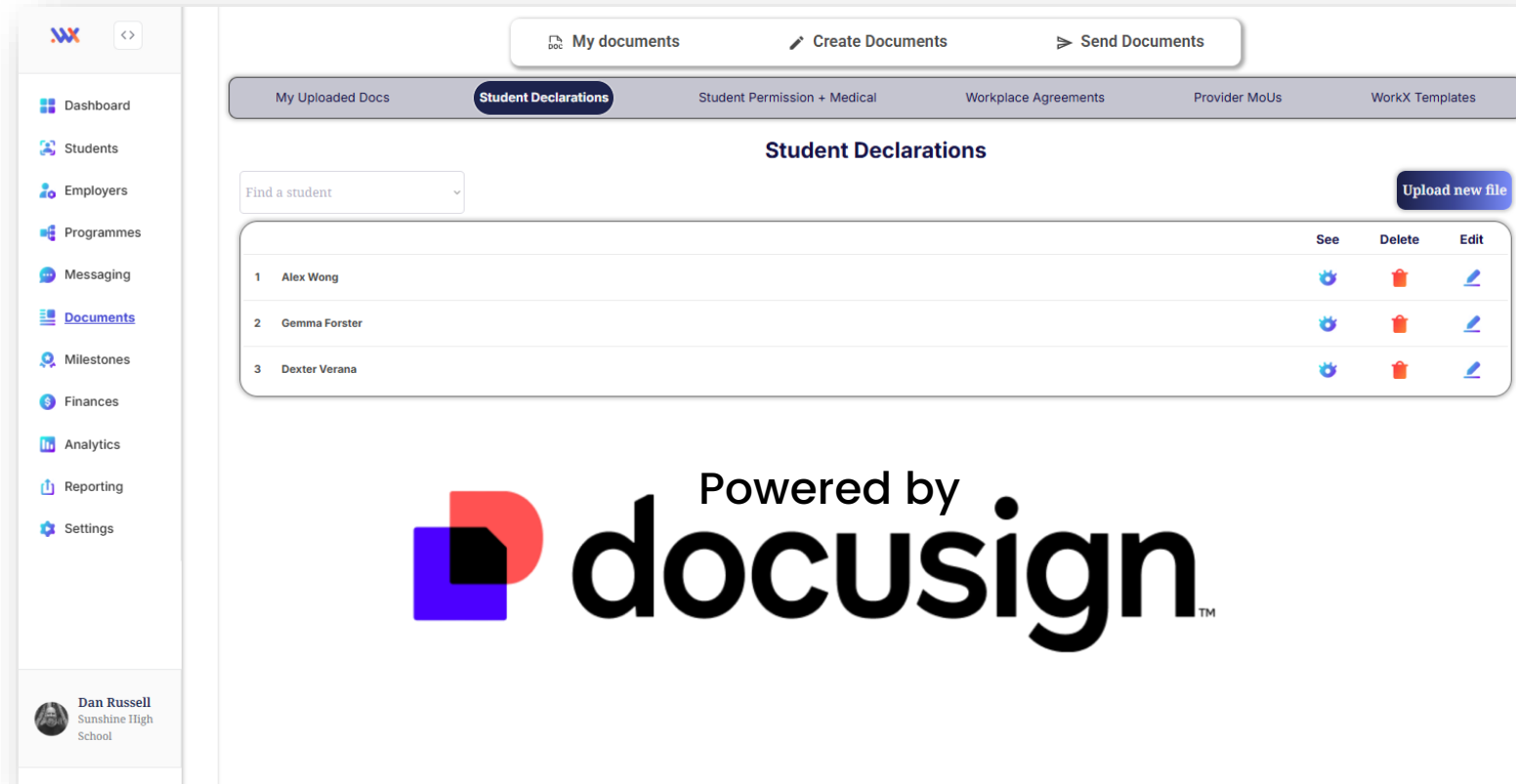
# Messaging

- Secure messaging platform
- Youth-friendly format
- Create groups
- Notifications and alerts
- See who has received information (seen)



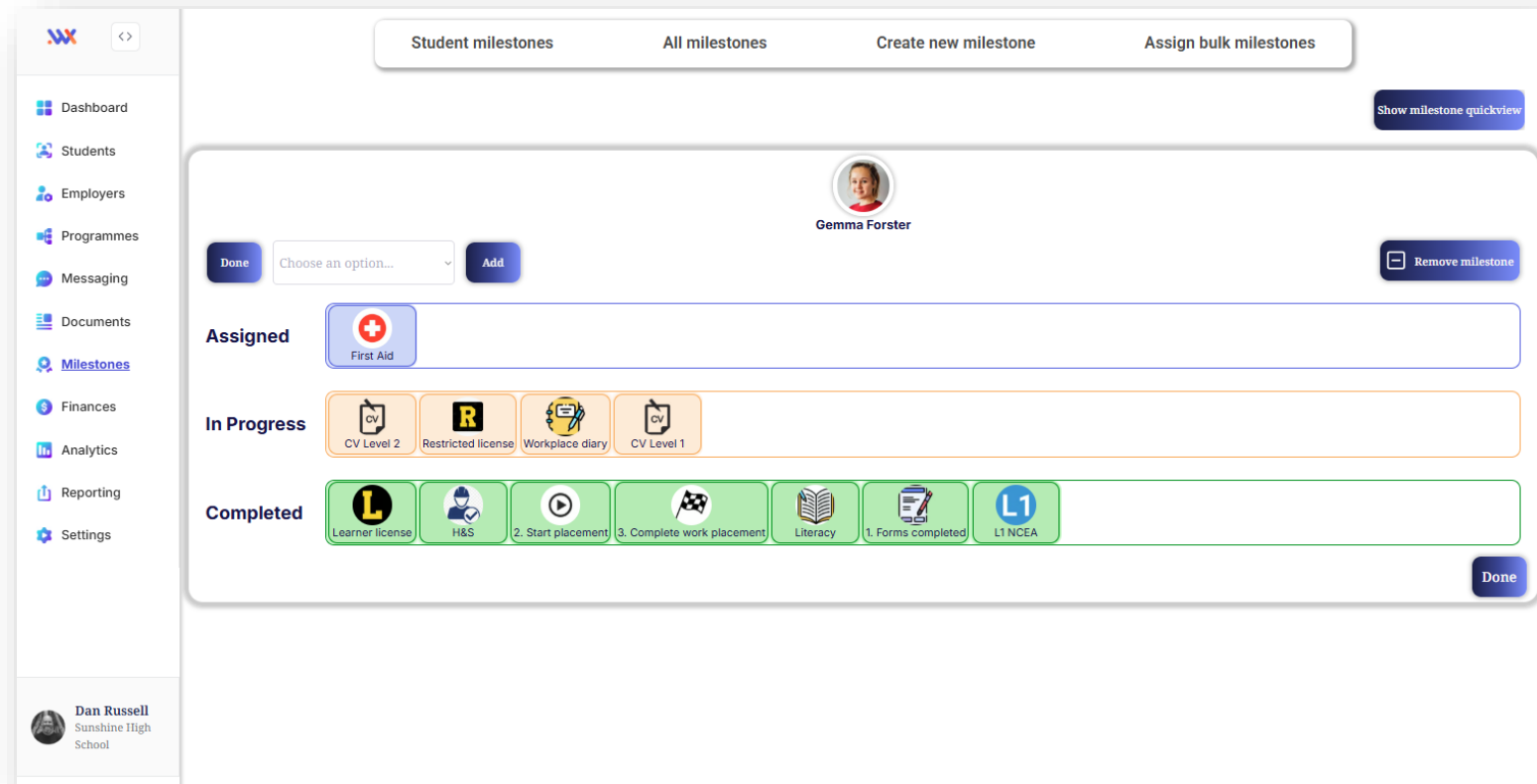
# Documents

- Create and store document templates
- E-signature enabled
- Send documents via DocuSign
- Get notified when documents are signed
- Documents sent back automatically
- File signed documents against students, providers, employers



# Milestones

- Assign milestones based on student learning plan
- Monitor progress
- Students create Goals and Progress Notes
- Student indicates when milestone is achieved (ownership)
- Maintain oversight



# Finances

- Create yearly budget
- Automatic running totals
- Create expenses and store receipts and invoices
- Future expenses
- Set student limits

The screenshot displays the WorkX Finance dashboard with a sidebar menu on the left containing: Dashboard, Students, Employers, Programmes, Messaging, Documents, Milestones, **Finances**, Analytics, Reporting, and Settings. The main content area is divided into several sections:

- Budget**: A summary table with four columns: Budget lines, Expenditure, Future Expenditure, and Remaining budget. It includes a 'Total' row at the bottom.
- Expenses**: A table listing individual expenses with columns for Category, Budget line, Expense, Receipt/Invoice, Student, and Amount.
- Future expenses**: A section showing 'Total future outgoings' and a list of upcoming expenses like 'WorkX Platform Subscription' and 'Instant Solutions subscription'.
- Student costs**: A section showing 'Total student spend' and individual student cost limits for Alex Wong and Gemma Forster.

Budget lines	Expenditure	Future Expenditure	Remaining budget
Staff \$14000.00	\$	\$ 11000	\$ 3000
Safety Equipment \$2000.00	\$ 85	\$	\$ 1915
Learning Materials \$4500.00	\$ 200	\$ 786	\$ 3864
Admin \$1500.00	\$ 235	\$ 6899	\$ 1265
<b>Total \$22000.00</b>	<b>Total \$520.00</b>	<b>Total \$18685.00</b>	<b>Total \$2795.00</b>

Category	Budget line	Expense	Receipt/Invoice	Student	Amount
Safety/Workplace Equipment	Safety Equipment	Safety Boots Feb 11, 2025 Was due Term 1, Week 5	receipt 4.jpg	Sam Roberts	-\$85.00
Learning Equipment	Learning Materials	Learner Workbooks Feb 11, 2025 Was due Term 2, Week 2	receipt 3.png	Gemma Forster	-\$200.00

**Future expenses**  
Total future outgoings: \$18685.00

**Student costs**  
Total student spend: \$200.00

**Student Limits:**  
Alex Wong: Limit \$500.00, Current spend \$200.00  
Gemma Forster: Limit \$500.00, Current spend \$0

# Analytics

- Monitor student engagement
- Create your own data 'snapshots'
- Download reports for dept/SLT/BoT
- Sort and filter easily



The screenshot displays the WorkX Analytics interface. On the left is a sidebar menu with options: Dashboard, Students, Employers, Programmes, Messaging, Documents, Milestones, Finances, Analytics (highlighted), Reporting, and Settings. The main content area is titled 'Student activity' and includes tabs for 'Disaggregated stats' and 'Snapshots'. Below the tabs are filters for 'Filter by year group' and 'Search by name', both with dropdown menus. The main data is presented in a table with the following columns: Last login, Total logins, Completed Milestones, Milestones In Progress, Active Milestones, Total Milestones, Progress Against Milestones, Last moved Milestone, Goals set, and Goals achieved. The table lists eight students with their respective activity metrics.

	Last login	Total logins	Completed Milestones	Milestones In Progress	Active Milestones	Total Milestones	Progress Against Milestones	Last moved Milestone	Goals set	Goals achieved
Alex Wong	Never		8	8	4	20	40%	Oct 9, 2025 11:32 am	0	0
Gemma Forster	Never		7	4	1	12	58%	Nov 13, 2025 11:02 am	0	0
Dexter Verana	Never		6	2	2	10	60%	Oct 9, 2025 11:30 am	0	0
Brian Ha'ano	Never		7	6	1	14	50%	Oct 9, 2025 11:31 am	0	0
Eden Williamson	Never		7	2	4	13	54%	Oct 9, 2025 11:31 am	0	0
David Ferrara	Never		5	4	3	12	42%	Oct 9, 2025 11:31 am	0	0
Kali White	Never		10	6	0	16	63%	Nov 5, 2025 12:50 pm	0	0
Sam Roberts	Never		6	2	2	10	60%	Oct 9, 2025 11:30 am	0	0

At the bottom left of the dashboard, the user profile for Dan Russell, Sunshine High School, is displayed.

# Reporting

- Self-building TEC report
- Download .CSV with one click
- See potential errors in real time
- Edit report in real time
- 3 report summaries per TEC requirements



# Settings

- Easily add and edit staff access
- Multiple roles
  - Admin
  - Coordinator
  - Viewer
  - Programme lead
- Update school details

**Settings**

**Sunshine High School**

**Dan Russell**  
Gateway Coordinator  
Role: Admin TEC funded Gateway places: 35

[Invite staff](#) [Edit details](#)

	Site-wide access	Invite, edit, delete students	Create, edit, delete employers, milestones and programmes	Invite, edit, delete staff	Staff
<b>Admin</b>	✓	✓	✓	✓	Dan Russell <a href="#">Edit</a>
<b>Coordinator</b>	✓	✓	✓	✗	

# Future of WorkX



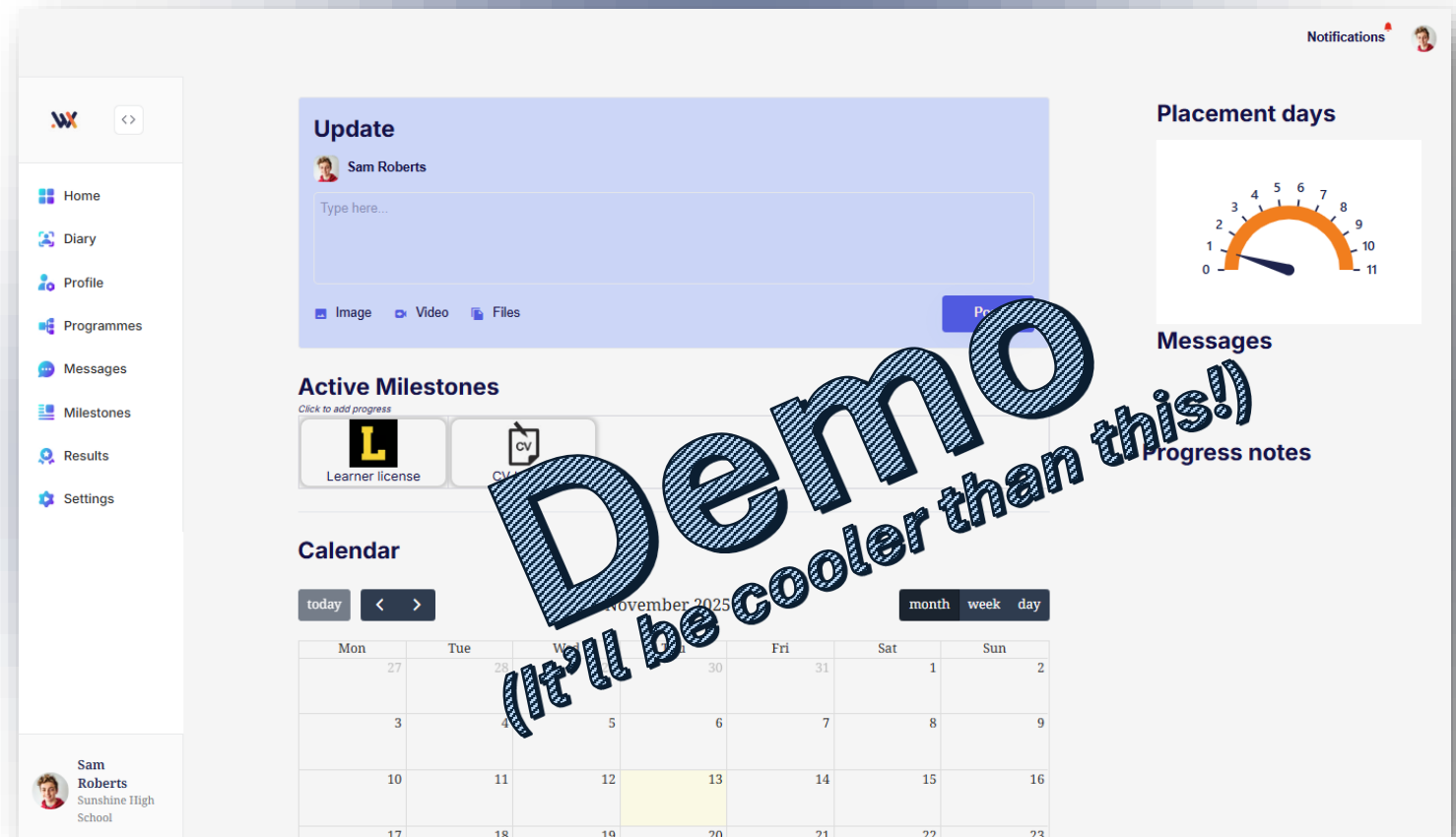
WorkX isn't perfect.....yet

5 stages of build over 2026+ with customer 'wish list' prioritised, but here's the plan...

# Student platform

Est. release: Feb 2026

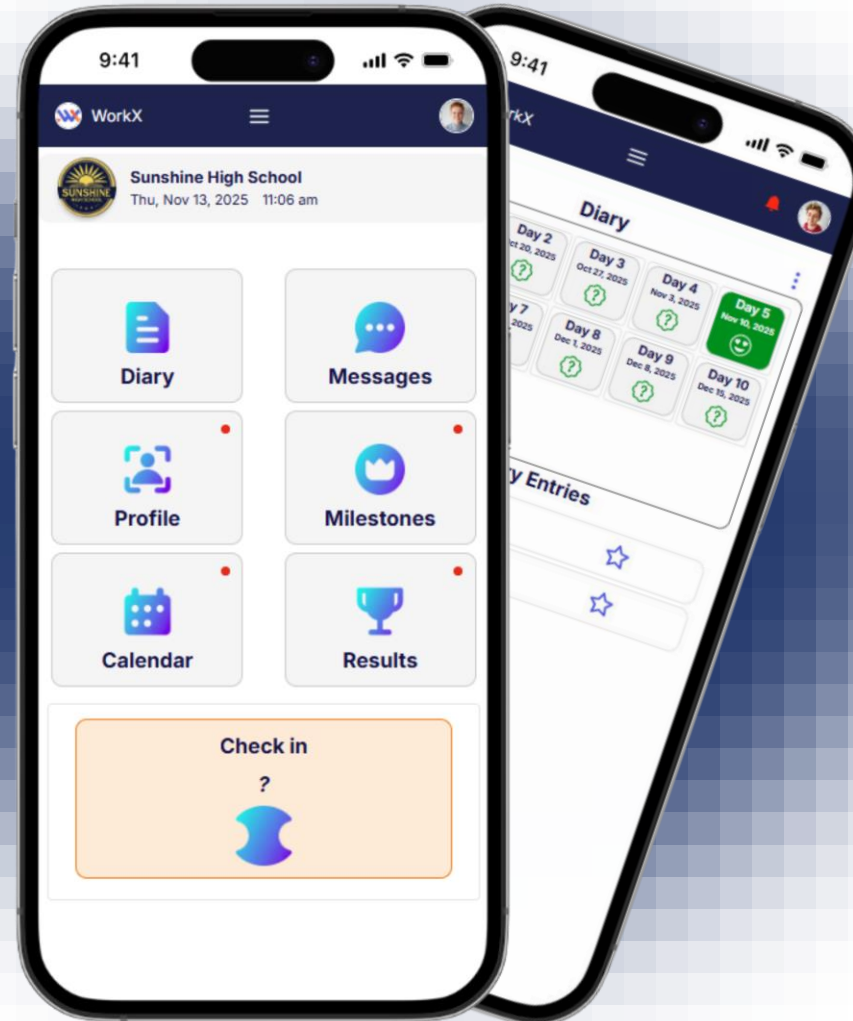
- Dashboard
- Diary, Goals and Progress
- Milestones
- Messaging
- Profile
- Calendar
- Results
- Employer CV



# Student App

Est. release: Apr 2026

- Free mobile app direct on phone
- Full connection to platform
- Free messaging
- Check in directly from work
- Upload photos and evidence
- Complete diaries etc



# Programmes

Est. release: 2026

- Seamless oversight and communication between school, student and programme
- Providers and programmes information housed within platform
- Programme leads communicate directly in groups within the platform
- Unit Standards and programme awards attached to students directly



# Employers

Est. release: Jun 2026

- Increased employer engagement
- Employers verify attendance via app, text or email
- Student 'work-ready' profiles available to employers before work starts
- Employers aware of learning outcomes associated with the placement



# KAMAR/SMS

Est. release: Aug 2026

- Integration with KAMAR and other SMS
- Student results, attendance etc updated in real time
- Students can monitor progress within the platform

