



## School to Work

Learn ▶ Earn ▶ Career

For Schools

### About NZ Marine and Composites ITO

The purpose of the NZMAC ITO is to provide leadership in the development of skills and training excellence to the marine and composites industries. We set national skill standards for the marine and composites industries, arrange for the delivery of on and off-job training, assess apprentices, monitor training quality, and provide advice and leadership to the industry on matters relating to skill and training needs.

Graduates of the NZMAC ITO are recognised as fully qualified trades-people by the New Zealand Marine and Composites Industries and NZQA. Thanks to the professional reputation of the New Zealand Marine and Composites Industries internationally, and to the high standards of training, NZMAC ITO graduates are highly regarded and sought after in the world.

### What is School to Work?

The School to Work initiative is a project co-funded by the Tertiary Education Commission (TEC) and has been designed to create a career pathway for Year 12 and 13 students. This allows students to experience the marine or composites industries while still earning credits towards completion of NCEA qualifications.

NZMAC ITO matches a learner with a marine or composites employer and typically, selected students will be employed on a part-time basis (usually 2 days per week – or as agreed by the school and employer) for all or part of the school year. Students will work towards earning unit standard credits at Level 2 or 3 that will be awarded towards NCEA Level 2 or 3 and will attend school for the remaining 3 days per week working towards NCEA credits. NZMAC ITO will develop an individualised learning plan (ILP) for each student and will assess and report credits gained in the workplace.

School to Work is designed to assist students with a genuine interest in a career in the marine or composites industries to gain industry experience while completing Level 2 or 3 NCEA qualifications.

## Benefits of School to Work

- ▶ Schools are able to offer a wide range of opportunities to their students and are assisted by the NZMAC ITO Coordinator to produce an ILP for each student.
- ▶ By offering a wider range of opportunities and sharing the learning and assessment, retention and engagement of students is higher.
- ▶ Students are able to complete NCEA Level 2 or Level 3, using marine or composites industry unit standards, and those credits can also be credited towards a nationally recognised level 4 industry qualification.
- ▶ Students gain valuable work experience and the opportunity to enter full-time employment or an apprenticeship at the end of the school year.
- ▶ The benefit of gaining practical skills in a workplace environment while completing NCEA qualification.
- ▶ Employers have the opportunity to begin training prospective staff.
- ▶ Through industry participation, students have a greater awareness of opportunities within the marine and composites industries.



“ The best way of learning anything is by doing ”

## Services and Fees

School to Work Package with administration and assessment by NZMAC ITO  
**No Fee (Conditions Apply)**

A NZMAC ITO training assessor will assess and report the unit standards upon completion.

The school must sign and return a Memorandum of Understanding with NZMAC ITO. The Memorandum of Understanding records each party's obligations when placing a student into industry-based learning, including arrangements for assessment and reporting results to NZQA. NZMAC ITO will find industry placements and assist students with applying for positions. No placements will take place without the employer being satisfied that the student is an appropriate fit for the organisation.

## Assessment

Assessment is evidenced by the students' capability to complete the tasks required. This may be recorded by means of a workplace diary, observations and conversations with a supervisor/ employer and evidence of students' continued ability to demonstrate the skills on an ongoing basis.

## Sample Individualised Learning Plan for Level 2

Each Individualised Learning Plan is made up of agreed upon credits depending on the duration of the placement and the number of days worked.

### For Example:

A student attending school for 4 days and on placement for 1 day per week, completing 20 days of employment, could be assessed for 10 credits.

### Or

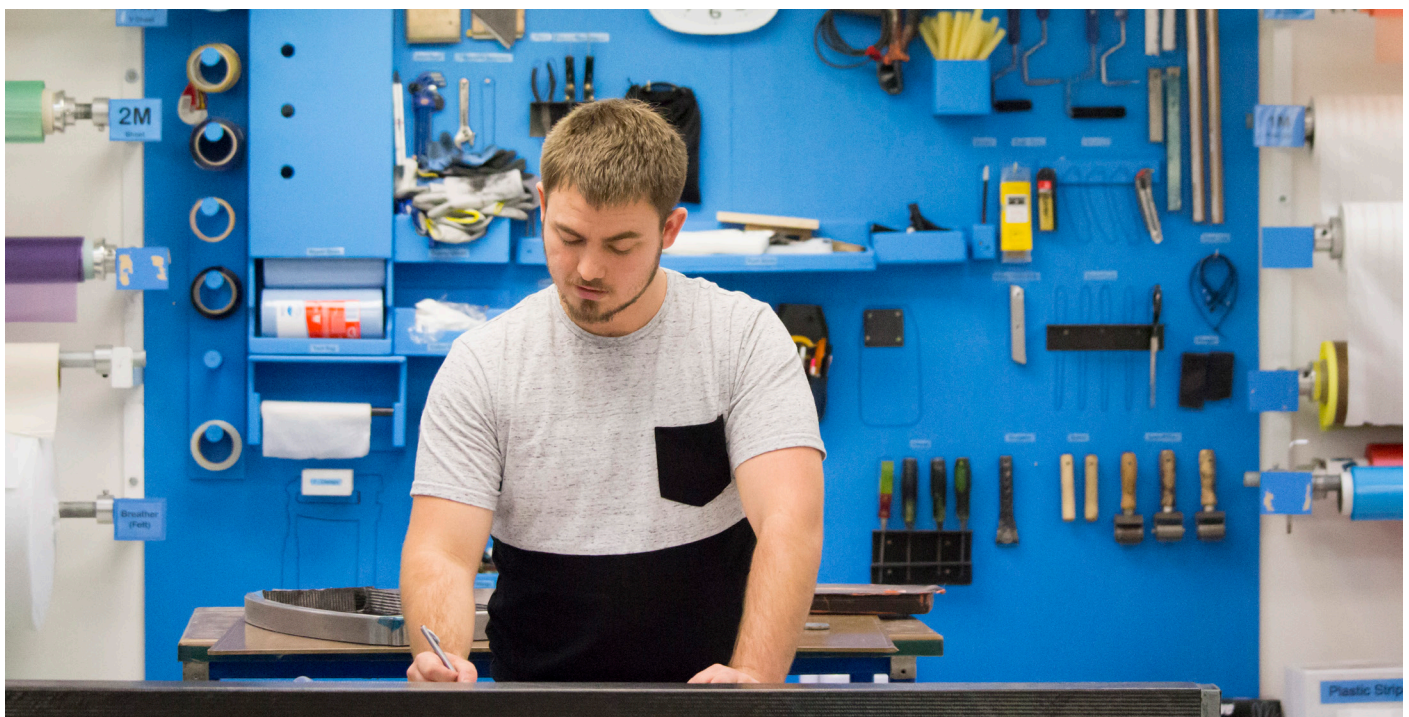
A student attending school for 3 days and on placement for 2 days per week, completing 50 days of employment, could be assessed for 30 credits.

The following Individualised Learning Plan has been created for a student on placement 2 days per week at a marine industry employer for two terms (approximately 40 working days).

Standard	Title	Level	Credits
18161	Perform measurements and calculations used in boat building	2	5
18166	Participate in a project team in the boating industry	2	4
18158	Select, use and care for hand tools used in boat building	2	5
9917	Demonstrate knowledge of boatbuilding methods	2	4
23244	Identify and apply health and safety procedures for the boat building industry	3	4
25344	Demonstrate knowledge of marine trades and expectations of employees	2	3
			25

### Conditions

In order to be eligible for no fees, the student must achieve 10 credits within the first 90 calendar days from the registration date of the Training Agreement. The Training Agreement will only be registered after the employer has confirmed the suitability of the student.



## School Responsibilities

NZMAC ITO will assist students in gaining NCEA by the creation of an ILP and by assessing and reporting achieved unit standards. The school will be kept informed of progress and no additional staffing or resources are required. In addition, pastoral support will be provided to the student by NZMAC ITO who will form a bridge between the student, employer and school ensuring that all parties are supported and relevant information provided.

### School Responsibilities include:

- To facilitate student attendance at the employers workplace on the agreed upon dates and times.
- To report unexplained student absence from school to the NZMAC ITO Coordinator.
- To notify the NZMAC ITO Coordinator if the student is considering withdrawing from School to Work so that all reasonable steps can be taken to assist the student and employer.

## Student Responsibilities

School to Work provides senior students in Year 12 & 13 the opportunity to work towards a career within the marine or composites industry while completing their NCEA qualification at school. Through partnership with the school, employer and NZMAC ITO, it is possible to gain Level 2 and 3 credits through industry training that can be used towards attainment of NCEA. Credits completed in the workplace can also be used to achieve a qualification in the marine or composites industries. The objective of School to Work is to ensure all students learn the skills and knowledge to an accepted standard expected by employers and the NZMAC ITO.

When a training agreement has been entered into between the employer and student and NZMAC ITO, it comes with certain responsibilities for all parties concerned during the duration of the placement. The training agreement will be registered following confirmation by the employer of the suitability of the student.

### Student Responsibilities include:

- To learn the skills as outlined in the agreed ILP for your chosen marine or composites qualification.
- To demonstrate your achievement in competency of skills – by the quality of work to within accepted time frames and the ability to repeat the tasks which are employer verified.
- To gain the knowledge that supports the skills required.
- To meet all of the requirements and complete all tasks in a timely and professional manner as requested by the employer.
- To provide completed learning material to NZMAC ITO for assessment.
- To ensure that all evidence, that supports your competency, is outlined on the evidence sheet and signed by a company trainer/representative before presenting to NZMAC ITO for assessment.
- To notify the NZMAC ITO Coordinator if you are having any problems with School to Work, the employer or your school so that all reasonable steps can be taken to assist you.

## NZ Marine and Composites ITO Responsibilities Include:

- To coordinate and manage School to Work on behalf of, and in conjunction with the school and employers.
- Provide a support service to students and employers with regular site visits (this may include mentoring and discussing issues with employers relating to students).
- To provide assessment services to students.
- To report credits for unit standards to NZQA in a timely manner.
- Registration of the training agreement following confirmation by the employer of the suitability of the student.

## For More Information Contact:

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