



## **School to Work**

**Learn ▶ Earn ▶ Career**

For Employers

### **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.

### **What is School to Work?**

The School to Work initiative is a project co-funded by the Tertiary Education Commission (TEC). It has been designed to link students, genuinely interested in a career in the marine or composites industries, with employers, who are wishing to source suitable employees.

This is an opportunity for employers to establish relationships with prospective employees while the student is still at school. The goal is for a student to gain full-time employment and/or apprenticeship at the end of the school year.

NZMAC ITO matches students to a marine or composites employer, and the student is employed on a part-time basis (usually 2 days per week – or as agreed by the school and employer) for the duration of the school year.

Students will work towards gaining credits in a programme that will be awarded towards NCEA and industry qualifications. Students will attend school for the remaining 3 days per week working towards NCEA.

## Benefits of School to Work

- ▶ Employers benefit from a rigorous matching process undertaken by NZMAC ITO, identifying only students with a genuine interest and drive to succeed in the marine or composites industries.
- ▶ NZMAC ITO pre-screens students for suitability before presenting them to employers for consideration. The decision to employ the student is at the sole discretion of the employer.
- ▶ Students are employed by a marine or composites company, meaning they must meet all conditions of an Employment Contract.
- ▶ Students gain valuable work experience and the opportunity to enter full-time employment or an apprenticeship at the end of the school year, while earning credits towards NCEA and a nationally recognised level 4 industry qualification.
- ▶ Employers have the opportunity to begin training prospective staff.
- ▶ NZMAC ITO will liaise between the employer, student, and school to resolve any issues, check on attendance and will work to reselect a student more suitable for the position if necessary.



“ The best way of learning anything is by doing ”

## Services

A NZMAC ITO Schools Transition Advisor will assess unit standards and report credits.

NZMAC ITO will work with the employer to identify their requirements and assist students in applying for that position. Commencement of the programme and employment will take place when the employer is satisfied that the student is an appropriate fit for the organisation. The employer must sign a Memorandum of Understanding between themselves and NZMAC ITO. The Memorandum of Understanding records each party's obligations when placing a student into industry-based learning.

## Assessment

Assessment is evidenced by the student's competence, skills and knowledge. This may be recorded by means of a workplace diary, observations, and conversations verified by a trainer/employer.

## Sample Individualised Learning Plan for Level 2

Each Programme is made up of agreed-upon unit standards dependent on the duration of the placement and the number of days worked at the company.

### 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 programme has been created for a student employed 2 days per week at a marine industry company 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
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### Conditions

For this project to be successful, the student must achieve 10 credits in 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.



## Employer Responsibilities

- ▶ To provide the student every opportunity to learn the skills in the agreed programme.
- ▶ To ensure the student has sufficient exposure to various areas of the company to gain skills.
- ▶ To ensure the student is trained to an accepted company and industry standard.
- ▶ To nominate a training coordinator for students, who will liaise with NZMAC ITO in matters relating to the training needs of the student.
- ▶ To verify student's competence in the tasks and work undertaken for assessment.
- ▶ To report student absence from work to the NZMC ITO Schools Transition Advisor.
- ▶ To notify the NZMAC ITO Schools Transition Advisor of any issues with the student placement so that all reasonable steps can be taken to assist.

## 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.
- ▶ Registration of the training agreement following confirmation by the employer of the suitability of the student.

This is a unique opportunity for employers and students to strengthen the marine and composites industries by increasing work-force capability and the building of strong long-term relationships between schools and workplaces.

### For More Information Contact:

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