

Marina Industry Apprentices

Become One

Everything you need to know about
training in New Zealand
Marina Facilities.



www.NZMACITO.org.nz

More than just a job,
skilled for life.

Marina

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Who We Are | 02

What we do

We provide leadership in the development of skills and training excellence to the marine and composites industries.

What we do as an Industry Training Organisation

Industry Training Organisations carry out the following statutory functions under the Industry Training Act (1992):

- Set national skill standards for their industries.
- Arrange for the delivery of on and off-job training.
- Arrange for the assessment of apprentices.
- Provide information and advice to apprentices and their employers.
- Provide leadership within the industry on matters relating to skill and training needs.

Who does what?

The NZ Marine and Composites ITO (NZMAC ITO) is responsible for managing the training of all Marine Facilities Industry Apprentices. When an employer wants to train an apprentice, a three-way training agreement is entered into between the employer, the new apprentice and the NZMAC ITO. On signing the training agreement, the three parties agree to do the following:

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|--------------------|--|
| The Employer: | Agrees to train the apprentice in accordance with the training requirements. |
| Workplace Trainer: | Guides the apprentice in workplace training and verifies their competence in specific skills. |
| The Apprentice: | Agrees to master the skill and knowledge requirements of the apprenticeship while training on-job and agrees to supplement this skill-development by under-going off-job training. |
| NZMAC ITO: | Agrees to support and provide training solutions, assessment and mentoring services to the apprentice and the employer throughout the term of the apprenticeship. |

When you're done

Graduates of the NZMAC ITO are recognised as fully qualified trades-people by the New Zealand Marina Industry and the New Zealand Qualifications Authority (NZQA). In addition, thanks to the professional reputation of the New Zealand Marina Operations Industry internationally and to the high standards of training, NZ Marine and Composites ITO graduates are highly regarded and sought after around the world.



The employer-apprentice relationship:

**It's my responsibility to teach you,
and it's your responsibility to learn.**



03 | Benefits

Benefits of the Industry Training Model:

- ▶ Training on the job with selected specialised programmes.
- ▶ Training on the job leading to a NZMAC ITO qualification has many benefits.
- ▶ You are earning while you learn.
- ▶ No student loan! No long periods of time off work to train.
- ▶ You finish your training with a job.
- ▶ The job is one you've chosen.
- ▶ You gain practical skills.
- ▶ These skills are nationally recognised, show employers across New Zealand you've got what it takes.
- ▶ Those skills are in demand and valued.
- ▶ The skills you gain are in demand, valued and highly transferable to other industries.



Have a goal. Those who aim for nothing always hit it.

Support for apprentices

After a training agreement is signed, the NZMAC ITO assigns a Field Officer to each new apprentice. NZMAC ITO field officers are industry qualified and experienced tradespeople.

Our field officers provide individual support by:

- ▶ Visiting each apprentice every 8 - 12 weeks, wherever they work in New Zealand.
- ▶ Acting as advisors, mentors, and coordinators for the apprentices.
- ▶ Liaising, advising, and supporting workplace trainers and verifiers.
- ▶ Negotiating customised on-going training plan goals and objectives for training delivery and assessment.
- ▶ Evaluating training progress by conducting Unit Standard Assessments.
- ▶ All of our field officers have first hand experience in the industry.

Careers in the Marina Industry

If you're wondering where a career in marine facilities could take you, here are some examples of the many jobs out there.

Marina Manager

Usually provides operational management for the day to day business, logistics, and related activities in a marina. This role includes customer service, marina administration, maintenance, and berthage services.

Marina Operations Coordinator

The marina operations coordinator is often responsible for the day to day operations in a marina regarding business, logistics, and other marina activity. This role can include customer service support, marina administration, marina maintenance and berthage. Marina operations coordinators will have great communication skills, be able to work within budgets, have good time management skills, experience operating vessels is valuable.

Haul Out Operator

A haul out operator's key responsibility is for the hauling out of vessels in a marina or boatyard environment. This requires an understanding of how to safely lift and manoeuvre vessels while minimising the risk of damage. Haul Out operators may operate equipment such as forklifts and travelifts.

Marina Customer Service Coordinator

Marina customer service coordinators can be expected to cover a wide range of tasks from daily banking, marina bookings, and marine berth transfers to dealing with customers day to day. This can involve problem solving, conflict resolution, a good understanding of how marinas function and operate.

Marina Maintenance Hands

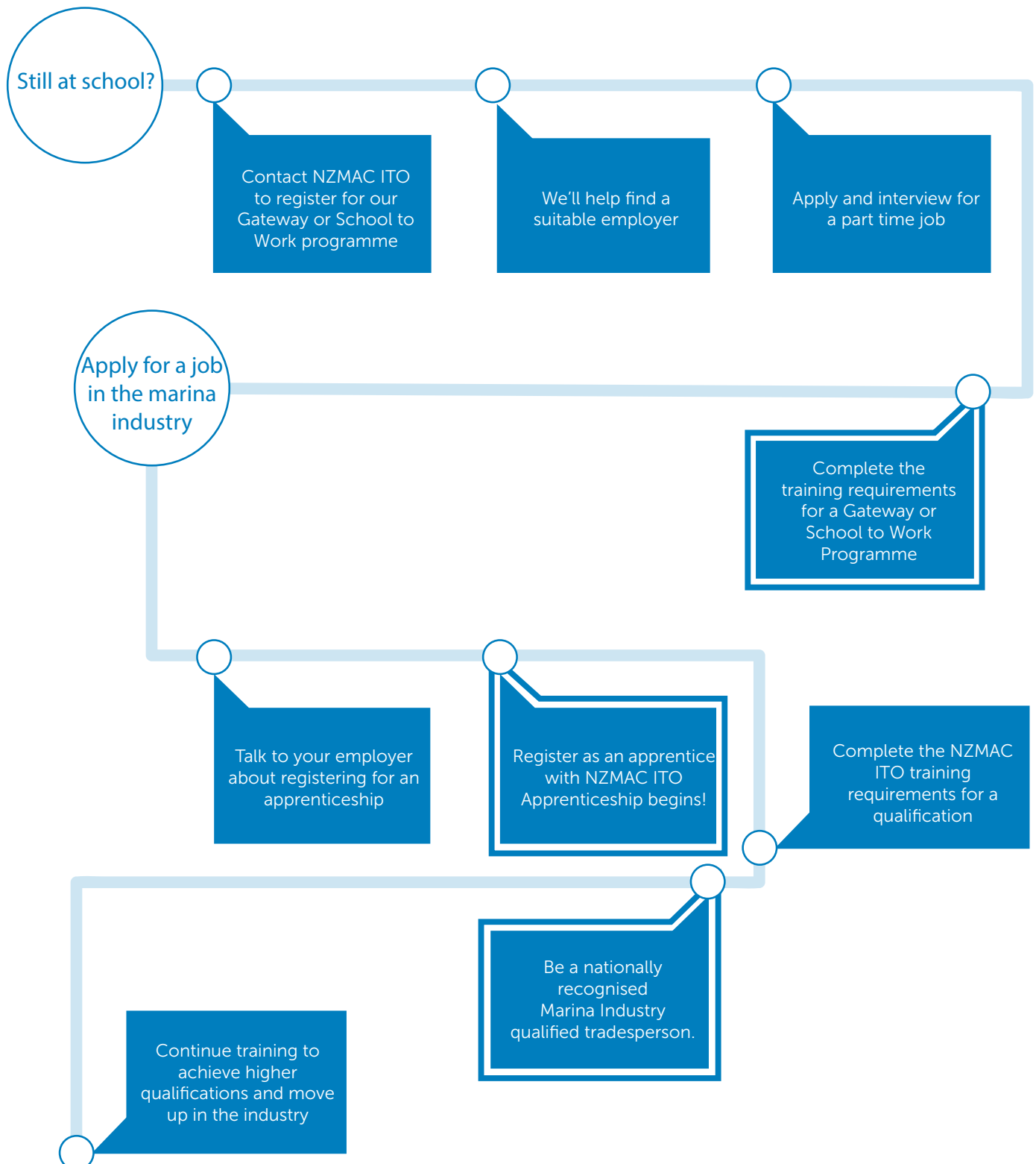
Marina maintenance hands are typically responsible for the day to day repair and maintenance requirements in a marina. This involves keeping infrastructure in safe and operational condition. Responsibilities may include carrying out routine repairs both ashore and afloat, assisting with boat handling operations and assisting marina managers.

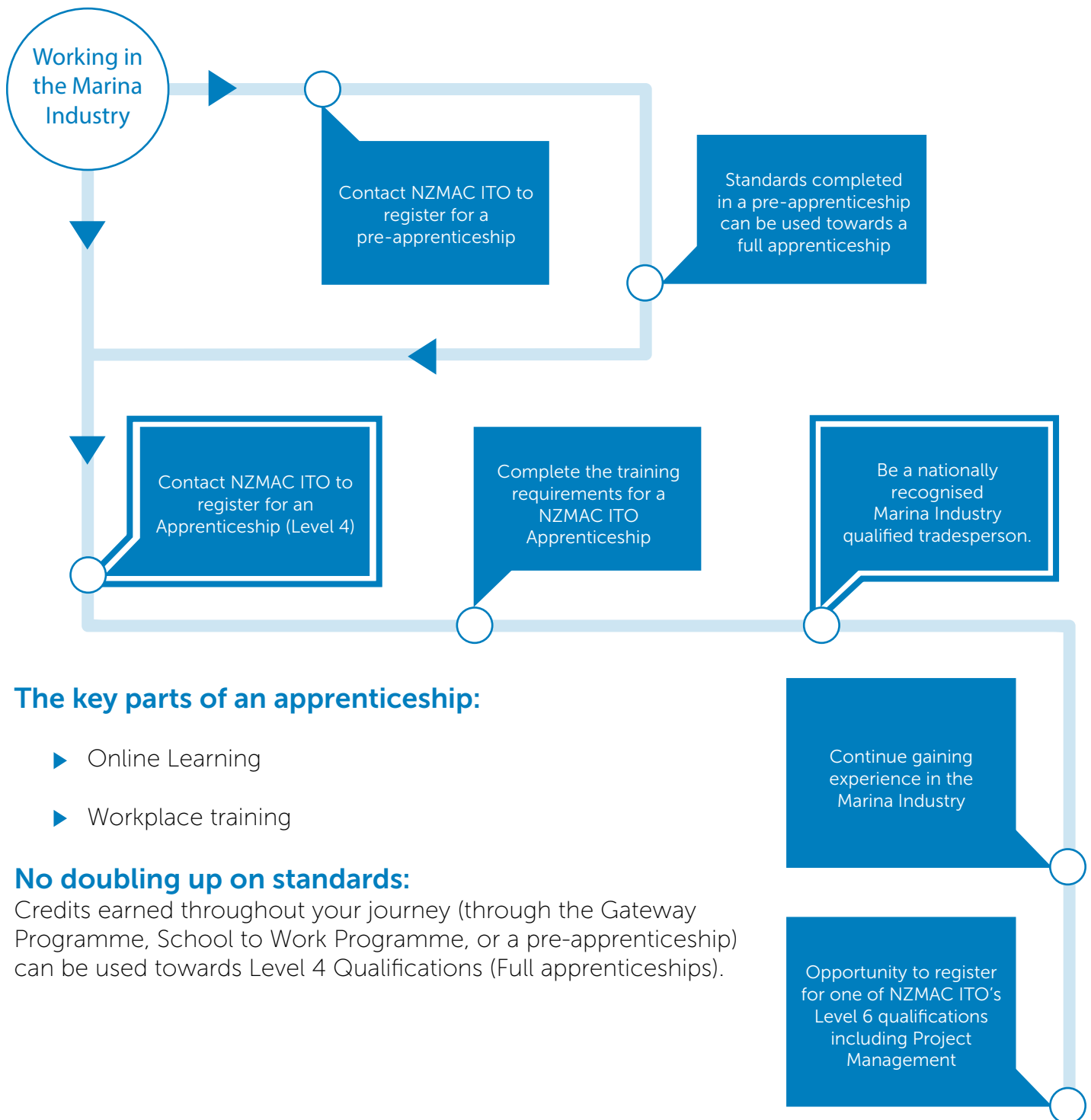


05 | Get Started

How to get started:

Whether you're still at school, or already in the workforce there's a pathway to get you into an apprenticeship.





07 | Schools

If you're still at school, we have programmes for you

The School to Work initiative is a project designed to create a career pathway for Year 12 and 13 students. This allows students to experience the marine or composites industries. NZMAC ITO matches a learner with a marina or boatyard facility 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).

Students will work towards earning unit standard credits at Level 2 or 3. Students 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 marina industry to gain industry experience while completing Level 2 or 3 NCEA qualifications.

Sample Learning Plan

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.



Gateway

Gateway programmes are structured workplace learning programmes offered to senior secondary school students. NZMAC ITO Gateway programmes are focussed on giving students a taste of the marina industry and workplace. Programmes balance practical skills and theoretical work counting towards NCEA credits.

Our programmes provide students with interesting, challenging opportunities to work in a highly regarded industry while getting a head start on industry qualifications.

Get Qualified| 08

Our National Certificate in Marina Facilities has strands in marina operations and boatyard operations. Here's some information on each of these.

New Zealand Certificate in Marine Facilities (Level 4)

With strands in Marina Operations and Boatyard Operations this qualification is for those wanting to work in or already working in marinas or boatyards.

- Ensure safe, compliant, sustainable operations
- Communicate with stakeholders and the general public
- Apply marina management best practice



Marina Operations

- Understand marina design and construction.
- Maintain boat moorings and marina infrastructure.
- Operate patrol and maintenance vessels in the marina.
- Report on marine assets.
- Customer Service in the marina.
- Provide assistance at slipways/boat ramps.
- Assist with re-fueling boats.

Boatyard Operations

- Understand different boat types.
- Lift and store vessels.
- Move vessels.
- Use boatyard equipment such as forklifts and travel lifts.
- Pressure wash vessels.
- Maintain equipment and facilities.

Graduation | 09

How we celebrate success

The annual NZ Marine and Composites ITO Graduation is a high profile industry event to acknowledge the success of each graduate. Following a formal dinner, a guest speaker presents every graduating apprentice with his or her Certificate or Diploma.



We think it's a pretty big deal.

Parents and managers are invited to share in the achievements of the apprentices and to recognise them as valued and qualified industry employees. Most apprenticeships take between two to three years to complete and their graduations mark a major milestone in the careers of these graduates.



From here, some of the graduates will be considering the next stage in their career plan, perhaps taking on more responsibility in their current job, or undergoing further training.

Online Learning | 10

RudderLive

Rudder stands for “Review, Understand, Detect, Develop, Engage, Recall”.

The NZ Marine and Composites ITO has developed an online Learning Management System (LMS) called RudderLive. Apprentices can log on anytime, download their programme material and study at times convenient for them. This gives them control of their learning process. RudderLive does not replace the current training delivery model, but gives apprentices another option to help them to ‘steer their training to success’. Field Officers can also use the system to manage the individual learning plans of each apprentice and to provide mentoring and support services.

RudderLive has a range of features designed to appeal to this generation of apprentices including embedded video, self-marking online quizzes, and e-lectures from industry experts. These features will help capture the interest and engagement of apprentices leading to better educational outcomes for them. The LMS can be updated regularly ensuring that the most up to date and engaging training resources are available to apprentices. You can access RudderLive at rudderlive.nzmarine.com

Anytime, anywhere access





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