

EMPLOYERS' GUIDE FOR APPRENTICESHIP TRAINING


nzmarine
& composites
INDUSTRY TRAINING
ORGANISATION





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INTRODUCTION

“Remember - knowledge is valued, but applied knowledge creates value”

Chris van der Hor. General Manager. NZMAC ITO

Congratulations on taking the first step to learning more about apprenticeship training. This employers' guide provides information to help with the recruitment, induction, and training of apprentices. Industry training is a structured process that brings many benefits to your company, your apprentices, and your industry.

The training programmes are structured and designed to develop your people in your work place and qualify them with New Zealand qualifications.

Development and qualified employees encourages wider skill sets, it increases employee morale, and their level of work performance. This is good news for your company as this will see improvements in business productivity and craftsmanship.

THE TRAINING PROCESS:

STEP 1:

Employer and employee discuss the opportunity of an apprenticeship

STEP 2:

Employer and employee make a commitment to training

STEP 3:

Employer ensures there is a suitably qualified and/or experienced workplace trainer.

STEP 4:

Employer contacts NZMAC ITO to register the employee as an apprentice

STEP 5:

Apprentice begins on job training

STEP 6:

Receive support from NZMAC ITO Field Officers through regular visits, mentoring, support and assessment services

STEP 7:

Apprentice learns the required skills through on and off job training

Apprentice completes programme leading to a Qualification. The apprentice can attend official graduation ceremony with NZMAC ITO

Opportunity for further training with NZMAC ITO



WHY DO WE NEED APPRENTICES?



It's a staffing choice – you
either recruit qualified staff
or you train them



APPRENTICES MAY BE NEEDED BECAUSE:

1. Your company's workload is increasing and you need more skilled labour to future proof your company's skill base or meet company deadlines.
2. You decide to up-skill your current staff.
3. To reward employees by upskilling.

In these scenarios, investing in industry training will bring many benefits to your company and employees.

EMPLOYER BENEFITS:

- > Training an apprentice will allow your company to meet current and future skill needs
- > Increased workplace productivity and competitiveness
- > Higher staff retention rate and lower turn-over
- > Apprentices require less direct supervision as they acquire more skills
- > Higher decision making input from employees
- > Apprentice training success will have a positive influence on other team members and employees
- > Training creates a positive workplace culture
- > Training enhances your company reputation
- > Training attracts potential future employees
- > Apprentices free up your trades-people for higher level work
- > The structured approach to training improves other areas of your business
- > Receive support from NZMAC ITO for training

APPRENTICE BENEFITS:

- > “Earn while they learn” Apprentices have the opportunity to learn skills and gain qualifications while earning money
- > Learn trade skills from experienced trades-people or supervisors
- > Acquire more highly developed skills
- > Receive NZMAC ITO subsidies for specialised off job training
- > Become more confident, motivated, and capable
- > Apprenticeships are transferable between companies
- > Receive one on one support from the NZMAC ITO Field Officers
- > Literacy and numeracy assistance, if required
- > Receive an NZQA nationally recognised Certificate or Diploma
- > Qualifications endorsed by industry



COMPANY CHECK LIST

TRAINING APPRENTICES IS A STRUCTURED PROCESS. THERE ARE THINGS THAT YOU NEED TO CONSIDER BEFORE YOU REGISTER AN APPRENTICE WITH NZMAC ITO:

COMMITMENT:

- > Do you have a genuine company commitment to training and upskilling staff?
- > Do you have skilled staff to increase productivity in a competitive market?
- > Do you have a Workplace Trainer to manage the training requirements and verification of apprentice competency?
- > Do you have the time? The Workplace Trainers will need to have time allocated to:
 - discuss progress and training with each apprentice
 - check and verify the necessary evidence of competency
 - liaise with the NZMAC ITO Field Officers
 - arrange for on job training of the apprentice

COSTS

- > How many apprentices do you need?
- > Can you afford it? (the cost of training is subsidised by the government and NZMAC ITO)
- > Can you train the apprentice in all of the practical skills in-house? If not, your apprentice may need to spend time at off job training courses.

TRAINING

- > Can you rotate the apprentices through your company so they acquire a wide range of skills stated in the programme?
- > Do you have a mentoring programme where senior employees support beginners?
- > Do you have a written policy on what costs the apprentice is responsible for during the apprenticeship? (NZMAC ITO invoices the employers directly for all training costs)
- > Are you able to give apprentices time to attend off job training and to pay their wages during their off job training?



HOW

TO RECRUIT AN EMPLOYEE TO BECOME AN APPRENTICE

WHEN LOOKING FOR AN APPRENTICE, YOU MAY:

- > Advertise on the NZMAC ITO website
- > Advertise on your company website
- > Advertise in newspapers / magazines
- > Advertise on employment websites eg Seek, Trademe jobs
- > Contact Secondary School Careers Advisors and Gateway Programme Co-ordinators
- > Employee referral
- > From other trades
- > Engage with NZMAC ITO's School to Work Programme by contacting our advisor
- > If you are a NZ Marine Industry Association (MIA) member, you can advertise vacancies on the NZ Marine website

WHAT TO LOOK FOR IN A POTENTIAL APPRENTICE:

- > A positive attitude, ability, and willingness to learn
- > Passion, enthusiasm, and ambition for the industry
- > Workshop and practical hand skills
- > A positive attitude conducive to team work
- > Good oral communication skills
- > Cultural fit within your company
- > Good Literacy and Numeracy skills, although NZMAC ITO can provide support in this by engaging other providers to support them in the workplace
- > Employability skills eg reliability, time-keeping skills

WHAT'S INVOLVED IN TRAINING AN APPRENTICE?

NZMAC ITO sets the standards of training that allows apprentices to gain competency in the required knowledge and skills. Our Field Officers then assess the apprentices.



NZMAC ITO has developed New Zealand qualifications and programmes which are to be phased in during 2017 and 2018. Existing National qualifications and programmes will be phased out over this period of time. Please ask your Field Officer for further updates.

You, your Field Officer, and your apprentice need to discuss the best programme for training your apprentice.

NZMAC ITO offers training in:

MARINE

Fill and Fair Surfaces
Marine Interiors
Boatbuilding with strands in Alloy, Composites, Steel and Wood
Production Boatbuilding with strands in Alloy and Composites
Marine Coatings with strands in Interior and Exterior
Yacht Rig Structures with strands in Rigging, Composite Spar Making, Metal Spar Making, Composite Sail Making and Canvas Sail Making
Marine Systems with strands in Systems Engineering and Electrical-Electronic
Trailerboat Rigging and Servicing
Chandlery
Diploma in Marine Vessel Project Management with strands in New Build and Refit
Diploma in Marine Design

MARINA INDUSTRY

Marine Facilities with strands in Marina Operations and Boatyard Operations



COMPOSITES

Composites

Boatbuilding (Composite)

Production Boat Building (Composite)

Yacht Rig Structures (Composite Spar Making and Composite Sail Making)

Diploma in Composites

TRAINING

HOW IS THE TRAINING CARRIED OUT?

In the workplace, the training is carried out by placing the apprentice with a qualified/experienced workplace trainer, who trains the apprentice in the necessary skills.

Depending on the activity and the size of your company, you might not be able to train the apprentice in all of the required skills “on the job”. NZMAC ITO co-ordinates off job training and this should be discussed with your Field Officer.

To supplement the on job experience and off job training, the apprentice is required to understand knowledge that underpins the skills by reading and completing the tasks and exercises in the learning resources.

WHAT DOES THE WORKPLACE TRAINER DO?

Trainees will need to submit evidence of their knowledge or skills for assessments. This evidence (often in the form of photographs) needs to be verified by an appropriate person within your organisation. It is suggested that the verifier is:

- > The trainee’s supervisor, trainer, manager, or other senior.
- > In a position to observe the trainee in their day to day work.
- > Very familiar with industry standards, codes, regulations and applicable legislation.
- > Able to verify the authenticity of the work completed by the apprentice.

The Workplace Trainer must:

1. Know what outcomes the trainee needs to be competent in.
2. Discuss the outcomes with the trainee and make sure that they understand the standard required.
3. Observe the trainee and record any observations.
4. Review any relevant workplace evidence and make sure that it is to industry standard at a minimum
5. Ensure that verification is complete including necessary completion of checklists, signatures, and comments.

VISITS, ASSESSMENTS, AND REPORTS

The Field Officer assigned to your company will visit your apprentices at least 4 times a year to monitor the apprentice’s progress. During this visit, the Field Officer will ensure that the apprentice has completed the tasks set from the previous visit, gathered sufficient evidence to be able to be assessed, and that they have a clear focus on the future assessments that need to be completed by the next site visit. These are identified during the site visit by the trainer, the apprentice, and the Field Officer and are recorded on each apprentice’s Individual Training Plan.





HOW MUCH DOES IT ALL COST?

NZMAC ITO TRAINING COSTS

Administration Costs

Your company will be invoiced for an annual Administration Fee for each registered apprentice. This fee is on an annual pro-rata basis.

If you are a member of the NZ Marine Industry Association (MIA) or Composites Association of New Zealand (CANZ) or the NZ Marina Operators Association (MoA), your company will receive a discount. Your Field Officer will provide full details or contact NZMAC ITO.

Learning Resource Fees

Learning resources are provided on NZMAC ITO's learning platform or are available in hard copy if required. There is a cost for these resources and assessments. Please see your Field Officer for current cost and other details.

Off job Training Fees

NZMAC ITO will invoice the employer for the cost of off job training, after allowing for government subsidies. You may require your apprentice to pay the cost in part or in full. If so, you must have a written negotiated agreement in place to outline who is responsible for paying. Various payment arrangements exist and some examples are shown below:

- > Employer pays all off job training costs and continues to pay wages during off job training.
- > Employer and apprentice pay 50% each of the off job training costs and the employer continues to pay wages during off job training.
- > Apprentice pays full cost of off job training and the employer continues to pay wages during off job training.

Variations of the above payment arrangements exist including an incentive arrangement whereby the apprentice initially pays the full amount, but is later refunded in part or in full on the basis of competency.

The amount and cost of off job training varies with the course. Off job training is subsidised by NZMAC ITO up to 50%.

When your company is situated some distance away from the location of the off job training, NZMAC ITO can provide travel and accommodation subsidies. Your apprentices can apply to the NZMAC ITO after the training has been completed. Subsidies are not paid in advance. Your Field Officer will provide full details.

Study Group Fees

In some regions and in companies a study group is facilitated to support the trainees. Please see your Field Officer for current details and costs.

Completion Fee

On graduation there is a completion fee which covers your framed certificate, a ticket to the graduation dinner and ceremony, and administration.

Total Cost of Training:

Estimated total cost for a NZMAC ITO apprenticeship is between \$3,500 – \$5000 dependent upon length of the programme.

OTHER COSTS TO CONSIDER

Tools

As an employer you may decide to provide tools and equipment for your employees, or you may require employees to purchase their own tools. This should be negotiated in an employment contract.

Time

Time and associated costs for Workplace Trainers to observe, train, verify apprentice competency, and liaise with your Field Officer.

Time and cost for apprentice to attend agreed off job training courses.

Wages/Salary and Pay Structure

Rates of pay, salaries, bonuses, review periods and pay rises are all up to employers and employees to negotiate (over and above the minimum wage). It is good practice for employers and employees to have some form of performance criteria and feedback system that both the employer and employee understand. For more guidance on pay scales, wages, and performance reviews go to www.employment.govt.nz.





COMPANY RIGHTS & RESPONSIBILITIES

- > A genuine interest and commitment to industry training
- > Have a dedicated person to coordinate with the Field Officer and monitor the apprentices training
- > Allow time for the training of practical and/or theoretical skills on job
- > Allow time for apprentices to attend off job training courses
- > Provide opportunities for the apprentice to learn the skills required in the programme
- > Verify apprentices competency in skills
- > For scheduled meetings with Field Officers these times are kept or the Field Officer is notified of rescheduling in a timely manner
- > Overall responsibility for the payment of apprenticeship fees

NZMAC ITO RIGHTS & RESPONSIBILITIES

- > Ensure programmes meet industry standards and the training plan is clearly communicated
- > Facilitate and manage the apprenticeship programme
- > Field Officer to schedule four meetings/year with the apprentice and your company
- > NZMAC ITO to organise and co-ordinate all off job training courses
- > Assess the apprentices competencies for the programme
- > Register completed unit standards and credits on the apprentices Record of Achievement to NZQA
- > On completion of the programme award the qualification to the apprentice

APPRENTICE RIGHTS & RESPONSIBILITIES

- > A genuine commitment to their ongoing training
- > Attend off job training courses
- > Provide completed assessment to the Field Officer when this is scheduled
- > For scheduled meetings with Field Officers these times are kept or the Field Officer is notified of rescheduling in a timely manner
- > Practice the skills required in the programme
- > Gather own, authentic evidence for assessments e.g photos, videos, sketches.
- > Prepare for off job training courses prior to scheduled attendance



EVENTS FOR APPRENTICES

WHAT DO THE APPRENTICES LOOK FORWARD TO?

THE MARINE TRADES CHALLENGE (MTC)

The MTC is a fun, competitive event held every year in Auckland. Teams of apprentices with one mentor each have just a few hours to build a boat and compete in a number of races including sail, motor, and rowing.

The MTC is an eagerly anticipated day for the industry, where apprentices can demonstrate their knowledge and skills to their supporters, community and others in the marine industry.



GRADUATION CEREMONY

The NZMAC ITO Graduation Ceremony is held annually during December to celebrate the success of graduating apprentices in the Marine and Composites Industries. This is a glamorous night where apprentices are presented with their Certificates or Diplomas.



WHATS NEXT?

When the training is completed and your apprentice has graduated, employers and apprentices should consider further training. Please see your Field Officer for our current advanced programmes.

WHAT OTHER OPPORTUNITIES DO YOU HAVE FOR THEM?

You may find that your apprentices are keen to explore more training at the completion of their apprenticeships. You may therefore want to offer them other incentives for staying on with your company, such as bonuses upon satisfactory completion of certain projects. The skills that you've trained them in provide a valuable human capital asset to your company.

MORE INFORMATION

Apart from the forms available on the NZMAC ITO website, you will find some useful information on the Employment New Zealand website:

www.employment.govt.nz

Information is available on the following employment matters:

- > Guides on how to employ staff
- > Hours and wages (including holiday and sick pay)
- > Workplace policies
- > Resolving problems
- > Ending employment
- > Parental Leave
- > Sample letters and forms
- > Rights & Responsibilities

CONTACT DETAILS



NZ MARINE AND COMPOSITES INDUSTRY
TRAINING ORGANISATION:

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COMPOSITES
ASSOCIATION
OF NEW ZEALAND



NEW ZEALAND
MARINA
Operators Association

NZMAC ITO develops and implements the training
requirements of the Marine and Composites Industries



“

A qualification is a major part
of your investment in skills

”



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