



An Employers Guide to Apprentice Training with Creative Trades ITO

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WHAT IS AN ITO?

An ITO is an organisation that's purpose is to standardise the facilitation of training and to develop nationally recognised qualifications for industry. Each industry is responsible for facilitating its own training and for developing suitable industry qualifications.

Some larger industries have their own industry training organisation (ITO). The Creative Trades Industry Training Organisation administers and runs training on behalf of a number of similar industries. Currently our ITO is responsible for the Painting & Decorating, Masonry, Brick and Blockmaking and Signmaking industries.

WHAT IS A NATIONAL CERTIFICATE?

A National Certificate is New Zealand's nationally recognised award in education. As part of the National Qualification Framework, it is governed by the New Zealand Qualifications Authority.

National Certificate in Painting

For this certificate Painting is a compulsory component.

There are additional optional branches available:

- Painting – compulsory
- Wallcoverings
- Spray techniques
- Specialised coatings
- Industrial coatings

National Certificate Brick and Blocklaying

There are two strands to this certificate:

- Brick & Blocklaying
- Refractory

National Certificate in Masonry

There are two strands to this certificate:

- Monumental Masonry
- Stonemasonry

National Certificate in Signmaking (this replaces the Trade Certificate)

There are three strands to this certificate:

- Hand Lettering
- Computer Graphics
- Electric Sign

WHAT DO NATIONAL CERTIFICATES COMPRISE OF?

The certificates are made up of a number of unit standards.

WHAT IS A UNIT STANDARD?

Representatives of your industry have written the unit standards. These unit standards are based on the old Trade Certificate and have been registered with the New Zealand Qualifications Authority (NZQA). Unit standards are reviewed regularly as part of a quality control process.

Unit Standards are allocated a level and credit value and the level determines the nationally comparable value of the qualification.

- Levels 1 - 4 are National Certificate or NCEA equivalent
- Levels 5 and 6 are National Diplomas
- Level 7 is a Bachelors Degree
- Level 8 is a Postgraduate Degree qualification – or it's equivalent - Postgraduate Diploma
- Level 9 is a Masters Degree
- Level 10 is a Doctorate

Credits show an estimation of the amount of learning, practice and assessment that has taken place to achieve consistent competence.

Each unit standard consists of three parts

- Title - describing the whole task a person must be able to complete
- Elements - the identifiable steps that make up a complete task
- Performance Criteria - the parts of each element that tell people what they must be able to do to be considered competent in that particular component

HOW WILL I KNOW WHAT UNITS MY APPRENTICE NEEDS TO OBTAIN?

The units are listed in the apprenticeship training record book. A training record book will be sent to you when the apprenticeship has been registered with a list showing the units on each block course.

WHAT IS THE NEW ZEALAND QUALIFICATIONS AUTHORITY NZQA?

NZQA is the government established and run New Zealand Qualifications Authority.

The Authority oversees and approves all NZQA approved study and training. NZQA oversees qualifications within schools, tertiary institutions and apprenticeship training to provide clear and comparable standards for training received and completed.

The National Qualifications Framework (NQF) provides nationally and internationally recognised standards for qualifications across all approved areas of study. The NQF also shows the collection of unit standards, which makes up each National Certificate.

When competence is achieved in each Unit Standard by a trainee, it will be recorded on their Record of Learning held on the NQF Database in Wellington. A National Certificate is issued when all the Unit Standards for the certificate have been achieved and recorded on their Record of Learning. Applications for the issue of National Certificate must be made on the prescribed form and accompanied by a \$15.00 fee.

HOW ARE THE ACHIEVEMENTS OF MY APPRENTICE RECORDED ON THE NZQA DATABASE?

Your apprentice may have already had a record of learning initiated for them at secondary school. If this is the case your apprentice will already have an NZQA identification number.

As competency in the Unit Standard is achieved, a fee of \$1.55 per credit is payable (invoiced with the course fees) to record these unit standard credits.

When you complete and sign the Apprenticeship Training Agreement with your apprentice, you agree who should pay the NZQA cost.

WHO COVERS THE COST?

While the government provides some funding to run the programmes and ensure content is kept current, industry must provide the balance. The ITO charges a fee per apprentice to help cover administration costs. A fee is also paid by the apprentice or employer to attend off site training. The fees are reviewed each year by the governing board of the relevant ITO.

WHAT ARE THE CURRENT COSTS ASSOCIATED WITH APPRENTICESHIP TRAINING?

- Industry Contribution Fee (\$297.00) per annum
- Training Record Book (\$69.30)
- NZQA charge \$1.55 per credit achieved
- Where off site (block course) training is required there will be course fees
- Accommodation costs where applicable

A travel subsidy will apply to those apprentices required to cross Cook Strait to attend a course. Apprentices who are eligible for the subsidy will be sent an application form through their employer before the course commences.

If a pre trade course has been completed, some units may have already been achieved. In some cases a credit of time may be applicable and the apprentice may be exempt from part of the block course training.

Please forward a copy of the course report with your apprenticeship application form.

WHAT IS THE MINIMUM WAGE REQUIREMENT?

For up to date information about pay rates please go to the 'Employment Relations' section on the Department of Labour website www.dol.govt.nz or call the Department of Labour Workplace Contact Centre on 0800 20 90 20.

ARE ANY SUBSIDIES AVAILABLE TO ME?

If you employ a person who has been registered as unemployed, you may be eligible for a subsidy. You will need to get in touch with your local office of the New Zealand Employment Service and ask for clarification.

WHAT ARE MODERN APPRENTICESHIPS?

Modern Apprenticeships do not replace the current apprenticeship system, but are an addition to the existing scheme

Aimed at 17 – 21 year olds, Modern Apprenticeships provide apprentices with a mentor in the form of an apprenticeship co-ordinator. The coordinators are positioned throughout the country and are available to assist people who are looking to enter into an apprenticeship.

Their role is also to support employers looking to find a suitable apprentice. The co-ordinators are employed by and receive payment from the Tertiary Education Commission for providing this mentoring service to employers and apprentices.

While you are not obliged to use these co-ordinators, the facility is there if you are unable to find a suitable person.

If you wish to contact a modern apprenticeship co-ordinator please phone your local Tertiary Education Commission Office for a list of co-ordinators in your area.

HOW LONG IS THE APPRENTICESHIP?

- Painting & Decorating – (see reverse side of application form)
- Bricklaying/Masonry 8000 hours
- Signmaking – Hand Lettering 10000 hours
- Signmaking – Electric Signmaking 10000 hours
- Signmaking – Computer Graphics 8000 hours

When your apprentice has completed all units required for his/her particular strand of the industry, they can apply for a National Certificate from New Zealand Qualifications Authority.

Once your apprentice has received their National Certificate and has completed a minimum of hours as set out in the training requirements they are deemed to be out of their 'time'.

When confirmation is received of completed 'time' from the apprentice's employer, the Industry Training Organisation will issue a Completion Certificate. [Please refer to section 8 of the Apprenticeship Training Requirements]

WHAT IS A TRAINING AGREEMENT?

This is an agreement between the employer and the apprentice where both agree to participate in apprenticeship training.

The employer and apprentice fill out the training agreement then forward it to the ITO.

The ITO will register the apprenticeship returning a copy of the agreement to the employer and the apprentice.

The original agreement is kept with the ITO.

DO I HAVE TO BE A MEMBER OF AN ASSOCIATION TO TRAIN AN APPRENTICE?

This is not a requirement for the industries under this ITO.

WILL THERE BE VISITS FROM THE INDUSTRY TRAINING ORGANISATION?

Employers are seen by the ITO to be the best teachers. They are constantly in the field, up to date with industry developments and skilled in their trade. Employers generally take the responsibility of training an apprentice very seriously, not in the least part because it is in their best interests to provide the best training to a member of their team.

Any dispute between an employer and an apprentice over whether the employer has satisfactorily provided training in the skills of the relevant branch may require a visit from an ITO representative.

DOES MY APPRENTICE NEED AN EMPLOYMENT AGREEMENT?

A written Employment Agreement must be established between the employer and the apprentice at the point of signing the training agreement. The ITO is not party to the employment agreement and cannot get involved with employment related issues.

FOR MORE INFORMATION

Please call us on 0800 200 486 or visit our website www.creativetradesito.co.nz

Fee Disclaimer

The fees stated represent fees as currently approved. However, Creative Trades fees are subject to change, and the fee amounts quoted may be adjusted at a future date.