

TRAINING REQUIREMENTS

This document sets out the requirements for the systematic training of Apprentices/Trainees in the sectors covered by Creative Trades Industry Training Organisation Inc. and should be read in conjunction with the Creative Trades ITO Apprenticeship Training Agreement. These requirements have been developed by the Creative Trades ITO and the relevant industry advisory group on behalf of the brick and block laying, masonry, painting and decorating, signmaking and stonemasonry industries.

Apprenticeships which adhere to these requirements will receive national recognition by the Creative Trades ITO with the issue of a National Certificate and a Certificate of Completion of Apprenticeship will be issued to apprentices on the completion of the training requirements set out in this document.

The Creative Trades Industry Training Organisation will provide support for those apprenticeships which follow the specified training requirements set out in this document.

1. Training Agreement

The Employer and the Apprentice shall enter into a Training Agreement as approved by the Creative Trades ITO. Before entering into this agreement an Employer must be assessed as suitable to train as outlined under Section 3. This agreement provides for the Apprentice to be employed by the Employer for the period of the apprenticeship.

A copy of the agreement must be forwarded to the Creative Trades ITO within 14 days of signing.

2. Outline of the Training Requirements

The Training Requirements provide for the structured training in the practical skills and theory of the relevant industry. The practical skills are largely taught on the job and resource materials have been developed to assist Employers and apprentices with the systematic acquisition of the practical skills. The theory may be largely taught off the job at an accredited training provider. The respective industries are committed to a competency based approach to training and provision has been made in these training requirements for an apprentice's progress and achievements to be recognised against defined standards of performance.

3. Suitability to Train

In order to ensure high standards of apprenticeship training, the Creative Trades ITO shall, from time to time, assess an Employer's suitability to train and in doing so shall take into account the following:

- a) The Employer's actual experience in training apprentices and in the use of a systematic training programme.
- b) The Employer's equipment, facilities and range of work available to teach the skills of the industry as prescribed in the approved apprentice training record book.
- c) The experience and performance of past and existing apprentices currently employed by the Employer.

- d) The qualifications and experience of those tradespersons or trained instructors employed, who will be involved in the training of apprentices.
 - e) The extent to which apprentices are supervised or instructed by a tradesperson or trained instructors while employed by the Employer.
 - f) Any arrangements made to second apprentices, to enter into joint agreements, group apprenticeship or apprenticeship to industry schemes with the object of increasing the Employer's ability to train apprentices.
 - g) The Employer's commitment to industry training as a whole and to the training of the individual Apprentice.
 - h) The Employer's commitment to Health and Safety in the workplace.
 - i) References (if required) from previous clients of the Employer.
- 3.1 For the purposes of these Training Requirements "tradesperson" shall mean a worker or Employer who has completed an apprenticeship or who is competent in the skills prescribed for the industry.
- 3.2 For the purposes of these Training Requirements a trained instructor shall mean a worker or Employer, directly responsible for the training of apprentices who has either attended appropriate courses in training methods or who is otherwise deemed a suitable instructor by the industry.
- 3.3 However, it is recommended that due to the Health and Safety requirements of the sites in which these trade skills are applied, people entering programmes of education and training leading to the award of this qualification must demonstrate the capacity to understand any and all requirements, instructions, and communications (oral, written, and graphic), to the required industry level. This might be evidenced by Sixth Form Certificate English, credits from the Communications Skills sub-field at level 2 or above, or the demonstration of equivalent knowledge and skills.

4. Education Prerequisite Standards for an Apprenticeship

A prospective Apprentice should have completed at least two years secondary education. Where a prospective Apprentice has not attained the above prerequisite an Employer should seek the advice of the Creative Trades ITO.

5. Term of Apprenticeship

National Certificates are based on a clearly defined competency based training programme. The duration of a Training Agreement is entirely dependent on the time required for an Apprentice/Trainee to reach the required levels of competence in the unit standards specified in the registered Training Agreement. Additional Training Agreements may be entered into following completion of an Agreement if further training is desired.

Where a prospective Apprentice has served time in a related occupation or previous apprenticeship or has satisfactorily completed an Industry approved pre-trade course, application may be made to the Creative Trades ITO to recommend the term of the apprenticeship.

6. On Job Training - Practical

The skills to be obtained under a Training Agreement are set down under the Training Agreement, industry specific unit standards, and relevant training material.

“Commercial competence” is a critical factor within the various industries covered by Creative Trades ITO. It is not acceptable to do a task only once, or take so long in producing something that the chance of earning a living doing it is not realistic.

There are six factors to be considered when being assessed as commercially competent. They are:

1. Can the task be carried out in a safe manner?
2. Can the task be completed to meet the required standard?
3. Can the task be completed within a commercially viable timeframe?
4. Can the task be carried out on demand as required?
5. Can the task be carried out without supervision?
6. Can the core competencies be transferred?

When the above factors can be consistently demonstrated, then the Apprentice can be considered commercially competent.

7. Off Job Training – Theory

During an apprenticeship an Apprentice may be required to attend block courses at an accredited training provider. Please see attached schedule.

The accredited training provider will supply course reports to the Creative Trades ITO, the Apprentice and the Employer.

Payment for off job component - block courses.

- Training Fees & Wages - The Creative Trades ITO Industry Training Advisory Groups recommends that an apprentice attending any off-job training courses at an accredited provider have any fees incurred including the NZQA Assessment Fees reimbursed by the Employer. This reimbursement could be conditional on the apprentice receiving an average or better report from the course attended. (Such conditions of refund should be included with other negotiations entered into at the time the Employment Agreement is being finalised).

Where a Modern Apprenticeships Coordinator has identified it as necessary for the successful completion of a qualification, the Apprentice may be expected to attend Key Skills or Advanced Skills training as defined by the Modern Apprenticeships Programme.

Note: Where a prospective apprentice has completed a pre-trade course, application may be made to the Creative Trades ITO for partial exemption from the training programme.

8. Responsibilities of Employer

An Employer will:

- a) Ensure that the training agreement is signed by the Employer and the apprentice and forwarded to the Creative Trades ITO within 14 days of signing
- b) Take all reasonable steps to ensure the Apprentice acquires the knowledge and skills necessary to successfully complete the specified unit standards outlined in the qualification being undertaken

- c) Provide training, instruction and assessment (if required), or provide for an Apprentice to be trained, instructed and assessed (if required) in order for them to become a competent trades person in the industry. Note that this must be carried out in accordance with the provisions of the Training Requirements and the qualification unit standards
- d) Provide adequate supervision of the Apprentice during the term of the Agreement
- e) Provide appropriate assessment of the Apprentice's performance where required in order to facilitate successful completion of the specified unit standards covered in the Training Agreement
- f) Provide each apprentice with a Training Record Book appropriate to the section of the Industry
- g) Provide access to all necessary tools for use by the Apprentice to allow the successful completion of the unit standards in this Agreement
- h) Release the Apprentice to attend off job training as outlined in these Training Requirements
- i) Notify the Creative Trades ITO within 28 days of the discontinuance of the Training Agreement

9. Responsibilities of Apprentice

The Apprentice will;

- a) Be punctual for work
- b) Be responsive to instruction and, to the best of their ability, learn the skills of the industry in accordance with the unit standards and the Training Requirements and take all reasonable steps to acquire the knowledge and skills of the Industry
- c) Provide and keep in good working order, the tools required to allow the successful completion of the unit standards in the Training Agreement
- d) Enroll for and attend all off-job-training courses as required
- e) Be receptive to and respond positively to any suggestions to advance the progress of the qualification from Creative Trades ITO staff or appointed representatives
- f) Maintain his/her Training Record Book in an up to date manner
- g) Be responsible for keeping all records necessary relating to their training including completed assessment evidence for review purposes, which is required to be retained for a minimum of two years post completion of apprenticeship

| CREATIVE TRADES ITO AREAS OF COVERAGE | | | | | | | |
|--|----------|--|----------|---|--|---|-----------|
| Brick & Block Laying | | Masonry - Stone & Monumental | | Painting & Decorating | | Signmaking | |
| National Certificates | | | | | | | |
| NC in Bricklaying NC in Refractory Installation | | NC in Monumental Masonry NC in Stonemasonry | | National Certificate Strands in <ul style="list-style-type: none"> Industrial Coatings Specialised Coatings Spray Techniques Wall coverings | | NC in Signmaking Strands in <ul style="list-style-type: none"> Computer Graphics Electric Signmaking Hand Lettering | |
| Term of Apprenticeship | | | | | | | |
| Brick and Block Laying | 8000 hrs | Masonry | 8000 hrs | Painting | 5000 hrs | Computer Graphics | 8000 hrs |
| Refractory Installation | 8000 hrs | | | Industrial Coatings | 2000 hrs | Electric Signmaking | 10000 hrs |
| | | | | Specialised Coatings | 2000 hrs | Hand Lettering | 10000 hrs |
| | | | | Spray Techniques | 1000 hrs | | |
| | | | | Wall coverings | 1000 hrs | | |
| Off Job Training – Block Courses | | | | | | | |
| Three block courses are required over the term of the apprenticeship Each block course runs for three weeks Block courses are at an accredited training provider - WELTEC in Wellington | | No block courses are required for this qualification | | Two block courses are required over the term of apprenticeship (NC in Painting) Each block course runs for two weeks Block courses are held at an accredited training provider CPIT in Christchurch, Unitec in Auckland and WELTEC in Wellington People completing <ul style="list-style-type: none"> Spray Techniques Wallcoverings Specialised Coatings Industrial Coatings will be contacted at the appropriate time to discuss assessment options | | Three block courses are required over the term of apprenticeship Each block course runs for three weeks Block courses are held at the NZ Sign School in Kilbirnie Wellington which is an accredited training provider | |
| Employment Agreement suggestions | | | | | | | |
| Wages/Salary Apprentice Wages are subject to negotiation between the Employer and the apprentice, or their nominees. The wage rate should provide recognition of age and any pre-trade experience gained. The employment agreement should also address: <ul style="list-style-type: none"> Increments for service Increments for achievement Payment for 'off job' training Re-imbusement for course fees - providing a satisfactory achievement level is reported by the training provider Loading for overtime work Method and frequency of payment | | Payment of Training Fees Payment of fees should be addressed with other negotiations entered into at the time the Employment Agreement is being finalised i.e whether the Employer will pay the fees or the apprentice. The Creative Trades ITO Advisory Groups suggest options such as: small deduction from wages to cover the fees throughout the apprenticeship, perhaps reimbursing the apprentice on successful completion, an upfront payment by the apprentice, payment of all fees by Employer, payment of course fees by apprentice with reimbursement on a pass. While the above are suggestions it is recommended that the payment of training fees be incorporated into the Employment Agreement. | | | Disputes and term of apprenticeship Any dispute between an Employer and an apprentice over whether the apprentice has satisfactorily demonstrated competence in the skills of the industry shall be determined by the ITO, which may appoint an independent assessor for the purpose of assessing an apprentice's competence. Where a prospective apprentice has served time in a related occupation or previous apprenticeship or has completed an industry approved pre-trade course, application may be made to the ITO to amend the term of apprenticeship. All statutory holidays to which the apprentice is entitled shall be counted towards the term of apprenticeship. Any time an apprentice is absent from the workplace, except for attendance at prescribed courses, shall be added to the term of apprenticeship and made up by the apprentice. Actual hours of overtime worked by an apprentice shall be counted towards the term of apprenticeship. | | |
| TRAVEL SUBSIDY | | | | | | | |
| This payment of up to 80% is made to those apprentices who are required to travel between the North and South Island to attend a course. For those apprentices who are eligible for the subsidy an application form will be sent to the Employer at the appropriate time. | | | | | | | |