

APPRENTICESHIP INFORMATION - Signmaking

National Certificates		
NC in Signmaking Strands in		
<ul style="list-style-type: none"> • Computer Graphics • Electric Signmaking • Hand Lettering 		
Qualification information		
Signmaking - Level 4 Credit 295		
Term of Apprenticeship		
Computer Graphics	8000 hrs	
Electric Signmaking	10000 hrs	
Hand Lettering	10000 hrs	
Costs		
The following are the approximate costs for an apprenticeship as at 1st January 2010 – please note all costs are GST inclusive		
Signmaking		
Industry Contribution fee	\$ 297.00 per annum	
Unit standard per credit fee	\$ 1.55	
Apprenticeship training record book	\$ 124.00	
	\$ 52.00	per strand
Block Course - (per course)	\$ 429.00	
Off Job Training – Block Courses		
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		
<p><i>Wages/Salary</i></p> <p>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:</p> <ul style="list-style-type: none"> • Increments for service • Increments for achievement • Payment for 'off job' training • Re-imbursment for course fees - providing a satisfactory achievement level is reported by the training provider • Loading for overtime work • Method and frequency of payment 	<p><i>Payment of Training Fees</i></p> <p>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.</p>	<p><i>Disputes and term of apprenticeship</i></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Actual hours of overtime worked by an apprentice shall be counted towards the term of apprenticeship.</p>
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.

Unit Standards

Signmaking

NC in Signmaking

Strands in

- Computer Graphics
- Electric Signmaking
- Hand Lettering

Compulsory Core

No.	Content of Unit
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56	Attend to customer enquires
62	Maintain personal presentation for the workplace
98	Reduce exposure to health and safety standards
99	Appreciate and use colour paint finishing
1073	Use and maintain paint brushes
1031	Knowledge of Signmaking in New Zealand
1032	Safe working practices
1033	Prepare surfaces and apply coatings
1079	Apply coatings to timber surfaces
1080	Apply coatings to cement and plaster surfaces
1034	Design layouts for signs
1035	Draw, layout, and paint-in letters
1036	Embellish letters
1037	Produce a sign by screen-printing
1038	Safe practice in using high level access equipment
1039	Design and produce a visual presentation
1046	Apply vinyl to a substrate
1049	Survey a site for the installation of a sign
1053	Construct a sign
1054	Oversee the delivery of a sign
1055	Install a non-electric sign
6402	Provide basic life support
6989	Prepare and submit a quotation
9132	Use hand and power tools
9133	Produce decorative finishes and make stencils

Computer Graphic Strand

1043	Produce computer generated vinyl layouts and graphics
1044	Produce computer generated vinyl graphics by digitising
1045	Produce computer generated vinyl graphics by scanning
2788	Produce desktop published documents using base function
2789	Produce desktop published documents for business us
2792	Produce computer graphic material using templates

Hand Lettering Strand

1040	Produce scaled artwork and transfer to full size to surface
1041	Render artwork to a prepared surface
1042	Prepare, cut, and install dimensional signage
1047	Hand paint letters and graphics
1048	Embellish signs
1059	Gild with metal leaf
*1058	Construct a three-dimensional display
*1060	Produce examples of calligraphy
*1061	Create special effects using an airbrush and spray gun

*choose one of these units

Electric Signmaking Strand

1050	Produce an illuminated sign
1051	Complete glass and electric work for a neon sign
1052	Burn in the glass and complete neon sign
1056	Assemble and test electrical sign components and circuits
1057	Install neon and electric signs