

Your guide to

Finding the perfect career

What is on-the-job training?
What apprenticeships are available?



Competenz

SKILLS FOR LIFE.

What is Competenz?

Competenz is an industry training organisation (ITO) which means we're one of a special group of businesses that has government authority to design on-the-job-training for people just like you. We work with more than 3,500 companies and more than 26,000 learners in 36 industries all over New Zealand. We work with trainees and apprentices, schools, employers, training providers and assessors around the country to help Kiwis learn while they earn.

What is on-the-job training?

On-the-job-training allows you to learn skills while you're working and getting paid. First you learn the basic skills, then as you progress you learn more advanced skills to do your job even better. The more you learn, the more career opportunities will come your way, for example things like promotions, pay rises, new job opportunities, new learning opportunities... and all these add up to having a really great career over your whole lifetime.

Why train on-the-job?

On-the-job training means you:

- » Earn while you learn – no student loan and you're getting paid from day one
- » Finish your training with a job instead of needing to look for one
- » Gain practical skills that employers really want (for even more job opportunities)
- » Get a nationally recognised qualification that proves you've got what it takes.

What types of on-the-job training are there?

On-the-job training can be done in a few different ways. What they all have in common is that you learn while doing the job and get a qualification that proves what skills you've learned.

Gateway programmes

These are work placements for senior school students (Year 11 and above). It is a formal arrangement between a school, a student and an employer to give you structured learning in a workplace and can count towards your NCEA.

Apprenticeships

These are a formal arrangement between an employer, a learner and an ITO just like Competenz. Apprenticeships are a three to four-year commitment for everyone involved. Apprenticeships teach you how to do a whole job and qualify you in a trade.

Traineeships

These are a formal arrangement between an employer, a learner and an ITO just like Competenz. Traineeships are shorter than apprenticeships, between six and 18 months. You learn important skills to do the job with structured training and you gain a qualification. Traineeships can begin at entry level to learn how to do a job. Traineeships can also be at advanced levels to develop additional skills in specific areas of work.

How does on-the-job training work?

First you will find a job then people in your workplace will teach you skills everyday. You may also attend classes at polytechnics or do some online learning. You will be assessed by your bosses and industry experts, who will sign off that you have achieved the required standard in your work. The good thing is that you will be assessed on things you have already learned.

How does Competenz help?

Competenz is the link between you, your employer, your industry and the New Zealand Qualifications Authority (NZQA). That's how you get a recognised qualification in the work that you do. Our job is to design the training you do, provide learning materials and check that you're fairly assessed at each stage of training to prove you have learned the necessary skills.

We:

- » Provide training materials and eLearning
- » Visit workplaces to check on progress
- » Arrange for learners to complete any off-job training they need (for example at a polytechnic)
- » Assess (or arrange assessments) to confirm learners have built their skills
- » Moderate assessments to make sure they are fair, valid and consistent across the country
- » Log your record of achievement with NZQA so you have a permanent record that everyone recognises proving you have met the required standard.



INDUSTRIES

We work with the following industries. You'll find out more about most of them and the work they do in this guide.

Print, Packaging and Signmaking

Packaging
Print
Signmaking

Engineering and related trades

Fabrication
Mechanical Engineering
General Engineering
Machining
Fitting and Machining
Maintenance Engineering
Toolmaking
Metal Casting
Fire Protection
Heating, Ventilating and Air Conditioning
Refrigeration and Air Conditioning
Locksmithing
Dairy Systems

Food and Beverage

Bakery
Butchery
Food and Beverage Manufacturing
Winery Cellar Operations

Forestry

Harvesting
Silviculture

Manufacturing

General Manufacturing
Steel Manufacturing
Wood Manufacturing
Furniture
Pulp and Paper
Solid Wood
Wood Panels
Plastics and Materials Manufacturing
Paint and Coatings
Plastics Processing

Transport

Maritime
Rail

Textiles, Apparel and Laundry

Laundry
Apparel
Textiles

Click on any of these headings to find out more



EARLY PREPARATION

Thinking about on-the-job training?

On-the-job training can happen at any stage of your working life and there are lots of options to help you. There are many things you can do to make yourself more attractive to the industry you want to work in and the employers who can help you get the skills you need.

At school

Gaining Level 1 or Level 2 NCEA is useful for many jobs but there are also jobs that have no minimum entry requirements. The Gateway programme is available for many industries and is a great way to experience what the job is like and start to develop good relationships with possible future employers.

Finished school?

Pre-trade training is available from polytechs or training companies and can be a good opportunity to learn more about the job and the industry. An achievement of 50 credits is a good sign to a future employer.

Already working?

Talk to your current boss about training opportunities. If they are interested in training you or offering you an apprenticeship (remember government funding is there to help) then they just need to talk to us.

Experienced worker?

If you've been working for a number of years but don't have any formal qualifications, then the Assessment of Prior Learning programme (APL) is a good way to have your skills assessed against industry standards and recorded with NZQA.

How to

(HOOSE YOUR CAREER

Trades and services roles are quite varied. Even within one industry, different roles will suit different people.

School subjects and life experience always count. So the other three areas cover the type of person you are, the sorts of experience you have and the kind of work place that might appeal to you. You can browse through these qualities and then have a look at the jobs they relate to. You might be surprised at the range of jobs that are available for someone just like you.

Sound like you?

Every job in this guide shows you the kinds of qualities that employers might look for.



Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology
- » Food or Nutrition
- » Agriculture or Horticulture
- » Physical Education or Health
- » Creative Arts
(Visual/Textiles/Graphics/Performance/Music)
- » Computing/ICT/Information Management
- » Geography or Languages

Attributes

- » Confident communicator
- » Strong eye for detail
- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good organisational skills
- » Good initiative/'can do' attitude
- » Good work habits/time management
- » Good at problem solving/creative

Helpful experience

- » Administration, planning or organising things
- » Working with facts and figures
- » Customer service or helping people
- » Analysing, researching or problem solving
- » Making or fixing things
- » Selling or persuading people
- » Working with machinery
- » Working with computers
- » Creative work (writing, drawing, styling)

Preferred work environments

- » Inside (retail or shop)
- » Inside (office environment)
- » Inside (workshop or plant)
- » Outside (outdoors)
- » Outside (marine)
- » Outside (in vehicles)
- » One place every day
- » Different places from time to time
- » Lots of different places every day

Vocational Pathways

Vocational Pathways help you plan your journey from school through to getting a job. Using the colour coded pathways, you can easily see how your skills and interests relate to the trades and industries Competenz. For more information visit www.youthguarantee.net.nz/vocational-pathways.



Pathway key

Four Vocational Pathways are represented across our jobs and trades. You can spot them on each job page with these symbols:

-  **Creative Industries**
-  **Manufacturing and Technology**
-  **Primary Industries**
-  **Services Industries**

Your FUTURE (CAREER)

Learning for life

On-the-job training with Competenz gives you nationally recognised qualifications that you can take anywhere. We know our employers are keen to keep their staff and in many cases see the benefit in providing ongoing and advanced training, even after you've completed your traineeship or apprenticeship. That means you will continue to earn, while you advance in your chosen career. Once you've completed your job training, we also offer training in skills like business administration, managing people, sales, lean manufacturing and all sorts of other skills that will help you and the business you work for get ahead.

Up-to-date skills

Part of our role is to ensure that your training is fit for purpose as industries and work specifics change. We review and update our qualifications in partnership with industry so your learning is always relevant to the job you do. Sometimes the names of the qualification will change as we build programmes to meet industry needs. For example; some of our qualifications are called New Zealand Certificates and others are called National Certificates but they all provide a nationally recognised qualification at the required level within the New Zealand Qualifications Framework (NZQF).

The skills you learn now in a real job will teach you skills for your whole life and every job you ever do. Get in. Get amongst it. Start learning and earning now.

Exciting career prospects

Every training pathway we manage includes a clear view of your future career options whether that's learning advanced skills in on-the-job specifics or learning to develop key business skills for supervisory or management roles.

All of our industries give you many opportunities to build rewarding careers. We use the term 'strands' to talk about areas you can choose to specialise in as your on-the-job training progresses so you can choose to do more of the things you like the most, and want to do in the future.

Why choose ON-THE-JOB TRAINING?

One of the great things about learning on-the-job is that you gain real skills while you're working. That means no student loans and you're paid while you learn. On-the-job training through Competenz is funded mostly by the employer and the Tertiary Education Commission (TEC) requiring no or minimal cost to you.

No student loans or debt

When you choose to earn while you learn, it's important to consider not just how much money you're making but how much you are saving with 'free training'. Avoiding a student loan gives you more financial freedom than your peers.

Business skills and experience

As Kiwis, we have nearly 500,000 small businesses. That means nearly one person out of every three works in a small business. That's the single largest employment sector in the country. And learning a trade or service role can be the perfect base for having your own business down the track.

Unlocking your potential

On-the-job training means you can experience what a job is really like and you can choose to follow higher qualifications in areas that interest you or that you're good at. Often we don't know what we might be good at until we have an opportunity to try. That's where on-the-job training can unlock your potential.

Skills for the real world

While industries can look very different, you'll find that there are common areas that fit within more than one industry; more than one job. If you're creative – then industries as different as food manufacturing, engineering and print might all have jobs that allow you to use your creative talents. If you want to work in a different place every day; engineering, maritime, rail, locksmithing and signmaking, all give you opportunities for that.

Your trade, your choice

While using this catalogue, we encourage you to explore areas that you might think you know or might not have considered. Trades and services job are really exciting and can take you anywhere you want to go. The thing to remember is that it's your choice and all experience is good experience.

Lifelong career skills

Skills you learn in one job are very often able to be used in another. On-the-job training lets you find the things you're good at, and take those skills to new and different opportunities as your career progresses. If you learn to manage your time well in one job; that's a life skill that you can use for any job. If you can show you can learn new things; every future employer in any industry will find that a good point in your favour.



So what are you
waiting for?

KICK-START YOUR CAREER