



APPRENTICESHIP TRAINING TRUST

DECEMBER 2006 NEWSLETTER

SEASONS GREETINGS TO ALL APPRENTICES AND HOST EMPLOYERS!

ARRANGEMENTS FOR CHRISTMAS AND NEW YEAR

The Trust's Office will close down from 1:00 pm Friday 22 December 2006 until 8:30 am Monday 8 January 2007.

EMERGENCY CONTACT

During this period Lorraine Williams will be "on call" to deal with any emergency employment or training matter. Her mobile is:

0274 769 309

APPRENTICE'S HOLIDAYS AND HOLIDAY PAY

Most of you will be taking your annual holidays over Christmas and New Year at the same time as your host employers. You will be paid Holiday Pay for the days you are on Annual Leave. If you are working for your host employer over this period you will be paid for that in early January, and Holiday Pay for any remaining Annual Leave left over from 2006 will be paid when you take that leave later on in 2007.

Statutory Holidays. You will all be paid for these 4 days of Christmas Day, Boxing Day, New Year's Day and the day after New Year's Day on Wednesday 20 December; together with your normal weekly pay for the week of Wednesday 13 to Tuesday 19 December.

Holiday Pay. If you are taking any Annual Leave over the Christmas and New Year holidays you need to have this leave approved by your host employer.

You will then be paid Holiday Pay for the days you will be on Annual Leave. Please complete a Leave Application form and have your host employer sign this as you were requested to do in the Trust's letter of 26 October. Completed and signed Leave Application Forms were due on Friday 24 November!

If you have not yet applied for Annual Leave over Christmas and New Year then you need to do so now! Your completed and signed application must be received by the Trust by Monday 18 December; Holiday Pay will be paid on Thursday 21 December.

If you do not complete an application for Annual Leave by 18 December you will not receive any Holiday Pay before Christmas!

A Leave Application form is enclosed with each Trust apprentice's Newsletter.

Not Taking Annual Leave? If you do **NOT** take any Annual Leave over this time you will **NOT** be paid any Holiday Pay. You will be paid Holiday Pay when you take whatever remaining Annual Leave for 2006 you might have. You should plan to have taken this by 30 June 2007.

Working Over the Holidays? If you work over this holiday period you need to complete and fax through all your completed weekly Timesheets by **noon Tuesday 9 January**. You will be paid for all that work on Wednesday 10 January.

First Pay in 2007. This will be on Wednesday 10 January. If you work on Wednesday 20, Thursday 21 and Friday 22 December then you need to complete a Time Sheet and fax this to the Trust **by noon Tuesday 9 January**.

You will be paid for these 3 days, as well as any other time you work up to and including Sunday 7 January, on Wednesday 10 January.

Pay for the Week Monday 8 to Sunday 14 January 2007. This is the first Monday to Sunday pay week; please see the following article. You will be paid for that week on Wednesday 17 January.

Please plan your holidays AND your holiday finances!

Taking Annual Leave At Christmas and New Year.

As required by your Individual Employment Agreement you and your host employer need to agree what Annual Leave you will take at Christmas and New Year. Your wages slips show your total Annual Leave entitlement at the date of each wage slip.

Understanding Your Annual Leave and Holiday Pay

Your Annual Leave entitlement is presently 3 weeks, and this will increase to 4 weeks from April next year as the result of a recent change to the Holidays Act. How you become entitled to Annual Leave, how you can take it and are paid Holiday Pay is all outlined in your Individual Employment Agreement (IEA).

This can be complicated; so here is some further explanation to help you.

At the end of each completed 12 months employment with the Trust you are entitled to 3 weeks Annual Leave. Strictly speaking this means you have to work for that 12 months before you can take that leave. However, like most employers, the Trust allows you to take whatever you have built up as the year progresses - if you wish to do so, and your host employer agrees.

Many of you do - putting these days on your Time Sheet as "Annual Leave", and having them agreed by your host employer. You are paid a day's Holiday Pay for each day's Annual Leave that is approved by your host employer.

Calculation of Holiday Pay is complicated, it is about the same as for an 8 hour day.

Most of you take Annual Leave at Christmas when your host employer closes down. This means you should be able to take at least two weeks off work. This is important in terms of giving you a physical, mental and emotional rest from work.

Under the Holidays Act every employee is entitled to take 2 of their 3 weeks Annual Leave entitlement in one continuous period if they wish to do so.

If you have taken Annual Leave during the year then you will have less available to take at Christmas. If your host employer closes down for 3 weeks at Christmas and you have 2 weeks of Annual Leave left, your third week of leave will be unpaid.

If you intend taking Annual Leave over Christmas and have not already discussed this with your host employer then you need to do so urgently; your IEA states annual holidays are taken at a time agreed between you and your host employer.

CLEARING EACH YEAR'S ANNUAL LEAVE

Your IEA does not provide for you "carrying over" your Annual Leave; you are expected to take it all in the year that you are entitled to it. If you have some left over at the end of a leave year you do not lose it, but you are expected to take it.

The Trust expects any of you with Annual Leave for 2006 left over at the start of 2007 to make arrangements to have taken this by 30 June 2007. How you do that is over to you and your host employer.

CHANGE OF PAYWEEK ON MONDAY 8 JANUARY 2007

This repeats the notice sent to all apprentices by letter on 11 October 2006. From Monday 8 January 2007 the Trust is changing your pay period from the present am Wednesday through to pm Tuesday, to am Monday through to pm Sunday.

Your weekly payday will remain on Wednesday and will not be changed.

This change will align your pay week to that of the business week, the block course week and the Monday start date of apprentices with new host employers.

It will also simplify arrangements for apprentices going on block courses as well as speed processing of apprentice pay and host employer invoicing.

Wednesday 10 January 2007. This payday will be for all work undertaken from Wednesday 20 December 2006 up to Sunday 7 January 2007 inclusive - please refer to the Christmas/New Year pay arrangements outlined above.

Wednesday 17 January 2007. This payday will be for the first am Monday to pm Sunday week of Monday 8 to Sunday 14 January 2007. New format time sheets can be faxed from late Friday 12 January until noon Tuesday 16 January.

Each of you will be sent a new Monday to Sunday week Timesheet Book for use from Monday 8 January 2007 onwards. For work prior to that date you should you use your existing Timesheet Book with its Wednesday to Tuesday week.

GRADUATION AND 2006 ANNUAL AWARDS AND PRIZEGIVING

This will be held at North Harbour Stadium on Friday 30 March 2007. Further details will be advised in early 2007.

NATIONAL CERTIFICATES IN OSH

Since January 2005 the OSH training Trust apprentices are required to undertake as employees has been delivered by an accredited training provider Safety'n Action.

Each apprentice attends 5 separate one day courses that are held at the same time as their 1A, 1B, 2A, 2B and 3A block courses at Unitec or Wintec. Completion of all 5 courses means the apprentice completes all requirements for a Level 1 National Certificate in Occupational Safety and Health.

The first Trust apprentices have now completed all 5 courses, and will have their National Certificates presented to them at the 2006 Graduation and Annual Awards and Prizegiving on 30 March.

When these courses started in 2005 existing Level 2 and 3 apprentices were offered the opportunity to complete the earlier courses that were not available when they did their Level 1 and/or 2 block courses.

Those who will be presented with their National Certificate are those who took the time to do these additional courses during 2005 and 2006. They are to be congratulated on making that effort and completing all their OSH training.

SITE SAFE TRAINING ON COMMENCING WITH THE TRUST

Until recently new Trust apprentices did not receive any health and safety training until the time of their 1A block course.

That first training course includes Site Safe, but it was often not completed for some months after the apprentice started working with their host employer.

Since last September newly employed Trust apprentices have gained their Commercial Site Safe Passport as soon as they start work with their host employer.

This Passport enables the person holding it to work on any commercial site in New Zealand. Site Safe operates nation wide, and provides this course at various locations. As soon as an apprentice joins the Trust, their Area Coordinator arranges their start date with their host employer, and books a place on the next course.

SPECIAL DEAL - DUX CRIMPERS

Dux Industries have recently agreed to sell their Dux Crimper to Trust apprentices at a special discount price of \$105 (plus GST). This represents a very real saving over the normal price of \$225.

Apprentices wishing to purchase these Crimpers should contact Natasha at the Trust's Office. The cost can be put on the individual's Tool Account provided the balance does not then exceed the maximum \$ limit.

HAIGEN SEDDON AND CORRESPONDENCE

Haigen is a Level 3 apprentice working for Plumbing Works in Tauranga. He has received awards in the past, and has distinguished himself by being the first Trust apprentice to complete all available correspondence assignments. He was recently presented with a Toolbox by Jan Marsh, his Area Coordinator; well done Haigen!



CONGRATULATIONS ALSO TO GRENVILLE NGATAI, BRAD WILSON & PAUL SIMPSON

Grenville is from Helensville and works for Sumich Plumbing and Drainage. Brad is from Bucklands Beach and works for Knight Plumbers, and Paul is from Albany and works for John Kendrick Plumbers. Each of these apprentices has also completed all available correspondence and has been presented with a Tool Box.

INTRODUCING PETER DIVER

Two years ago the Trust appointed Area Coordinators to manage the Trust's programme in specific areas. The Trust is pleased to announce that Peter Diver has recently taken over the role of Area Coordinator - South Island from Roye Daniel.



Peter is well known to plumbers throughout Canterbury and the South Island. He is a Craftsman Plumber and Registered Drainlayer, and has just retired after 30 years with his own firm of Peter Diver Plumbing and Drainage.

Peter is very committed to apprenticeships, and has had a long involvement in the training of apprentices in the industry. He has been a host employer with the Trust for some years, and he is also a member of CPIT's Industry Advisory Committee.

Peter Diver: Mobile 0274 769 305 Email peter@att.org.nz

CORRESPONDENCE MODULES FOR LEVELS 4 AND 5

An increasing number of apprentices are starting Level 3 correspondence; the following is a reminder regarding the criteria for an increase in wage level.

Trust apprentices become eligible for Level 4 rates of pay on completion of 3QG block course requirements and available "relevant" Level 3 correspondence modules

They become eligible for Level 5 rates of pay on subsequent completion of 3QP block course requirements and all other available Level 3 correspondence modules

So what are the "relevant" Level 3 modules in each case? They are as follows:

3QG: Modules: 3.4 and 3.2, 3.6 & 3.7 (none of these 3 are yet available)
3QP: Modules: 3.1 & 3.3 and 3.5 (3.5 is not yet available)

Not all these modules are available. Level 3 apprentices should concentrate on completing those that are, and then the remaining ones when they are available.

These modules are a valuable resource both during your apprenticeship as well as when preparing to sit your Registration Examinations. Make sure you get all of these modules and use them when preparing to sit your Registration exams.

OUTSTANDING LIMITED CERTIFICATES

The recent Newsletter from the Plumbers, Gasfitters and Drainlayers Board (PGDB) advises some people in the industry either do not understand their legal obligations with respect to Limited Certificates or choose to ignore them.

Sadly this group includes some Trust apprentices who have still not applied for their Limited Certificates. Area Coordinators are contacting these individuals to ensure they rapidly complete their long overdue applications and meet their legal obligations.

Trust apprentices will in future be required to produce their Limited Certificates during meetings with their Area Coordinators or other managers at the Trust.

LIMITED ELECTRICAL CERTIFICATE TRAINING COURSE

In the last Newsletter it was advised that Level 3 apprentices wishing to undertake this course would be required to pay the around \$600 fees on enrolling with the training provider, and then be refunded these fees on successful completion.

Apprentices were also advised to carefully check out the study requirements of this course beforehand, and that a Course Outline was available from Natasha.

This course is for plumbers and gasfitters, and covers the theory and practical requirements set out by the Electricity Regulations. Apprentices who complete this training also need to meet other requirements before they can gain registration and a practising licence.

They need to be registered as a plumber or a gasfitter and make application to the Electrical Workers Registration Board with written confirmation from their employer that they have completed the required amount of electrical servicing work.

CONGRATULATIONS TO STEPHENS PLUMBING

Stephens Plumbing of Auckland is one of the Trust's host employers, and also sponsor a prize at the Trust's Graduation and Annual Awards and Prize giving.

They recently celebrated 25 years of business. Well done Ken and Sarndra and your team over there in St Heliers, including Trust apprentice David Anderson.

"WORKING FOR FAMILIES"

Many of you will have read about this new package that was recently announced by the Government. Whilst the title suggests it is for families, some aspects of it apply to single people and couples who pay rent, board or have a mortgage.

To check if you might be eligible try www.workingforfamilies.govt.nz

An explanatory brochure will also be in your next mailing.

MARK TANCELL - FIRST ON THE GAS!

Well done to Mark Tancell of Epsom who works for Cooke Plumbing. He was the first Trust apprentice to complete the newly published Level 2 correspondence module 2.6 Gasfitting 2.

Lorraine Williams, his Area Coordinator recently presented him with a plumbing text and, just to keep a work life balance, a CD Voucher.

YOUR TRUST APPRENTICESHIP "ON LINE"

Our website www.att.org.nz has been upgraded, and there are some new features.

Trust Newsletters are now available on line, and a number of downloadable forms that apprentices and host employers need are also being added.

The other big development is the Trust Apprentice Portal. This will give each of you internet access to your own employment and training records on the Trust's database.

You can also update your personal details, and email your Area Coordinator.

Registering and Logging On

The first time you use the portal you need to register and set up your own password. Then when you log on only you can access your records.

Details of how to Register and then Log On will be fully outlined in the letter each of you will be receiving in the next few days.

Information Available

This includes your personal and contact details, your Performance Appraisals, your block course dates, your correspondence progress, your OSH course dates and the Codes & Standards and Safety Equipment you have been issued with.

Updating Personal Information

You will be able to update your address, mobile number and next of kin details etc.

Contacting the Trust

You will also be able to send an email message to your Area Coordinator.

Host Employers

Please note a Host Employer portal is also in the process of being set up. You too will be able to log on, check your information as well as update your contact details. Further details will be advised when this portal is ready to be launched.

***The team here at the Trust wish each of you
a very happy Christmas and a prosperous New Year!***