



APPRENTICESHIP TRAINING TRUST

JULY 2006 NEWSLETTER

INTRODUCING OUR NEW STAFF

The Trust has undergone a reorganisation, and four new staff have recently joined the Trust's Albany office. Three of them are in new positions.

Assistant General Manager and Financial Controller:



Renee Lubbe has been appointed to this new role and she started with the Trust on 3 July. Originally from South Africa Renee and her family came to NZ in 1999 and now live in Albany. Before joining the Trust Renee was Assistant Accountant for a North Shore distributor of telecommunications equipment.

She has also had experience as Financial Accountant and HR Coordinator for a manufacturing firm, and in banking, legal services and trust accounting firms. Already qualified in accounting Renee is presently completing a Bachelor of Business in Management and Human Resources.

Finance and Payroll Administrators

Charmaine Watkins and Andrea Buckley are now in these two new positions.

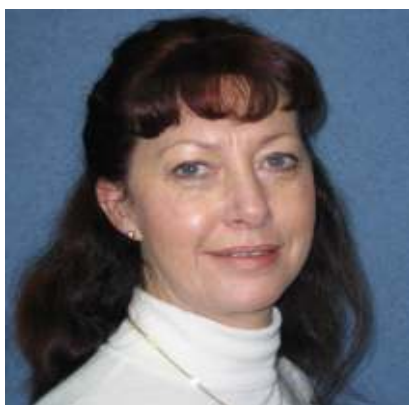


Charmaine started on 29 May. She and her family arrived here from South Africa 3 years ago. Before joining the Trust she was in an administrative role in a private school, and before coming to NZ she was Bursar of a private school.



Andrea started on 12 June. Originally trained as a hairdresser, she then moved into management and administration, and spent 3 years as Office Manager for one of the Trust's host employers.

Receptionist and Administration Assistant



Rose Revell took over from Sian in this role on 6 June. She and her family live locally. Rose spent some time earlier in her working life in the NZ Police.

CONTACTING OUR NEW STAFF

They can all be contacted on 0800 1TRUST ie 0800 18 78 78.

Renee's Extension is 109 and her mobile is 0274 769 311

Charmaine is on Extension 105, Andrea is on 103 and Rose is at Reception on 0

OCCUPATIONAL SAFETY AND HEALTH COURSES

These are held on the middle Saturday of each of the two week 1A, 1B, 2A, 2B and 3A Unitec Block Courses. They are also held on the first Wednesday of these block courses when they are held at Wintec. The five courses are:

1A	Workplace Safety (including SiteSafe Passport)
1B	Back Injury Prevention
2A	Work Safely at Height
2B	Best Practices at Work
3A	Confined Space Safety

Completion of these 5 courses, and assessment against the Unit Standards, means the apprentice will then have completed all requirements for the award of a Level 1 National Certificate in Occupational Safety and Health.

Apprentices are paid to attend these courses. They are also compulsory; since they are the Trust's way of ensuring all its employees are adequately trained in OSH, and that the Trust then meets its obligations as an employer.

The above training programme was introduced at the start of 2005, and has been favourably received by both apprentices and host employers.

The Trust directs each apprentice to attend each of these courses by letter; in the same way it directs each apprentice to attend a block course.

It also advises that if, for any reason, they cannot attend they are to advise this on the enclosed Fax Back form. Where that is the case, the apprentice is directed to a later course so they do not miss out on that particular training.

ABSENTEEISM FROM TRAINING COURSES

A number of apprentices have not been attending these OSH courses, as well as not advising why they will be absent. Some apprentices have also been attending for only part of the course, and expecting to leave early for personal reasons.

Attendance for the entire course is necessary so that you can be formally assessed on what you have learned. If you are not able to complete a particular course you will be required to attend a subsequent one.

Those who persistently absent themselves without notice or fail to complete each day's course can expect disciplinary action to be taken.

There are still a number of apprentices who absent themselves from block course without explanation to, or approval by, their tutor. These absences are reported on the subsequent block course report, and wages are docked for all such unauthorised absences. Persistent offenders can also expect to have disciplinary action taken.

BOC GAS SCHOLARSHIPS

Congratulations to the two most recent Scholarship winners. Ashton Lowe from Hamilton (host employer CF Reese) and Andrew Redwood of Auckland (host employer Osborne Plumbing) have each recently taken up their Scholarship.

These Scholarships commenced in September 2005. In essence BOC provide recommended Trust apprentices with a two-week period of specialist training.

The BOC Group is one of the world's largest suppliers of industrial, medical, hospitality and special gases. World wide it employs more than 46,000 people, Here in the South Pacific BOC is one of Australia and New Zealand's top 100 companies with 2,200 employees and annual turnover of over A\$1 billion.

A BOC Scholarship is therefore an opportunity to spend time with a leading Australasian gas supplier, learn about the scope of their operations, and identify specialist career paths that are available in this industry.

Applications for these Scholarships are called for from each group of apprentices as they complete their 2 B block course. Applicants need to be diligent high performers in all aspects of their apprenticeship. They also need to be recommended by their host employer.

The Trust is most grateful to BOC for making these Scholarships available.

TRUST OFFICE AT UNITEC CAMPUS

The Trust now has an office on the Unitec campus; Room 3002 of Building 113. A campus map is included with each Trust apprentice's copy of this Newsletter.

Lorraine Williams, the Trust's Area Coordinator for Auckland Central, is now based there. Lorraine's mobile is 0274 769 309; she can also now be contacted at:

Campus Office: Phone (09) 849 7451 Fax (09) 849 7452

LIMITED LICENCES - OVERDUE APPLICATIONS

In March the Trust mailed out the Registration Board letter to each Trust apprentice enclosing the Application Forms for his 2006/2007 Limited Licences.

There are still over 70 apprentices who have yet to complete these applications. These are now well overdue. Are you one of those who have not yet applied for their replacement Limited Licence??

If you need to check, call Natasha at the Trust on 0800 18 78 78 Extension 113.

CONGRATULATIONS TO ROWAN PYNE

Rowan is from Tamaki and his host employer is Tilyard Plumbing of Pukekohe. He has been selected to represent NZ as a member of the NZ Mens Underwater Hockey Team at the world tournament in the United Kingdom in August.



NZ has been the world champions in this sport since beating Australia in Christchurch in 2004. Best wishes to you and your team Rowan!

UNITEC PRIZEGIVING AND TRUST APPRENTICES

Last month 9 Trust apprentices and former Trust apprentices received awards at Unitec's Prizegiving for 2005. They were:

Damien McVeigh	Most Conscientious Year 2 P&G Student
Bradley Glass	Most Conscientious Year 3 P&G student
Karl Oldham	Best Year 1 P&G Student
Philip Pallat	Most improved Gasfitting student
Kyle Merry	Top Year 1 Wintec P&G student
Mark Walker	Top Year 2 Wintec P&G student
Kerry Heayns	Top Year 3 Wintec P&G student
Zane Britton	Top Student, National Certificate in Gasfitting
Scot Pearce	Top student, National Certificate in Plumbing & Gasfitting - Practical

Congratulations to each of you!

The Trust has also made each of you a small presentation to acknowledge your achievement.

AVAILABILITY OF UNITEC CORRESPONDENCE MODULES

The present listing for Plumbing & Gasfitting and Drainlaying is below:

Plumbing and Gasfitting

Module	Module Name	Status
0.0	Host Employer Handbook	Published
1.0	Course Handbook	Published
	Level 1 Modules	
1.1	Cold Water Pipeout	Published
1.2	Storage Water Heating Systems - Low Pressure Open Vented	Published
1.3	Sanitary Plumbing	Published
1.4	Roofing, Flashings and Rainwater Systems	Published
1.5	Introduction to Gasfitting	Published
1.6	Drawing for Sheetmetal Development: Parallel Line	Published
1.7	Interpreting Drawings and Construction Documents	Published
	Level 2 Modules	
2.1	Pipework 2 - Plumbing and Gasfitting (Water supply)	Published
2.2	Storage Water Heating Systems - HP, etc	Published
2.3	Drawing for Sheetmetal Development: Radial Line	Published
2.4	Profiled Metal Cladding	Published
2.5	Metal Flashings	Published
2.6	Gasfitting 2	Not completed
2.7	Foul Water Systems-NZBC and AS/NZS3500. 2:2003	Published
	Level 3 Modules	
3.1	Sheet Metal Pattern Development	Published
3.2	Gasfitting Module A	Not completed
3.3	Roof Drainage Systems	Published
3.4	Hot and Cold Water Supplies	Published
3.5	Multi Storey Foul Water Systems	Not completed
3.6	Heating and Ventilating	Not completed
3.7	Gasfitting Module B	Not completed

Drainlaying

Module	Module Name	Status
-	Course Handbook	Published
1	Introducing Workplace Safety, Tools and Materials	Published
2	Legislation and Disposal Systems	Published
3	Design Maintenance and Location of Services	Published
4	Excavation and Laying of Drains	Published
5	Traps, Inspection Points and Testing Drains	Published
6	Stormwater and Waterborne Waste Systems	Published
7	Assessment Module	Not completed

CORRESPONDENCE MODULES - INITIAL ISSUE

At the Trust's request Unitec now issue Module 1.1 together with Doyle Book 1 and the Student Handbook to Trust apprentices as they complete their initial enrolment. Previously these were not distributed until the 1A block course.

Starting with Kowhai and Topaz groups, new apprentices can make an immediate start on the correspondence part of their National Certificate studies.

CORRESPONDENCE MODULES FOR LEVELS 4 AND 5

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

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

So what are the relevant Level 3 modules in each case.?

Unitec have recently advised the modules associated with each of 3QG and 3QP Block courses. 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)

Since not all these modules are yet available Level 3 apprentices should therefore concentrate on completing all that are presently available, and then complete the remaining ones as and when they are completed.

The lack of completion of 1 Level 2 module and 4 Level 3 modules is an unfortunate situation. It is hoped that Unitec will complete these in the near future so these resources are all finally available to all apprentices.

These modules are a valuable resource both now during your apprenticeship as well as later when preparing to sit your Registration Examinations. You should therefore obtain and hold on to these modules (and the marked assignments) so you can refer back to them when preparing to sit your Registration exams.

THE KIWI SAVER SCHEME - ADVANCE NOTICE

This is a compulsory retirement savings scheme that the Government intends to introduce on 1 April 2007. The final details are not yet known, but at this stage it is proposed that from that date all NZ residents between 18 and 65 will be automatically enrolled in the scheme when they start a new job.

They can however elect not to join the scheme but must do so within a set time after commencing that new job.

Employees already in a job on 1 April 2007 may elect to join the scheme.

If they subsequently leave that job and start a new one then they will be automatically enrolled in the scheme when they start that new job. They can elect not to join the scheme within a set time after commencing that new job.

Those who join the scheme will contribute at either 4% or 8 % of their wages before tax. These contributions will be deducted by the employer and paid to the IRD. These contributions by an individual will be "locked in", normally until that individual reaches the age of eligibility for National Superannuation.

They can then withdraw their total savings. They can however withdraw their savings earlier than that in certain circumstances. For example; provided they have been in the scheme for at least 3 years they can withdraw their savings in order to buy their first home.

The Government also proposes to give each individual who joins the scheme a \$1,000 incentive payment provided that individual remains in the scheme for at least five years.

Once the final details are known the Trust will advise these so you can decide if you wish to join or opt out of the scheme when it is introduced.

LIKE TO RECEIVE FUTURE NEWSLETTERS BY EMAIL?

Please call Rose at the Trust on 0800 18 78 78 to have your name added to the group address for the Trust's Newsletters.

NEW ADDRESS FOR THE TRUST

With the introduction of Post Codes the new mailing address for the Trust is:

The Apprenticeship Training Trust
PO Box 302 516
North Harbour
NORTH SHORE CITY 0751

Phone: 0800 18 78 78 (0800 1TRUST)

Fax: 0800 68 68 48

Email: info@att.org.nz

Web: www.att.org.nz

