



APPRENTICESHIP TRAINING TRUST  
DECEMBER 2007 NEWSLETTER

*Best Wishes to you all for Christmas  
and 2008 from the Trust*

**ROSS CORNES; NEW AREA COORDINATOR FOR NORTH AUCKLAND**

Ross commenced his new role of Area Coordinator for Northland and North Auckland on 15 October.



**Mobile: 0274 769 306 and Email: [Ross@ att.org.nz](mailto:Ross@att.org.nz)**

Ross has spent his entire career involved with educating, training and developing young people. After a successful teaching career during which he spent many years as the Head of Mathematics at Rodney College as well as a period as the Assistant Principal, Ross then went on to manage a Hall of Residence at Auckland University of Technology.

Ross has played, coached and been an administrator for a number of sporting codes, and he presently plays squash and golf. He and his wife live at Snells Beach and he has recently completed an MBA degree. Ross's father and two sons-in-law have been/are involved in apprenticeships so he appreciates the value of trade training.

## **ARRANGEMENTS FOR WAGES AT CHRISTMAS AND NEW YEAR**

The Trust's Office will close down from Noon Monday 24 December 2007 until 8:30 am Monday 7 January 2008. During this period a member of the Trust's management team will be "on call" to assist with any emergency employment or training matter.

### **Apprentice Leave Arrangements**

Host employers generally close down over Christmas/New Year, and most of you will take Annual Leave at this time. Your host employer may want you to work for all or part of that period and/or be on standby for callouts.

You should discuss your Annual Leave intentions with your host employer well before the holidays start. You need to complete and have your host employer sign your Leave Application for the Annual Leave that you wish to take over Christmas and New Year. Copies of the Trust's leave application form are in the back of your Timesheet Book.

## **Your Christmas Leave Application is due by 11 December!**

### **Apprentice Pay Arrangements**

There will be three pay days in the period just before Christmas.

**Wednesday 19 December.** For the week of Monday 10 to Sunday 16 December.

**Thursday 20 December.** For the 4 Statutory Holidays of 25 & 26 December 2007 and 1 & 2 January 2008 as well as Holiday Pay for your Annual Leave over Christmas.

**Monday 24 December.** For the week of Monday 17 to Sunday 23 December.

**Time sheets for 17 to 23 December are due by 5:30 pm Friday 21 December**  
**If you work 22 & 23 December your time sheet is due 9 am Monday 24 December**  
**This will help us "fast track" your pay so it is in your bank early on 24 December**

**The first pay for 2008 will be on Wednesday 9 January.** It will be for all work undertaken from Monday 24 December 2007 through to Sunday 6 January 2008.

***Please note these dates and plan your holiday finances!***

## **NIGHT CLASSES AT UNITEC**

One of the changes Unitec recently announced was a trial Night Class for apprentices needing assistance and advice with correspondence and other aspects of their studies. This is a welcome move, but very few Unitec apprentices have made use of the class. It is a great opportunity for you to get into this, and with some tutors on hand to help. Classes resume early 2008, so check it out, get it done and earn those fees refunds!!

## TRUST APPRENTICES WORK SAMPLES FROM UNITEC

Some examples of sheet metal projects by Trust apprentices at Unitec.



## 2007 GRADUATION AND ANNUAL AWARDS AND PRIZEGIVING

This will be held on Friday 14 March 2008 at North Harbour Stadium in Albany. This year there could be up to 76 graduates; depending on some Level 3 apprentices who have yet to complete their final block courses between now and then. This is the largest number of graduates the Trust has ever had in any one year.

Trust apprentices who complete all requirements for either or both of their National Certificates in Plumbing and Gasfitting are invited to Graduation, together with their family. They are each formally presented with their Certificate of Completion.

Nominations for annual awards and prizes for apprentices at all levels will be sought from host employers and training providers by the Trust's Selection Panel early in 2008.

Graduates in Plumbing and Gasfitting are also eligible for other awards and prizes specifically for graduates. These are also announced and presented at Graduation.

## REGISTRATION EXAM RESULTS BY TRUST APPRENTICES

Analysis of the exam results for November 2006 and June 2007 shows that overall:

In November 2006; 39 % of all candidates passed Plumbing and 52% passed Gasfitting.  
In June 2007; 26 % of all candidates passed Plumbing and 66% passed Gasfitting.

The biggest group of candidates are those trained in NZ; this includes Trust and other apprentices. Some apprentices decide to sit their Registration Exams whilst an apprentice; others prefer to do so after they have gained their National Certificates. Trust apprentices who sat these exams achieved the following results:

### November 2006:

37 of the 67 who sat passed Plumbing; a 55% pass rate. They included 2 Level 1 apprentices, 19 Level 2 and 16 Level 3.

22 of the 38 who sat Gasfitting passed; a 58% pass rate. They included 6 at Level 2 and 16 at Level 3.

**June 2007:**

12 of the 30 who sat Plumbing passed; a 40% pass rate. They included 7 at Level 2 and 5 at Level 3.

13 of the 15 who sat Gasfitting passed; an 87% pass rate. They included 6 were Level 2 and 7 Level 3.

## **SEEN ON TWO (DIFFERENT) PLUMBERS TRUCKS AROUND TOWN!**

"We repair what your husband fixed!"

"Don't sleep with a drip.....call your plumber!"

## **LIMITED CERTIFICATES AND APPRENTICESHIPS**

All Trust apprentices are advised in writing when they either resign before completing their apprenticeship or leave on completion of their Fixed Term Agreement that their Limited Certificate held whilst employed by the Trust will then be cancelled.

They are advised they must obtain a replacement Limited Certificate from the PGD Board in Wellington if they intend remaining employed within the industry. It seems some have not done so, and now have added complications in their professional life.

Former apprentices who have not gained their National Certificates but wish to gain Registration must complete a further 5 years as the holder of a Limited Certificate.

In effect this means that any former apprentice who does not gain their National Certificates must complete a further 5 years holding a Limited Certificate before they can sit their Registration Exams; ie their time holding a Limited Certificate whilst an apprentice does not count towards that 5 year time requirement.

## **CORRESPONDENCE, WAGE INCREASES AND REFUNDS OF FEES**

The Trust recently made some changes to its policies. From 5 November 2007:

Completion of correspondence is no longer a criterion for an increase in wage level. You are now paid at least the minimum wage for your level of training, provided you have completed all previous Q courses and all previously scheduled OSH courses.

When you complete your next Q course, provided you have also completed all scheduled OSH courses as well as all that and lower level correspondence by that date, you will be eligible for a refund of a % of your enrolment fees for that level.

Level 1 apprentices who are eligible will be refunded **40%** of their fees, Level 2 apprentices **70%** and Level 3 apprentices **100%**. To be eligible for these refunds you must still be employed by the Trust at the time you apply for your refund.

These changes provide real incentives for you to remain with the Trust and your host employer, complete your apprenticeship in both plumbing and gasfitting, as well as be financially rewarded for completing your correspondence.

## **BACKFLOW AND LIMITED ELECTRICAL TRAINING COURSES**

From 1 January 2008 the Backflow Prevention course and the Limited Electrical Certificate training course will both become elective courses. You do not necessarily have to do them whilst an apprentice.

Provided you remain with the Trust until you gain both your National Certificates in Plumbing and Gasfitting and complete your Fixed Term Agreement you will be able to undertake both these courses within a 1 year period following completion of your Fixed Term Agreement and have the costs of this training paid by the Trust.

## **PLUMBING, GASFITTING AND DRAINLAYING AT CPIT**

A second new plumbing, gasfitting and drainlaying facility is now being built at CPIT in Christchurch; this expansion will provide for both Pre trade and Apprentice courses.



Tutors Phil Mitchell, Blair Maguire, Ritchie Gorrie and Wayne York



Phil Mitchell and the additional new facility taking shape

## THE TRUST'S EXPECTATIONS REGARDING CORRESPONDENCE

From 5 November 2007 completion of correspondence is no longer a criterion for an increase in wage level. From that date completion of correspondence can however qualify you for a refund of fees of between 40 and 100%.

*These changes regarding correspondence do not mean that you no longer have to progress correspondence; this is still a requirement of all Trust apprentices!*

These changes mean firstly the wage level you are now paid at does not depend on how much correspondence you have completed. Secondly, you are now rewarded financially for completing each level of correspondence within a specified timeline.

The Trust still expects and requires each of you to progress correspondence - it is an integral part of your studies for your National Certificates in Plumbing and Gasfitting. It is also an important part of your preparation for your Registration Exams.

**Pre Trade Graduates.** Special arrangements are needed for Trust apprentices who, prior to their apprenticeship, did a Pre Trade Course at Unitec, CPIT or Wintec.

Unitec and CPIT Pre Traders do not attend Level 1 block courses, and so you may not have completed Level 1 correspondence. You are still required to complete these Level 1 modules. By doing so you will also become eligible for a refund of fees at each of Levels 2 and 3. You need to complete Level 1 and other correspondence as well as all OSH courses by the time you complete the Q course at each of these levels.

Wintec Pre Trade graduates do not attend the 1A block course but have been able to progress Level 1 correspondence during the remainder of Level 1 training. You also need to complete any outstanding Level 1 Trust OSH courses. You are then eligible for a refund of Level 1 fees on completing your 1Q.

## APPLYING FOR A REFUND OF ENROLMENT FEES

As you complete each of your Q courses after 5 November you should check if you have already completed all correspondence and all scheduled OSH courses. If so then you are eligible for a refund of fees.

Your Q Block Course Report needs to show that you have completed all course requirements **AND** all correspondence modules up to and including that level.

You can check your OSH course status on the portal or by calling your Area Coordinator.

If confirmed then please send your Area Coordinator your receipt for your fees from whichever training provider you attended for that level's training.

*Note: Some of you have undertaken the correspondence assignments, sent them in for marking but have not completed any additional exercises that the markers advised you needed to do to have that assignment marked off as Complete!!*

Level 3 apprentices who joined in 2005 or earlier and who undertook the previous Trust OSH training at that time are exempt from having to complete the 2 present Level 1 OSH courses for wage increase purposes.

If you want to complete them, and so qualify for your Level 1 National Certificate in Occupational Safety and Health, then please contact Natasha at the Trust.

### **ELECTRONIC MAILBOXES**

Since 1 November the Trust has been emailing your weekly wage slips, letters and other communications to your own electronic mailbox it created for you in September.

To access your mail you must have registered on the Apprentice Portal. This was set up in December last year, and most of you have since done so. Some have yet to do this; a copy of the Instructions on Registration is available from your Area Coordinator.

### **NEW! - THE TRUST APPRENTICE TRAINING PROFILE**

When you applied for employment with the Trust you had to provide your Curriculum Vitae. It was used to help place you with your first and any subsequent host employer.

The Trust has now introduced a Training Profile for each of you. This documents your training and employment history with the Trust. The content is based on your employment and training records on the Trust's database up to the date it is printed.

The Profile also lists other information such as what courses and correspondence you have completed, and any awards and prizes you might have received.

Trust graduates will be provided with a final copy when they graduate from the Trust. They can show it to any potential future employer as a record of their training, employment and overall achievements during their Trust apprenticeship.

Your Profile will be used to help place you if you are ever handed back, nominated for an award or prize or considered for a Scholarship of any sort. It will also be available to your host employer upon request to help them monitor other aspects of your apprenticeship besides the on job training and work experiences they provide you with.

### **HOW BIG IS YOUR TRUST TOOL ACCOUNT BALANCE?**

If you need to know how much you owe on your Tool Account, please call Andrea or Myra on 0800 18 78 78. This information cannot be printed off on your wage slips.

### **SENDING IN YOUR CORRESPONDENCE ASSIGNMENTS TO THE TRUST**

Those of you enrolled at Unitec presently mail in your correspondence assignments to your Area Coordinator. They record receipt of these in the Trust database and then send them on to Unitec where they are marked and returned to you.

***Please now mail your assignments to the Trust's Office in Albany***

The Trust staff will record your assignments and mail them on to Unitec. Just change the address on the stamped addressed envelopes you have been given to use to mail your assignments to that of the Trust's Office Address ie

**Apprenticeship Training Trust  
PO Box 302 516  
North Harbour  
AUCKLAND 0751**

As and when you need more stamped addressed envelopes please contact your Area Coordinator. If you email your assignments, please now do so to [info@att.org.nz](mailto:info@att.org.nz)

The above changes do not affect those of you enrolled and attending block courses at CPIT in Christchurch. You do your assignments and have them marked in your weekly nightclasses at CPIT. Your assignments do not need to come to the Trust - your Area Coordinator Peter Diver records the results at CPIT.

## **STOP PRESS – UNITEC “RESIT” DAY TUESDAY 29 JANUARY 2008**

There are still over 35 Trust apprentices enrolled at Unitec yet to complete all requirements of a previously attended Q course. Some of you failed to attend the last “Resit” days in October, and have yet to qualify for your wage increase. The Trust expects you to attend this, and get your apprenticeship and wages back on track!!



## **THE APPRENTICESHIP TRAINING TRUST**

**A charitable trust established in 1991**

***“Providing opportunities for people to train  
and become successful tradespeople”***

**PO Box 302 516, North Harbour, North Shore City 0751  
Phone: 0800 18 78 78 Fax: 0800 68 68 48**

**[www.att.org.nz](http://www.att.org.nz)**

***“I cannot teach anybody, anything  
I can only make them think”***

**Socrates**