



APPRENTICESHIP TRAINING TRUST JUNE 2007 NEWSLETTER

INTRODUCING BOB THOMAS



Bob recently took over from Jan Marsh as the Area Coordinator for the Waikato and Bay of Plenty.

Bob is committed to apprenticeships, one of his sons did a plumbing and gasfitting apprenticeship through the Trust, and in earlier years Bob himself completed an electrical apprenticeship and qualified as a Registered Electrician.

Bob is based in the Industry Training Centre at Wintec's Avalon Campus in Hamilton. His contact details are:

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APPRENTICES WEBSITE PORTAL

This went live last December. Many of you have since registered and now use the portal to access your apprenticeship details eg to check the dates of block courses. You can also update your personal details and email your Area Coordinator. Details of how you register are enclosed with your copy of this Newsletter.

HOST EMPLOYERS WEBSITE PORTAL

This went live in April. This Portal enables you to update your own details as well as view all the training and employment records of your Trust apprentices. Details of how to register are available from your Area Coordinator.

TEXTING AND "HOT STUFF"

The Trust is now using text messaging to communicate with apprentices and host employers. Rather than a letter about your next block course, you and your class mates now all get a text to remind you of the start date (and to take PPE & tools!).

Texting will also be used to advise of other information. Rather than then mailing this out to you and your host employer, it will be put on the Portals as "Hot Stuff".

"Hot Stuff" is where information such as the Tool List, Leave Application Form, the House Rules, and the new Wage and Charge Out Scales are. Any of this material can be downloaded and printed off if necessary. To access Hot Stuff you and your host employer each need to be registered on the Portals.

KIWISAVER

This scheme will commence on 1 July 2007. It is a voluntary work based savings scheme designed to help New Zealanders save for their retirement. Full details of the scheme are on: www.kiwisaver.govt.nz and there is other information to help you decide what to do on www.sorted.org.nz. The Sorted Kiwisaver Decision Guide is enclosed with each apprentice's copy of this Newsletter.

From 1 July 2007 all employees aged from 18 to 64 will automatically be enrolled in Kiwisaver when they start a new job. They can "opt out", but only between weeks 2 and 8 after starting that job. Deductions from wages commence from the first payday. Employees who opt out will have their earlier deductions refunded to them.

Individuals need to make their own decisions about this scheme. An Information Pack about the Scheme is available from IRD. Employees joining the scheme have to choose to have either 4 or 8 % of their pre tax earnings paid into Kiwisaver. They also have to decide which scheme provider to invest their contributions with.

How Will This Work for TrustApprentices?

From 1 July 2007 each new apprentice aged 18 and above will be automatically enrolled in Kiwisaver. The Trust will give them a copy of the IRD Information Pack.

Deductions from pay will commence as soon as they start employment. An individual may "opt out" any time between 2 and 8 weeks after they join the scheme. If they do opt out their initial contributions will be refunded by IRD.

New apprentices aged under 18 are not automatically enrolled in the scheme but may choose to join. If they do they cannot later "opt out".

The Trust has decided not to have a preferred provider. Each apprentice who joins Kiwisaver will need to select their own scheme provider.

What About Existing Apprentices?

You may choose to join the scheme anytime from 1 July. If you want a copy of the Information Pack please call Rose on 0800 18 78 78 or email info@att.org.nz. Please note that if you do join you cannot later "opt out". If you don't join whilst employed by the Trust you will automatically be enrolled in Kiwisaver when you start your next job. If you join Kiwisaver whilst with the Trust your membership continues.

What Do I Do Now?

This was only a brief summary of Kiwisaver. You should find out more about this scheme so you make the right decisions for you!

Check out www.kiwisaver.govt.nz and www.sorted.org.nz for yourself!

A CONTRIBUTION FROM CHRIS WILSON PLUMBING LTD



What keeps our apprentices poor? For apprentice Richard Wilson it is, as you can see, his motor sport. Richard is currently racing this Mk1 Cortina, in a very competitive old school racing class called "Pre 65" @ the Taupo, Manfield & Pukekohe circuits. All these cars have to be built before December 1964, with original block, gearbox, bell housing & diff housing.

This makes for very interesting close racing, as there is only so much you can do to these old motors before they go bang. The class is wide & varied from Hillman Imps, Ford Anglias, Ford Cortinas, Eh Holdens, Valiants, Falcons & Mustangs.

Richard raced an Anglia last year winning one race in class, placings in others & getting Most Improved Driver for the year. He does all his own race prep & mechanical repairs. When not racing his own car, Richard crews for friends on the various Dunlop Targa rallies. This is with a Ford Cosworth Sierra. Any other spare time he has is spent helping his father, who is completing a MK1 RS2000 Ford Escort to also compete in the Targa Rally.

Richard is a Level 3 apprentice with the Trust. His host employer is his father's company Chris Wilson Plumbing Ltd. Richard thanks Brenda, his Area Coordinator, for shuffling course dates when race weekends & crew commitments clash & also his Dad for the on going support with work & with his spare time interest.

MANDATORY COMPLETION OF THE TRUST'S OSH PROGRAMME

The March 2007 Newsletter outlined changes to the Trust's OSH program, and how these would affect existing apprentices (who have already started the program) as well as new apprentices. You can read that Newsletter on line at www.att.org.nz

This program is compulsory for all Trust apprentices and you are paid whilst attending these courses. The program is compulsory because the Trust has a legal obligation to ensure that you, as a Trust employee, are adequately trained in occupational safety & health, and the Trust meets its obligations as your employer.

As an employee you also have legal obligations, and in particular you are required to:

- Take all practicable steps to ensure your safety while at work, including wearing, and appropriately using, suitable personal protection clothing and equipment
- Take all practicable steps to ensure no action or inaction of yours while at work causes harm to yourself or any other person

The term "work" used above includes when you are at block courses and other training courses, and for which you are paid to attend.

A small number of you have repeatedly not attended scheduled OSH courses. This is unacceptable, and disciplinary action has and will be taken if you blatantly ignore your responsibilities as an employee. There are genuine situations where you might not be able to attend a scheduled course eg a family wedding. Let the Trust know beforehand so alternative arrangements can be made.

Attendance at, and completion of, each of your scheduled OSH courses are now an additional criterion to qualify for an increase in wage level.

Which Ones Have I Done? You can check on your apprentice portal to see which courses you have completed as well as confirm the dates for the remaining ones.

Catching Up! You have until 1 October 2007 to complete any outstanding OSH courses you should have done by now in your apprenticeship. This is to allow time for those who are behind in your OSH training (for whatever reason) to catch up.

You have the next 3 months to complete your outstanding OSH courses and ensure that you are eligible for subsequent increases in wage level. You should contact Natasha now to arrange for a place on another group's scheduled OSH course. The present OSH courses in the program are:

1A	1 day	Workplace Safety
1B	1 day	Back Injury Prevention
2A	1 day	Work Safely at Height
2B	1 day	Best Practices at Work
3A	2 days	Confined Space Safety

Existing Apprentices (up to but not including those in Steel Group).

You will need to:

- complete your 1A & 1B OSH courses to qualify for an increase in wage level to L2
- complete your 2A & 2B OSH courses to qualify for an increase in wage level to L3
- complete your 2 day 3A course to qualify for an increase in wage level to L4

Having then completed the OSH program you will have also qualified for the award of your National Certificate in OSH at Graduation.

New Apprentices (starting from those in Steel Group)

You are now being scheduled for 2 days of OSH training at the same time as each of your 1A, 1B and 1Q block courses.

You need to complete all these 6 days of courses (and so qualify for your National Certificate on OSH) to qualify for an increase in wage level to L2. You should aim to do so by the time you complete your 1Q block course.

New apprentices who are Pre Trade graduates and exempt Level 1 training will need to complete their 6 days of OSH courses during their Level 2 training to qualify for an increase in wage level to Level 3. You should aim to do so by the time you complete your 2Q block course. If you have any queries contact your Area Coordinator.

KUDOS IN CORRESPONDENCE

Further congratulations to Victoria Marchant for her correspondence. Fred Jones at Unitec was so impressed with her recent work he sent it to the Trust to show us just how good it was. Well done Victoria for your consistently high standard!

Many other apprentices have been rewarded for the quality and the amount of correspondence they have completed in recent months. Sadly there are some who have still to realise how important this aspect of their training is and in preparation for sitting Registration Exams. Many others have, as well as also benefiting from increased wages that completion of correspondence qualifies them for.

OTHER HOST EMPLOYER AND APPRENTICE NEWS



Firstly - well done to Lee Nelhams and Tim Wall (a recent Trust graduate) from Ian Stephens Plumbing for their recent success at the Plumbing Industry Charity Event Skills Challenge at North Harbour Stadium.

Congratulations to Daren Thompson and Natalie Haines-Thompson of Tradelink Services on the recent birth of baby Nate. Similar congratulations to Andrew and Joanne Bachelor of Liberty Plumbing on the recent birth of daughter Elizah.

Finally - congratulations to Mark Tancell who married last Easter.

INFORMATION FROM THE REGISTRATION BOARD

The PGDB has written to the Trust about provision of assistance for examination candidates with disabilities. This can be provided where a candidate has either a long term or a short term (eg through accident or injury) disability.

Apprentices sitting the November 2007 Registration Exams and needing assistance must make prior application to the PGDB, no later than 14 September 2007.

A copy of the PGDB's policy on Special Assessment Conditions During Examinations is available from the Trust. An apprentice may have received special assistance from their training provider, however the PGDB has advised that does not necessarily mean that it will be provided by the PGDB during PGDB Examinations.

THE REPLACEMENT HOST EMPLOYER AGREEMENT

The Trust recently updated this document and circulated it to all present host employers. This is the document that each host employer signs prior to having a Trust apprentice seconded to them as a subcontractor. The Agreement itemises the arrangements under which this secondment takes place. Some content of the replacement agreement is new and clarifies various issues that can and do arise.

Occupational Safety and Health. The major changes in content are in OSH. These have been required to ensure there is no doubt as to the respective obligations of the Trust, the host employer and the Trust apprentice.

The "OSH Guidelines for the On-Hire Industry" outline the specific responsibilities of the Trust (referred to in the Guidelines as "the Agency"), the host employer ("the Client") and the apprentice ("the Temp"). These are:

As the Agency, the Trust: pays the apprentice to work at the workplace of the host employer. The Trust does not supervise the day to day tasks the apprentice performs, nor does the Trust control the place of work where the apprentice is required to perform the work.

Nevertheless, the Trust is still responsible as the employer to do all things reasonably practicable to ensure its employees are not harmed whilst at work. That is why the Trust now checks each host employer's OSH Plans as well as making sample OSH Plans available to prospective new host employers.

As the Client, the host employer: engages the Trust to provide the apprentice. The host employer controls the workplace where the apprentice is working, and is therefore required to:

- take all practicable steps to ensure the health and safety of the apprentices while at work;
- ensure the apprentice is not harmed by any hazard that is, or arises in, the place of work the host employer controls.

As the Temp, the apprentice: is an employee and is therefore required to:

- take all practicable steps to ensure their safety while at work, including wearing and appropriately using, suitable personal protection clothing and equipment;
- take all practicable steps to ensure no action or inaction of theirs while at work causes harm to themselves or any other person.

The replacement Agreement also now includes the specific requirements for the recording, investigation and reporting of accidents. Other changes are:

Apprentice Wages. The host employer determines each apprentice's wage rate subject to the wage scales and criteria for these set by the Trust.

Insurance Excess. Apprentices are personally liable for any excess payable in the event they are responsible for an accident involving a host employer's vehicle.

Weekly Employment. The minimum weekly chargeout is 40 hours when the apprentice is employed by the host employer (and not on training courses or leave).

Travel Reimbursement. Apprentices are paid (and host employers invoiced) for any work related travel that apprentices undertake in their own vehicle at the request of the host employer. This does not include apprentice travel between their home and work.

Meal Allowance. Apprentices are paid (and host employers invoiced) when an apprentice works in excess of normal hours at the direction of the host employer.

Private Arrangements. Host employers are not obliged to provide tool account facilities, pay enrolment or other fees, or loan apprentices money. If they choose to do so, it is in a private capacity for which the Trust will take no responsibility.

Subcontracting of an Apprentice. Prior approval of this is to be obtained from the Trust and under specified criteria.

Apprentice Handback. Host employers document the reasons for any handback.

Apprentice Transfer. Apprentices cannot resign from their employment as a subcontractor. They may apply to the Trust for a transfer, but only after discussing the reasons with the host employer. An offer of increased wages by another host employer is not a criterion for transfer. Apprentices will not be granted Leave Without Pay to do higher paid work with another industry employer.

UNITEC CORRESPONDENCE MODULES

An updated list of these modules and their availability is enclosed.



THE APPRENTICESHIP TRAINING TRUST

A charitable trust established in 1991

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

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