



APPRENTICESHIP TRAINING TRUST
DECEMBER 2008 NEWSLETTER

***MERRY CHRISTMAS AND HAPPY
NEW YEAR FROM THE TRUST!***

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REVISED NATIONAL QUALIFICATIONS

The last two editions of this Newsletter had details of the revised National Certificates in Plumbing, Gasfitting and Drainlaying. Please see www.att.org.nz

Unitec has started delivery of these; with Mint Group in September. Wintec, MIT and CPIT will commence delivery from January next year.

CHRISTMAS AND NEW YEAR ARRANGEMENTS

The Trust will close down from noon Wednesday 24 December 2008 until 8:30 am Monday 12 January 2009. During this period one of the Trust's management team will be "on call" to assist with emergency employment or training matters.

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

Please confirm your Annual Leave with your host employer and complete a Leave Application. This is on the Portal, and at the back of your Timesheet Book.

Signed Christmas/New Year Leave Applications are due Monday 1 December; your Holiday Pay will be paid before Christmas

Apprentice Pay. The pay days before Christmas and New Year are as follows:

- **Wednesday 17 December.** For the week of Monday 8 to Sunday 14 December.
- **Friday 19 December.** For the 4 Statutory Holidays of 25 & 26 December 2008 and 1 & 2 January 2009, and Holiday Pay for the days you are on approved Annual Leave over Christmas & New Year.
- **Tuesday 23 December.** For the week of Monday 15 to Sunday 21 December.

Time sheets for the week of 15 to 21 December are due 12 noon Monday 22 December; help us "fast track" your pay into your bank as early as possible on 23 December

First Payday in 2009. This will be Wednesday 14 January, and for all work undertaken from Monday 22 December 2008 to Sunday 11 January 2009.

NICK STRACHAN - NZ MARIST COLTS RUGBY TEAM

Nick is a Trust apprentice with Menzies Plumbing Group Ltd of Timaru. Whilst at Roncalli College he went to England on a rugby exchange programme at Hurstpierpoint College in Sussex. In his first full season of senior rugby playing as a flanker for Celtic in Timaru, 20 year old Nick has really stood out, and in

August this year he was selected for the NZ Marist Colts rugby team. He has since played 4 games - against Wellington Marist Development XV, both Tasman and West Coast Development teams and Christchurch Marist Colts.



Each year since 1974 a New Zealand Marist colts squad has been selected to tour, with 1 player from each of the 28 Marist affiliated clubs, plus invitation players from Marist clubs in Samoa, Fiji, Tonga, Brisbane and Sydney. These teams have helped many gain higher honours; former Wallabies captain John Eales was one, and Gordon Tietjens played at Number 8 in the first 1974 team.

Well done Nick, and best wishes for the future!

UNITEC eBooks - RECENT DEVELOPMENTS

The eBooks are a comprehensive resource for the plumbing, gasfitting and drainlaying industries. They are for use by both tradespeople and apprentices within the industry both here and overseas, as well as other interested parties.

Incorporated into the eBooks is a link to Standards NZ through which subscribers will have access to relevant Codes and Standards. They can view these online and, subject to conditions of use, print them off. The eBooks also provide a wide range of technical information from suppliers and manufacturers.

Check out the eBooks with a free two week trial at:

<http://plumbingonline.unitec.ac.nz>

Trust apprentices enrolled with training providers will have their subscription paid for by their provider. Those enrolled at Unitec (including those at Wintec) are now being subscribed into the eBooks whilst on A or B block courses. Those at CPIT and MIT will do so once arrangements are finalised with Unitec.

Codes and Standards: Given the eBooks link to NZ Standards the Trust has ceased issuing hard copies of Codes and Standards to new Trust apprentices.

You can now print off, via the eBooks, whatever you need at work in hard copy. You can also purchase hard copy versions through the Trust, and have the cost of these put on your Tool Account. A list of Codes and Standards and their prices is in "Hot Stuff" on the portal. To purchase any please contact Natasha at the Trust on 0800 18 78 78 or Natasha@att.org.nz

Correspondence: Correspondence modules are now available through the eBooks. Study Guides continue to be issued in hard copy (and are also available on the eBooks). These refer to your actual study activities, however these are no longer being issued in hard copy - you now access them in the eBooks.

LAPTOP PURCHASE

To use the eBooks you need internet access; just as you do for your payslips and other communications from the Trust. If you do not have internet at home you need to make other arrangements; Public Libraries provide free internet services, and there are the computer labs at Unitec, Wintec, MIT and CPIT.

Trust apprentices wanting a networked laptop for their studies can now purchase one through the Trust and have the cost added onto their Tool Account. Each laptop will have Windows XP or Vista, Adobe Reader, Adobe Flasher, AVG Antivirus, Open Office and PDF Creator installed.

The Purchase Order form and details of laptops on offer are on "Hot Stuff" on the portal; or contact Lilian at the Trust on 0800 18 78 78 or info@att.org.nz

ENROLLING (AND RE-ENROLLING) AT YOUR PROVIDER

You need to enrol for each of your Level 1, 2, and 3 studies. That process takes time, and it is not complete until you have paid your fees. If you decide to take a Student Loan that adds to the process; you have to apply, have it approved, and your provider also needs be advised of that approval.

Delay in completing enrolment will delay your studies; you will not be able to attend block courses or be subscribed into the eBooks until you do.

RETENTION BONUS FOR LEVEL 3 TRUST APPRENTICES

Some of you get to Level 3 and consider that the Trust has little left to offer you; you resign and move on to another employer. This is not what you should be doing; the Trust has much to offer you through your entire apprenticeship!

It is also not what your Trust apprenticeship is about! You signed up to complete a Trust apprenticeship in plumbing and gasfitting, and that is what both the Trust and your host employer are expecting of you.

If you resign before completing you are not eligible to graduate or receive a Certificate of Completion of Apprenticeship. You do not qualify for the 100% refund of Level 3 fees, or payment of your Backflow and Limited Electrical training that you can undertake within 1 year of completion.

The Trust and your host employer want you to complete your apprenticeship with us! As a further incentive for you to do so the Trust is introducing a \$2,000 cash bonus from 1 December 2008. This will be paid to all plumbing and gasfitting apprentices who complete their apprenticeship from that date.

Completion of your apprenticeship means firstly you remain employed by the Trust until completion of your Fixed Term Employment Agreement and secondly you have obtained both your National Certificates in Plumbing and Gasfitting.

The bonus will be paid (less tax) in your final pay on termination of employment.

Please note that your employment with the Trust comes to an end in either of 2 ways. The first is if you resign under Clause 8 of your Individual Employment Agreement; you resign giving the required 1 week's notice.

The second is when your Fixed Term Agreement comes to an end, and your employment is terminated by the Trust. This is covered in Clause 1.3.1 of your Individual Employment Agreement, and this is shown below:

1.3.1 This agreement will commence on the commencement date and will terminate, subject to the provisions of clause 8 below, when the apprentice completes 8000 working hours from the date of commencement, alternatively when the apprentice completes 500 working hours of time-served work experience after the date on which the employer receives written confirmation that National Certificates in both Plumbing and Gasfitting have been obtained by the apprentice, whichever comes sooner.

If you resign under Clause 8 and leave at 1 week's notice then you will not have completed either your Fixed Term Agreement or your Trust apprenticeship.

As you approach the end of your apprenticeship you need to check with your Area Coordinator as to when your Fixed Term Agreement will be terminated by the Trust. On that date your apprenticeship will complete, your IEA terminated and your employment ends. You will then be paid your final pay and any bonus that you may then be eligible for.

CPIT 2008 ENGINEERING AND ELECTRICAL AWARDS

Two Trust apprentices were among those who recently received awards.

Hamish Baldwin, who works for Bamford Plumbing of Moncks Bay, was the Best Year 2 Block Course/Night Class Plumbing and Gasfitting Apprentice. Hamish is also a competitive sailor and coaches at local youth sailing events. Earlier this year he was selected for a Rotary Leadership Training Program.



Hamish and Stuart Tait from Dux



Mike Bamford Hamish & Craig with Hamish's parents

Dane Willis, who works for McKay Moore Drainage of Cashmere, was the best Drainlaying Apprentice.



Dane with Andrew Thin from Marley



Dane, Craig and Tom MacKay

Well done and congratulations to both of you!

WELL DONE TO AREA COORDINATOR LORRAINE WILLIAMS!

Lorraine recently completed her NZIM Diploma in Management. An A grade average meant her name was placed on Unitec's Business School Roll of Honour.

2008 GRADUATION, ANNUAL AWARDS AND PRIZE GIVING

This will be held on Friday 27 March 2009 at the Rendezvous Hotel, Mayoral Drive, Auckland City. This year there will be around 80 graduates.

The Guest Speaker will be Kevin Biggar. Kevin and Jamie Fitzgerald were the first New Zealanders to reach the South Pole unsupported in early 2007.

In 2003 these men won the Trans Atlantic Rowing Race in record time. Kevin's book "The Oarsome Adventures of a Fat Boy Rower" has just been published.

COMPLETION OF APPRENTICESHIP AND GRADUATION

The criteria for these have been reviewed.

New Apprentices. New Trust apprentices employed from 1 January 2009 will need to complete either an 8000 hour apprenticeship (for plumbing and gasfitting) or a 4000 hour apprenticeship (for drainlaying).

To complete their apprenticeship, graduate and be presented with a Certificate of Completion they will need to complete their Fixed Term Agreement and obtain either or both of their National Certificates in Plumbing and Gasfitting or their National Certificate in Drainlaying.

In essence this means if a new Trust apprentice employed from 1 January 2009 subsequently resigns prior to completion of their Fixed Term Agreement they will not complete their Trust apprenticeship or be eligible to graduate.

Existing Apprentices. Starting from the 2008 Graduation in March 2009 next year existing Trust apprentices in plumbing and gasfitting who gain either or both of their National Certificates in Plumbing and Gasfitting and complete their Fixed Term Agreement will graduate and be presented with their Certificate of Completion of Apprenticeship.

Similarly existing Trust apprentices in drainlaying who gain their National Certificate in Drainlaying and complete their Fixed Term Agreement will graduate and be presented with a Certificate of Completion of Apprenticeship.

Other existing apprentices who gain either or both of their National Certificates in Plumbing and Gasfitting or their National Certificate in Drainlaying but who do not complete their Fixed Term Agreement will be presented with a Certificate acknowledging the National Certificate(s) they gained whilst employed by the Trust. Apprentices who resign prior to completing their Fixed Term Agreement will not receive a Certificate of Completion of Apprenticeship.

HOST EMPLOYERS - PAYMENT BY DIRECT DEBIT

Direct debits started in August 2008, and many host employers have taken up this hassle free option to pay their bills on time. Set it and forget it! No more cheques - your bill is paid automatically from your bank on the due date.

On receipt of your weekly invoice you still have 10 days to alter the amount if you need to before your account is automatically debited for the prior week's invoice. So you still have control over your funds! You can also call us on any query up to 2 days before funds are due to be deducted from your account.

If you would like to use this option of Direct Debits, please contact Myra on 0800 18 78 78 or Myra@att.org.nz to have a form emailed or posted out to you.

2009 DIARIES

Your 2009 Diary will shortly be distributed. It has a staff directory and a summary of key aspects of your apprenticeship for your ready reference.

INSURING YOUR TOOLS

The Trust recommends you insure your tools (as well as your other valuable possessions). An apprentice just completing Level 1 training recently had all his tools stolen. He had to replace these as well as purchase Level 2 tools; quite an expense - just on \$2,200! Hopefully he was insured for his Level 1 tools!

INDUCTION WORKSHOPS

The Trust has commenced holding Induction Workshops during A block courses at each of Levels 1, 2 and 3. These are to enable you to review relevant aspects of your apprenticeship, employment and career development.

Topics covered at Level 1 include rights and obligations of employers and employees, "good faith" in the workplace, wage and charge out rates and the Holidays Act. Level 2 & 3 topics include Registration & Craftsman qualifications.

Many of you will be self employed and employing others within a few years of graduating. Getting your head around the Holidays Act and "good faith" not only helps you understand the realities of being an employee now but also prepares you for when you are an employer with your own staff to lead and manage.

These workshops also allow you and other Trust staff to meet each other.

Auckland apprentices will have their inductions in the Trust's Albany office. Hamilton and Christchurch inductions will be attended by Auckland Trust staff as well as the local Area Coordinator. The pizza is good value too!

THE TRUST APPRENTICESHIP AND PRE TRADE QUALIFICATIONS

The Trust apprenticeship in plumbing and gasfitting is a time served one of 8000 hours, but the National Certificates that are part of it are competency based. Training providers where Trust apprentices enrol can have students complete these qualifications before the 8000 hour apprenticeship is complete.

This is particularly so when an individual has completed a Pre Trade program. There are a number of these, of varying content and length, around the country. Some providers allow individuals who have completed some to commence National Certificates studies in Plumbing and Gasfitting at Level 2 rather than Level 1.

Until now the Trust has paid and sub contracted these individuals to host employers as Level 2 apprentices. They have however been required to complete their other Level 1 Trust training; notably OSH and Level 1 correspondence.

This has not been entirely successful; moreover some apprentices have completed their National Certificates studies in as little as 2 years, and having only completed around 4000 hours of their actual apprenticeship.

The Trust does not see this as acceptable, and has made the following changes:

- Any new Trust plumbing and gasfitting apprentice employed from 1 January 2009 who has passed a Pre Trade program will enrol at whatever level of their National Certificates studies that their training provider's rules allow. This means most will start studies at Level 2, having been exempt Level 1.
- They will however be employed and paid as Level 1 apprentices by the Trust, and sub contracted to their host employers as Level 1 apprentices. They will also need to complete 8000 hours as an apprentice to complete their Trust apprenticeship in plumbing and gasfitting.

Prior completion of any Pre Trade program will remain a consideration in the recruitment of any individual for a Trust apprenticeship. Whatever time that might have been spent during a Pre Trade program on work experience will not be recognised towards the 8000 hours of the Trust apprenticeship itself.

WORLD SKILLS PLUMBING COMPETITION

Three of the seven plumbing apprentices who were regional finalists at the National Finals in Lower Hutt recently were Trust apprentices. They were Loren May of B H Heron Ltd in Henderson, Kerry Reardon of F B Hall Ltd in Hamilton and Anthony Baldwin of Laser Plumbing East Tamaki.

Anthony was placed third, and was presented with his Award by Dr Linda Sissons, CEO of Weltec.



Photo courtesy of the New Zealand Motor Industry Training Organisation Inc.

Anthony with other finalists during the competition:



Entry to this competition is open to persons of all ages in training or persons under the age of 22 who have finished their training. Plumbing competitors have to complete four practical exercises in a supervised workshop environment:

- An exercise in copper pipework.
- Manufacture a sheetmetal downpipe.
- Build a pipe layout in UPVC & polybuteline.
- Do a fusion welding piece

This year's winner is Peter Fuller of the NZ Army. He will represent New Zealand at the International World Skills Competition in Canada in September.

Congratulations to everyone who participated! Well done Anthony on third place as well as Loren & Kerryn for also making the Nationals; we are proud of you!

Well done and big thanks also to Ritchie Gorrie, a tutor involved with Trust apprentices at CPIT, and who was the World Skills Plumbing Project Designer.

WAGE INCREASES - Q AND OSH COURSE COMPLETION

More and more of you are completing OSH courses as well as the Assignment that forms part of that training and completed at your workplace. That has meant an encouraging increase in the numbers qualifying for a wage increase on completion of Q courses. Well done, the benefits of this are very evident!

Those with incomplete OSH courses should now have attended November's "Catch Up" courses. All existing Trust apprentices, except the new Mango group, should have completed all OSH training by December 2008.

Special arrangements for these few individuals who advised they could not do so will be made in early 2009. However those other few who have repeatedly failed to show up at scheduled OSH courses have now disadvantaged themselves - the only way you can now qualify for any increase in wages is join one of the new OSH block classes in 2009 if a spare place exists. Please contact Natasha!

KUDOS - GRADUATES IN OCCUPATIONAL SAFETY & HEALTH

Since June some 67 Trust apprentices have completed the Trust's OSH program and gained their Level 1 National Certificate in OSH. Congratulations guys, and thanks also to all these host employers for their support!

Kurt Stougie	Tapman	Steven Harrison	Plumbco
Heath Mason	Taupo Gas Company	Matthew Craig	Commercial Plumbing
Thomas Quarrie	Sumich P & D	Ben Johnson	K & B Plumbing
Brendan Tindall	Sumich P & D	Ryan Baxter	K & B Plumbing

Michael Powell	Knight Plumbers	Daniel Walls	MT Carroll Ltd
Morgan Skuse	A & D Plumbing	Aaron Bates	Aitkens Plumbing
Nick Strachan	Menzies Plumbing	Sam Antunovich	Waterworks
Morgan McChesney	C & K Plumbing Services	Andrew T Clarke	Integrity Gas
Reuben Harris	Mainstream P & G	Max Semmons-Russell	Marshall Plumbers
Scott Fergusson	Mr Plumber Auckland	Sharn Wenzlick	North Harbour Plumbing
Michael Allan	Cooke Plumbing	Walter Hitchins	Hamilton Plumbing
Greg Steunebrink	Cooke Plumbing	Scott McFarlane	Hamilton Plumbing
Shaun Evans	Cooke Plumbing	Ray Ellis	Arzion P & G
Simon Arblaster	Trade Services Ak'l'd	Gary Grantham	Kinsman Plumbing
Adam Sanderson	Topline Trade Services	Joshua Tilyard	Tilyard Plumbing
David Webb	Topline Trade Services	Daniel Pole	A J Withrington
Campbell Lindsay	Topline Trade Services	Tyler Antill	F B Hall
Eric Verwijmeren	Laser Plumbing East Tamaki	Edward Hanlon	Plumbco
Anthony Baldwin	Laser Plumbing East Tamaki	Robin Rudolph	W Mattson
Anthony Tuckey	Laser Plumbing Kerikeri	Patrick McGuire	Wharfe Brothers
Michael Sando	Laser Plumbing Tauranga	Michael Miller	Tebbutt Plumbing
Brett Stubbing	Illingworth Plumbing	Thomas Hoult	Plumbing Works
Richard Stubbings	Illingworth Plumbing	Kaha Lind	Plumbing Works
Kevin Jeffries	H W Coyle	David Raynes	Bevan Property Svcs
James McNeill	H W Coyle	Dean McManus	John Wolfsbauer Plg
Philip Singh	H W Coyle	Allan Miller	Plg & Gas Works
Steven Kirk	H W Coyle	Paul Grubb	McMinn Plumbing
Hayden Lindsay	H W Coyle	Simon Robertson	McMinn Plumbing
Royce Parker	R L Jeffries Plumbing	Mark Smith	Papamoa Plumbing
Riki Vaatuitui	R L Jeffries Plumbing	Bhavin Nathu	Ian Brierly Plg
David Vanderlinden	B H Heron	Andre Erasmus	Arrow Plumbing
Rishendra Singh	B H Heron	Joel Eddington	J C McCall
Stuart Brown	B H Heron	Mathew Clark	J C McCall
Paul Burns	B H Heron	Paul Fredric	J C McCall
Karl Ward	Watkins Plumbing Services		

REVISED LEVEL 3 OSH QUALIFICATION

From 2009 new Trust apprentices will complete a Level 3 National Certificate in OSH. Delivery will take place in a week long block course held the week after each new group's 1A block course in Auckland, Hamilton or Christchurch.

Almost all existing Trust apprentices have now completed the present Level 1 qualification. Those originally scheduled to do so next year have been "fast tracked" and will complete their remaining training this year.

REACTIVATION OF SHARED APPRENTICESHIPS

Tougher economic times have put pressure on host employers. There have been some handbacks, but host employers have gone to great lengths and taken various initiatives in an effort to avoid these. The Trust thanks them sincerely!

The Trust also needs to respond to these changing times, and as a first step has reactivated "shared apprenticeships" for both new and existing apprentices.

When the Trust was formed in 1991 it was common for 2 or more local host employers to share a Trust apprentice - this meant that any one employer faced with a downturn in work could move the apprentice on to another who had work. The apprentice was usually kept fully employed, moving between employers.

Over the years that system has changed - today many host employers keep, and moreover want to keep their Trust apprentice(s) throughout their training, and then employ them on graduation. However times have also changed!

Shared Apprenticeships - helping individual host employers facing a shortage of work!

Each host employer will continue to provide training and on job work experience to the one or more Trust apprentice(s) subcontracted to them. However they now have the option of sharing any or all of them - with other local employers that they know, and with whom they form a working arrangement.

Each employer needs to be approved by the Trust and sign the Trust's Host Employer Policy Agreement. The minimum period a "shared" apprentice is with any one "sharing" employer is one week. The apprentice is paid the same wage irrespective of which employer they are working for.

The apprentice completes a weekly time sheet as usual, and names the employer they work for that week on it. The apprentice remains formally subcontracted to the original host employer, and can be handed back at one week's notice.

NEW APPRENTICES. A shared apprenticeship is another way of taking on a new apprentice; just as it was when the Trust first started! You might not have enough work for a full time apprentice right now; however the industry needs to sustain the numbers of future tradespeople under training.

There is no shortage of high quality candidates seeking a Trust apprenticeship; so take advantage of the talent on hand.....and before it goes to other trades!

Join up with some other local employers and share that new apprentice among you; it's a proven system that works well for everyone involved.

Shared Apprenticeships - for taking on a new apprentice and keeping industry training going!

Someone once gave you that opportunity to train.....do the same to someone who wants to join your industry and has got what it takes!

If you don't who will; under 20% of employers in this industry train apprentices, so where will the plumbers, gasfitters and drainlayers of the future come from?

Host employers - please contact your Area Coordinator for their assistance in setting up shared apprenticeships for both your existing and new apprentices.

PERSONAL PROTECTION EQUIPMENT AT BLOCK COURSES

Recent reports of Trust apprentices not wearing Personal Protection Equipment (PPE) during block courses are a concern. The Trust takes a very proactive stance on all aspects of OSH. Your Individual Employment Agreement (IEA) and House Rules require you to comply with "best practice" and OSH legislation.

The Trust invests considerable resources in your OSH training. It also provides you with a complete set of PPE, including safety goggles, ear muffs, welding goggles, safety boots, hard hat, high visibility (Hi Viz) vest, overalls and gloves.

You are required to maintain these items and have them available at all times whilst at work, including block or other training courses. Under your House Rules tutors can direct you to stand down from training without pay until you are fully equipped to carry out your assigned work.

Reports of safety boots not being worn in workshops and welding goggles not being used in welding bays are a real concern. The Trust's expectations are that you and your tutors will work together to ensure everyone complies with OSH procedures, especially those needed in hazardous workshop areas.

JUNE 2008 REGISTRATION EXAMINATION RESULTS

One requirement of the Plumbers, Gasfitters and Drainlayers Board (PGDB) for Registration is to pass a three hour written Registration Examination. These are held twice a year and full details are on www.pgdb.co.nz

The overall June 2008 Registration Examination Results were as follows:

	Candidates	Passes	Pass rate
Plumbing	169	21	12.43%
Gasfitting	85	46	54.12%

Apprentices may sit these examinations and some do. Trust apprentices are not required to sit Registration examinations whilst an apprentice; the decision to sit is a personal one by them, and you make your own application (to the PGDB)

to sit, pay the exam fees and study for them. You are far more likely to pass, either as an apprentice or subsequently if you have done your correspondence.

Pass rates of present and former Trust apprentices compared to the overall results of all candidates and those in formal training are shown below:

	Nov 2006	Jun 2007	Nov 2007	Jun 2008
Plumbing:				
Overall	39%	26%	35%	12%
Formal Training	43%	26%	36%	14%
Trust	42%	30%	19%	19%
Gasfitting:				
Overall	52%	66%	77%	54%
Formal Training	50%	65%	78%	56%
Trust	51%	87%	91%	50%

The next table shows pass rates for Level 1, 2 and 3 Trust apprentices and former Trust apprentices holding National Certificate on each of the last two occasions:

	November 2007:			June 2008:		
	Sat	Passed	% Pass	Sat	Passed	% Pass
Plumbing:						
Level 1	2	1	50	0	0	0
Level 2	10	6	60	4	0	0
Level 3	25	3	12	11	2	18
National Certificate	16	0	0	6	2	33
Overall	53	10	19	21	4	19
Gasfitting:						
Level 1	1	1	100	1	0	0
Level 2	10	9	90	7	4	57
Level 3	11	10	91	4	2	50
National Certificate	0	0	0	2	1	50
Overall	22	20	91	14	7	50

RECORDING YOUR CORRESPONDENCE ASSIGNMENTS

For the last 3 years you have sent these to the Trust. After we record receipt they are sent to Unitec for marking and return. Some years ago delays in getting them marked and returned lead to the Trust doing this so we had reliable records to confirm your eligibility for wage increases. The system assumed your assignments were complete, and did not require rework when marked; that was not always so! Other developments have taken place, and so this interim system can now cease.

Bar coding now tracks assignment receipt, marking and return, and increasingly you are emailing your assignments direct to your tutors. Correspondence is also no longer compulsory for wage increases. Completion of each level's correspondence in time to qualify for a refund of fees now requires confirmation from your training provider.

Trust apprentices at Unitec and Wintec - please mail or email correspondence assignments direct to Unitec from now on!

Apprentices enrolled at CPIT - please continue to hand in your assignments to your tutors as you complete them during your weekly night classes.

Your correspondence record available on the Trust's portal will shortly be removed; Unitec Block Course Reports will continue to provide this information. You and your host employer can also contact your Area Coordinator to request a special "one off" report from your provider; for example, to prove eligibility for a fees refund.



THE APPRENTICESHIP TRAINING TRUST

A charitable trust established in 1991

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

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***“What I hear, I forget
What I see, I remember
What I do, I understand”***

Confucius