



## APPRENTICESHIP TRAINING TRUST MARCH 2008 NEWSLETTER

### **GRADUATION AND ANNUAL AWARDS AND PRIZEGIVING**

This will be held at North Harbour Stadium on Friday 14 March 2008. The Guest Speaker is the Prime Minister, the Rt. Hon. Helen Clark. She will also present each graduate with their Certificate of Completion of Apprenticeship.

This year there will be over 60 graduates; the largest number ever in the history of the Trust. Invitations have been mailed to all graduates and their host employers as well as those others involved in the presentation of awards and prizes.

### **WE HAVE MOVED!**

The Trust's Office is now at 12/34 Triton Drive, Albany. The mailing address, our 0800 phone and fax numbers, and our mobile phone numbers remain unchanged. The new DDI phone numbers for office staff are listed on the back of this Newsletter.

### **UNITEC CORRESPONDENCE MODULES**

Unitec has now completed the last Level 3 correspondence module, and they are all now available for use. Module 3.2 has yet to be distributed. Level 3 apprentices who have not been issued with any of the other Level 3 modules please contact Avril Malekar at Unitec on 09 815 4321 Extension 8151 or [amalekar@unitec.ac.nz](mailto:amalekar@unitec.ac.nz)

### **SAFETY GEAR AT OSH COURSES**

When you are at your OSH courses you must have your PPE gear; for some aspects of this training you are required to wear it. If you do not have it then you will not be permitted to undertake this training. This is for your own safety and protection as well as that of the training provider's staff and other Trust apprentices.

Under our House Rules you have some specific responsibilities regarding OSH, namely:

## **"OCCUPATIONAL SAFETY AND HEALTH**

Each apprentice is provided with personal protective equipment (PPE) on commencing employment with the Trust. This equipment includes safety goggles, ear muffs, welding goggles, safety boots, hard hat, high visibility (Hi Viz) vest, overalls and gloves.

The apprentice is expected to maintain all of these items and have them available at all times whilst at work and during block or other training courses.

The host employer or supervisor may direct the apprentice to stand down from work, block or training courses without pay until s/he is fully equipped to carry out their assigned duties."

## **WEDDING CELEBRATIONS**

Andrea Buckley, one of our two Payroll and Finance Administrators, has just married Daniel Mooney in an intriguing ceremony on Auckland Harbour on the restored tugboat William C. Daldy. The theme was medieval; as you can see from the photo of bride and groom.



Congratulations to you both, and lots of happy times together!

To quote the bride - she has got rid of Buckley's (luck) and become a Mooney!!

## **STUDENT LOANS AND TAX CODES**

Some of you take out a Student Loan to pay your enrolment fees. As you are working full time you will more than likely earn more than \$17,784 in any tax year ending 31 March. This amount is important; it is the income threshold set by IRD above which you are required to make loan repayments from your wages.

If you have a Student Loan then your tax code should be one of the following: M SL, S SL, SH SL or ST SL. To change your tax code you need to complete a new IR 330 - copies are available from the Trust Office.

If you have a Student Loan but an incorrect tax code then at the end of the tax year you could receive a bill from IRD for tax and/or student loan repayments that you had been expected to pay during that year.

Check this out; even if you are on only the minimum Level 1 apprentice wage of \$9.00 per hour, you can expect to be paid \$18,720 in the year; that is above the threshold, and so you would be liable for repayments even whilst progressing your apprenticeship!

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

Late last year the Trust made some changes to its policies. Since 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.

Also - if you have completed all that and lower level correspondence by the time you complete each Q course, you are eligible for a refund of a % of your enrolment fees for that level. Eligible Level 1 apprentices 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.

### **APPLYING FOR A REFUND OF ENROLMENT 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.

*Note: Some of you have undertaken 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!!*

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

*Note: 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.*

To then apply for your refund send your Area Coordinator your fees receipt from the training provider you attended for that level's training.

### **NIGHT CLASSES AT UNITEC**

Unitec has been trialling a weekly Night Class for apprentices needing assistance and advice with correspondence and other aspects of their studies. However attendance has been very poor and unless it improves, these classes might cease.

Behind in your correspondence? Looking for a fees refund? Wanting to work through your modules in a supportive learning environment? Preparing for your Registration exams? - these classes are an opportunity for you!

Set aside some time each week to achieve whatever your goal is, and get expert help from Steve Webb, one of Unitec's correspondence markers, who takes these classes. They are on Wednesday from 5:30 to 7:30 pm in the Gas Lab Building 98.

### **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 to obtain a replacement Limited Certificate from the PGD Board in Wellington if they intend remaining employed within the industry.

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.

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

From 1 January 2008 the Backflow Prevention course and the Limited Electrical Certificate training course have been elective courses for Trust apprentices. This means 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.

### **THE TRUST'S EXPECTATIONS REGARDING CORRESPONDENCE**

Completion of correspondence is no longer a criterion for an increase in wage level. Completion within set time frames can however qualify you for a refund of your fees.

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

Firstly they mean the wage level you are paid at does not now depend on how much correspondence you have completed. Secondly they mean you are now rewarded financially for completing each level of correspondence within a specified time.

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 may not have completed Level 1 correspondence. As a Trust apprentice however you are required to complete these Level 1 modules, and you also may 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 rest 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.

## **ELECTRONIC MAILBOXES**

The Trust now emails your weekly wage slips, letters and other communications to your own electronic mailbox it created for you in September last year.

To access your mail you must have registered on the Apprentice Portal. A few of you have yet to do this; a copy of the Instructions is available from your Area Coordinator.

## **YOUR TRUST APPRENTICE TRAINING PROFILE**

When you applied for employment with the Trust your Curriculum Vitae was used to help select you and then place you with your first host employer.

The Trust now has a Training Profile available for each of you. This documents your training and employment history with the Trust. The content is based on your records on the Trust's database. It also lists what courses and correspondence you have completed, and any awards and prizes you may have received.

Trust graduates are provided with a copy when they leave the Trust. They can show it to potential future employers as a record of their achievements with the Trust.

The Training Profile will be used to help place you if you are ever handed back whilst a Trust apprentice. It is also being used to review your achievements if you are nominated for an award or prize, or you are being considered for a Scholarship.

Your Training Profile is available to your host employer to help them monitor aspects of your apprenticeship besides the training and work experiences they provide you.

## **NEW! - YOUR TRUST APPRENTICE VISIT REPORT**

Each Area Coordinator is now able to print off a Visit Report for you and your host employer on completion of each of their visits to you.

This Visit Report records just where your training is at, including your block and OSH courses and correspondence module progress. It is also your record of any agreed goals and objectives that you need to achieve within specified time lines.

### **ARE YOU EARNING AS MUCH AS YOU COULD BE?**

Despite the recent changes in criteria for wage increases there are still some Level 2 and 3 apprentices on Level 1 rates of pay; this is because they have either not completed a previous Q course and/or previously scheduled OSH courses.

If you are one of these apprentices, then taken note; you are loosing out big time! By not completing your training courses when you were supposed to, you are at least \$2 an hour behind where you should be in your wages; that's \$80 a week before tax!

It might be even more that! Your host employer sets your actual wage rate, and you need to demonstrate to him what you are really worth. To do that you need to be completing your training courses, doing your correspondence, and working and behaving as if you are everything your host employer could ever hope for in an apprentice!!

Check your Q course and OSH course status on the portal to see if you are still outstanding any courses. The next "resits" at Unitec for those who have not completed a Q course are in April. You need to book in for these; contact Avril Malekar at Unitec on 09 815 4321 Extension 8151 or amalekar@unitec.ac.nz

Many of you have failed to attend one or more of your OSH courses; this means you need to undertake these missing ones to qualify for an increase in wage level.

Contact Natasha at the Trust to arrange for a place on the next available OSH course. You need to be quick; there are a number of you in this position, and spare places on the OSH courses are allocated on a "first come first served" basis!

### **KIWISAVER AND THE EMPLOYERS CONTRIBUTION**

From 1 April this year the Trust will be making an employer contribution of 1% of the gross earnings for each apprentice who is in Kiwisaver. This will increase to 2% in April 2009, to 3% in April 2010 and finally 4% in April 2011. At present there are 67 Trust apprentices in Kiwisaver.

### **NEW AREA COORDINATOR - CHRISTCHURCH CITY**

A new Area Coordinator has just been appointed to manage Trust apprentices and their host employers in Christchurch City. He will start with the Trust in mid March. Peter Diver will remain AC for all other South Island Trust apprentices and their host employers.

### **ADAM HANSON - STILL SHOOTING STRAIGHT!**

Adam Hanson of Takanini recently won the National 5 Stand Open Championship at Lower Hutt. Adam won this event outright. His competition included 30 overseas competitors, two of whom are ranked in the top 10 in the world.



In the High Overall All prize Adam equal scored with another competitor and had to shoot off for this title. Adam won this convincingly with a score of 24/25 and the other competitor 22/25. It was a very popular win, and gave Adam the National title in this his first year in open grade.

In the Sporting Clay Nationals a week later he came second in the AA grade (open to the top 15% of shooters). Adam has now been selected as the number one shooter in the NZ open team to compete at the Oceania Championship in New Caledonia over Easter. Well done Adam!

### **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.



## THE APPRENTICESHIP TRAINING TRUST

A charitable trust established in 1991

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

12/34 Triton Drive, Albany, PO Box 302 516 North Harbour, North Shore City 0751

Phone: 0800 18 78 78      Fax: 0800 68 68 48  
Email: [info@att.org.nz](mailto:info@att.org.nz)      Web: [www.att.org.nz](http://www.att.org.nz)

General Manager: John Berridge	DDI: 09 477 6041
Assistant General Manager: Renee Lubbe	DDI: 09 477 6042
Training Coordinator: Natasha Lepper	DDI: 09 477 6043
Training Administrator: Rose Revell	DDI: 09 477 6046
Apprentice Administrator: Lilian Yee-Joy	DDI: 09 477 6040
Finance & Payroll: Andrea Mooney	DDI: 09 477 6044
Finance & Payroll: Myra Robles	DDI: 09 477 6045

**Area Coordinators:**

Ross Cornes; Northland and North Auckland	Mobile: 0274 769 306
Lorraine Williams; Metro and South Auckland	Mobile: 0274 769 309
Bob Thomas; Waikato and Bay of Plenty	Mobile: 0274 769 310
Peter Diver; South Island	Mobile: 0274 769 305

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

*“Live as if you were to die tomorrow*

*Learn as if you were to live forever”*

**Ghandi**