



APPRENTICESHIP TRAINING TRUST SEPTEMBER 2008 NEWSLETTER

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FINALIST - WESTPAC ENTERPRISE NORTH SHORE BUSINESS AWARDS

The Trust is one of three finalists in the "Employer of Choice" category in the above awards for 2008.

This was the first time for some years that the Trust had entered these Awards and we were thrilled to be selected as a finalist.

There were 12 categories for these Awards; "Employer of Choice" was one. There were 115 entrants in all 12 categories, and 29 finalists.



NATIONAL CERTIFICATES IN PLUMBING, GASFITTING & DRAINLAYING

Initial details of the revised qualifications that are replacing the present versions were in the last edition of this Newsletter. This is available on line at www.att.org.nz

The revised Level 4 Plumbing qualification has 219 credits; the previous version had 192. The revised Level 4 Gasfitting qualification has 171 credits, up from 134. Some Unit Standards are common to both qualifications and so the total number of credits in Plumbing and Gasfitting is 323. The Drainlaying qualification is now Level 4 with 135 credits; the previous version was Level 3 with 86 credits.

Transition arrangements mean that from 31 December 2008 all new apprentices will commence the revised versions of these qualifications.

Present apprentices also have until 31 December 2011 to complete the present versions of these qualifications. The Trust has made application to have that date extended to 31 December 2013. This is to ensure Level 1 apprentices who start in 2008 are able to complete their training in time, as well as provide some reprieve for any apprentice who takes time out; for example to help build the new family home.

The Trust has sought details from the 4 training providers it will be using in 2009 about firstly what happens to present apprentices, and secondly how and when delivery of the revised qualifications will start.

Present Apprentices. All present Trust apprentices will continue their studies for the existing National Certificates in which they are presently enrolled at Unitec or CPIT.

Present Trust apprentices who undertake off job training at Wintec will also continue their studies for the existing National Certificates. They will do so under the formal agreement between Unitec and Wintec that means Trust apprentices in the Waikato, Bay of Plenty and the lower North Island enrol at Unitec but undertake their block courses and night classes at Wintec's Avalon campus in Hamilton. This training is the same, and is delivered in the same way, as it is at Unitec.

As present apprentices complete each level they will re-enrol for the next level of the existing qualifications until they complete and gain their National Certificate(s).

New Apprentices. In 2009 the Trust will be using Unitec (including Wintec as outlined above for Waikato/Bay of Plenty apprentices), MIT and CPIT as training providers for the National Certificates in Plumbing, Gasfitting and Drainlaying.

That means that from now on all new Trust apprentices will start studying for the revised qualifications with whichever of the above training providers they enrol with.

Unitec. Unitec's program for plumbing and gasfitting will involve up to 22 weeks of block courses spread over a 4 year program - 6 weeks at each of Levels 1 and 2, and 10 weeks at Level 3. Unitec is also intending greater collaboration with employers regarding what training and work experience each apprentice is receiving on the job as they progress through the various levels of their apprenticeship.

This will enable Unitec to streamline the time an individual apprentice may need to spend at block courses. Where their employer can confirm they have already covered the subject matter "on the job" they may not have to attend those related sections of particular block courses. Apprentices who complete the distance learning modules that they will in future access through the Unitec E book will also benefit by not having to undertake various of the exams and tests on Q courses.

At each of Levels 1 and 2 there will A and B block courses, each of which is 2 weeks long involving teaching and learning. A 2 week Q block course will then involve formal assessment of Unit Standards for both qualifications. A similar pattern of training will take place at Level 3 but with two further 2 week long Q courses during which most of the formal assessments of the Unit Standards for the relevant National Certificate will take place; one course is for Plumbing and the other for Gasfitting. Unitec apprentices will also have weekly night classes throughout the year.

Irrespective of whichever training provider Trust apprentices enrol with for their National Certificates (and whatever requirements that provider might make of its own students regarding completion of distance learning) Trust apprentices will be required by the Trust to complete the Unitec distance learning modules. That will then also qualify them for advancement, wage increases and refunds of their enrolment fees.

Trust apprentices enrolling at Unitec from now on and who will be undertaking their 1A block course before Christmas will transition to the revised qualifications. The content of the "old" and "new" 1A block courses are similar, and so with a small amount of additional study these apprentices can subsequently complete all requirements for Level 1 training for the revised qualifications.

Drainlaying. Unitec will be extending the drainlaying program for the revised qualification from 12 to 18 months and including an additional new block course. Practical assessments will still all take place on a final 1 week Assessment course.

Waikato Institute of Technology. New Trust apprentices in the Waikato, Bay of Plenty and the lower North Island will continue to enrol with Unitec, but undertake their off job training at Wintec. This training will commence in February 2009 and be the same as that at Unitec. Trust apprentices attending block courses at Wintec will also be required by the Trust to complete the Unitec distance learning modules they will access through the Unitec E book.

Manukau Institute of Technology. MIT's program for plumbing and gasfitting will involve 22 weeks of block courses, and for Level 1 there will be 3 block courses. Their 1A and 1B will each be 3 weeks long and involve only teaching and learning. These will be followed by a two week 1Q block course that will include formal assessment of Unit Standards for both qualifications.

A similar pattern of training will take place at each of Levels 2 and 3. MIT apprentices will have weekly night classes throughout the year, and will also be required by both MIT and the Trust to complete the Unitec distance learning modules they will access through the Unitec E book.

Christchurch Polytechnic Institute of Technology. CPIT's program for plumbing and gasfitting will involve 18 weeks of block courses. For Level 1 there will be 3 block courses; the 1A and 1B will each be 2 weeks long and involve teaching and learning. These will be followed by a two week 1Q block course for formal assessment of Unit Standards for both qualifications. Level 2 and 3 training will be similar.

CPIT apprentices will have weekly night classes throughout the year. They will also be required by both CPIT and the Trust to complete the Unitec distance learning modules they will access through the Unitec E book.

Transferring to the Revised Qualifications. Under the Transition Arrangements apprentices studying for the present qualifications can transfer to the revised qualifications. However this presents some very real difficulties for the training providers if some but not all of a particular class want to do so and the others do not.

Because of the increased content of the revised qualifications and additional new topics such as OSH, customer services and communications, the content of the same block course may differ between the two versions of the qualifications. Any apprentice transferring to the revised qualifications will also need to complete all the additional Unit Standards in these.

Trust apprentices who consider transferring should check with their training provider. Provided their training provider can make provision for them to complete all the new and additional Unit Standards on the revised qualification then they can do so.

This will involve considerable additional study by the apprentice, depending on just where they are in terms of completing their present qualification(s). Training providers may also not be able to cater for alternatives streams of existing apprentices wanting to leave their present group (progressing the present qualifications) and join up with another class progressing the revised versions.

MANUKAU INSTITUTE OF TECHNOLOGY - MAHUNGA DRIVE FACILITY

MIT's new plumbing, gasfitting and drainlaying training facility in Mangere is rapidly taking shape under Jim Roskvist's and Ron Heywood's eagle eyes! This purpose designed facility was recently visited by Trustees and Trust staff as it nears completion.



The building is 2000 square metres, and has a number of Smartboard and computer equipped classrooms. Other facilities include a gas lab, plumbing workshop with work bays and benches, solar working area, roofing area, sheet metal room and welding bays.

There is carparking on site, as well as potential for further expansion and development.



Well done MIT; let training commence!

CHRISTMAS AND NEW YEAR ARRANGEMENTS

The Trust's Office will close down from noon Wednesday 24 December 2008 until 8:30 am Monday 12 January 2009. 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 Applications. Most host employers close down over Christmas and New Year. That Close Down can be for varying lengths of time - last year it ranged from 2 up to 6 weeks. Most of you will want to take Annual Leave at this time; however some host employers may want you to work and/or be on standby for callouts.

You should discuss your Annual Leave with your host employer well before the holidays start, and then have your host employer approve and sign your Leave Application for Christmas and New Year.

Signed Christmas/New Year Leave Application forms must reach the Trust by Monday 1 December; your Holiday Pay will then be paid before Christmas

The Trust's leave application form is on your Apprentice Portal. There are also copies in the back of your Timesheet Book.

Apprentice Pay Arrangements. There will be three pay days just before Christmas:

- **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 and 1 & 2 January as well as Holiday Pay for your Annual Leave over Christmas & New Year.
- **Tuesday 23 December.** For the week of Monday 15 to Sunday 21 December.

We need your time sheets for the week of 15 to 21 December by 12 noon Monday 22 December; so we can "fast track" your pay that day!

The first pay day for 2009 will be Wednesday 14 January. This will be for all work undertaken from Monday 22 December 2008 to Sunday 11 January 2009 inclusive.

MANAGING YOUR ANNUAL LEAVE

Trust apprentices are entitled to 4 weeks Annual Leave each year. Under your Individual Employment Agreement you take all of this in the 12 months after you become entitled to it; you cannot carry over any Annual Leave to the following year.

To understand and manage your Annual Leave you need to know your Anniversary Date. This is the date you commenced employment with the Trust. You can check this date in your employment records on your Apprentice Portal.

You become entitled to your first 4 weeks of Annual Leave on your first Anniversary Date ie 12 months after you started your employment with the Trust. For example; if you started with the Trust on 1 June 2007, you became entitled to 4 weeks (20 days) Annual Leave on your first Anniversary Date of 1 June 2008. You should then take all those 20 days of Annual Leave during the following 12 months ie between 1 June 2008 and 30 May 2009.

However like most employers, the Trust allows its employees to accrue annual leave. This means you do not have to wait 12 months before you can take any of that Annual Leave. Instead you accrue 1.67 days of Annual Leave for each month you are employed by the Trust. You start doing this as soon as you are employed; so that after 12 months of employment you will have accrued a full year's entitlement ie 20 days.

During each of your Leave Years ie from one Anniversary Date to the next, you can take Annual Leave up to the amount you have accrued in that year.

For example; after 3 months you would have 5 days accrued, and could take up to this amount if you wish to do so and your host employer approves it. After 9 months you would have 15 days accrued and could take up to this amount (less any already taken?).

Managing your Annual Leave Carefully! If you take most or all of your Annual Leave during the year, you may not have enough to last you at Christmas and New Year when your host employer closes down and you also want to take Annual Leave.

If you have taken all your accrued Annual Leave before then, then your only option is to take Leave Without Pay over that period; you cannot take Annual Leave in advance!

Your leave entitlements are on each week's wage slip. They are in the Trust's payroll systems, and because they continually change over time they cannot be on the portal.

WORLD SKILLS PLUMBING COMPETITION

The World Skills Plumbing Regional Competitions were held on Saturday 21st June 2008. Entry to these competitions is open to persons of all ages in training or persons under the age of 22 who have finished their training.

All 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

Two Trust apprentices who competed in the Regional Competitions were chosen to represent their regions at the Nationals. Firstly Loren May of B H Heron Ltd in Henderson will represent Auckland



Secondly Kerryon Reardon of F B Hall Ltd in Hamilton will represent the Waikato.



Loren and Kerryon now compete with the other regional representatives at the National World Skills Plumbing Competition in Wellington from 18 to 20 November.

The winner will go on to represent New Zealand at the International World Skills Competition in September 2009 at Calgary in Canada. Held every two years, this competition act as an international audit of skill standards in over 48 countries.

The worldwide demand for well-trained and committed young people has never been higher. The benefits for competitors are:

- Self-confidence and practical skills from their participation are increased.
- Competitors have tangible evidence of their workplace abilities.
- They learn to set goals and excel in other facets of their lives.
- They learn to work under pressures of time, quality of product and performance.

Congratulations to Loren & Kerryn for making the Nationals; we are proud of you both, and Good luck in the Finals!

YOUR ELECTRONIC MAIL BOX

The Trust no longer physically mails wage slips and other communications to you. Instead it sends these to you by email - to the individual electronic mailbox the Trust sets up for you and each other Trust apprentice to use whilst with the Trust.

A typical mailbox has an address such as brad.pitt@apprentices.att.org.nz

Note - you might not have known what Brad did some years ago before he became an actor and married Angelina - silly chap, look what he is missing!!

Most of you are using your mailbox but some are not. One facility of the mailbox is automatic forwarding. You can set it up so that all mail into your Trust mailbox is sent on to your hotmail, Xtra or other mailbox you prefer to use for all your email.

All you have to do is log on to the portal and make a single change to make this happen!

NEXT UNITEC RESITS

Unitec have advised the following the next "Re-sits" will be from Tuesday 30 September to Friday 3 October 2008. Reporting time is 8:15 am at Building 98. Questionnaires and practical tasks will be completed from Tuesday to Thursday, and National Certificate Exam re-sits will be held on the Friday.

You need to confirm your attendance by calling Unitec on 09-815 4321 Extension 8424. Apprentices returning for their second resit will also have to fill out a form and pay the re-sit charges of \$100. Resit results will not be released unless this has been paid.

If you are a Trust apprentice enrolled at Unitec (including those doing block courses at Wintec) and have yet to complete all requirements for a previously attended Q block courses then the Trust expects you to attend this Resit.

CHANGES TO OSH TRAINING

OSH training is compulsory for all Trust apprentices. As your employer the Trust has a legal obligation to train you in occupational safety and health for the work you undertake as either an apprentice plumber and gasfitter or an apprentice drainlayer.

Provided you complete all 6 training courses, including the assignments, you also gain your Level 1 National Certificate in OSH. The 6 one day courses are:

1A, now called A	Workplace Safety
1B, now called B	Back Injury Prevention
2A, now called C	Work Safely at Height
2B, now called D	Best Practices at Work
3A, now called E	Confined Space Safety
3B, now called F	Confined Space Safety

Some of you have had difficulty in attending OSH training on Saturdays. They clash with sporting involvements, and so the Trust is making some changes.

NEW APPRENTICES. From September 2008 all new apprentices will undertake the entire OSH program in a single block over 5 working days, rather than at weekends.

This OSH "block course" will be held either immediately before or after each new apprentice's 1A polytechnic block course. They will also undertake Site Safe on starting employment with the Trust, followed by their OSH "block course".

All new apprentices will complete their OSH training at the same time as their 1A block course!

The first group of new apprentices to do this is Mint Group. They start their 1A block course at Unitec on 15 September. The week after this ends ie on Monday 29 September they start their 1 week OSH block course with Safety'n Action in Albany.

EXISTING APPRENTICES. Some special arrangements are also being made for you.

All existing apprentices will be able to complete their OSH training by the end of this year!

1. OSH Courses Already Scheduled in the Remainder of 2008. You need to attend any OSH course already scheduled for your group between now and December.

2. Groups with Courses Scheduled for 2009. Some groups are not scheduled to complete their last OSH courses until 2009. They will "fast track" these courses, and do them later this year. "Fast track" courses will be held in Auckland and Hamilton.

Groups involved are Kowhai, Ruby, Amber, Almond, Olive, Cherry, Grape, Lime and Moana (all at Unitec) and Topaz and Yellow (at Wintec). "Fast track" course dates are:

Kowhai	E and F	Tue 18 and Wed 19 November
Ruby	E and F	Mon 17 and Tue 18 November
Amber	E and F	Mon 17 and Tue 18 November
Almond	E and F	Thu 20 and Fri 21 November
Olive	E and F	Sat 20 and Sun 27 November
Cherry	E and F	Thu 20 and Fri 21 November
Grape	E and F	Thu 20 and Fri 21 November

Lime	E and F	Wed 19 and Thu 20 November
Moana	E and F	Wed 19 and Thu 20 November
Topaz	F	Sun 9 November (following on after E on Sat 8 November)
Yellow	E and F	Sat 24 and Sun 25 November

If you are in one of these groups you, and your host employer, have already received a letter advising the above dates for your "fast track" courses.

3. Individual Apprentices Who Need "Catch Up" Courses. There are 71 apprentices who have (for whatever reason) not completed one or more previously scheduled OSH courses. In some cases they have not completed a second course arranged for them.

You are not eligible for any increase in wage level and/or a refund in enrolment fees until you do complete them. You will each be given one further opportunity to attend however many OSH course(s) you have not yet completed. You are being scheduled to join groups undertaking these courses, preferably between now and December, subject to the number of places available.

If you are unable to attend these then the only option after that will any vacancy on one of the new 2009 OSH block courses. That will further delay your eligibility for an increase in wage level and preclude any refund in fees you might have been eligible for.

You should make sure you attend these "catch ups"! You, and your host employer, will also have received a letter advising the dates of your "catch up" courses.

Some of you live some distance from where these courses are held. Attending them involves some travel and possibly some accommodation costs. The Trust's Training Coordinator Natasha will contact you to discuss options; there may be other apprentices near you also attending the same course(s) and you can share transport.

The Trust considers these changes will be very beneficial for everyone:

- From now on Trust apprentices will complete OSH training with their 1A block course
- Existing Trust apprentices will complete their OSH training by the end of this year
- Apprentices who has missed any previous courses can now "catch up"
- Weekend OSH training will end in December; no more clashes with sports!

You and your host employer can check your OSH course status and dates on the Trust's portal. If you need further information then please contact your Area Coordinator.

GRADUATING FROM THE TRUST

The Trust's criterion for you to graduate ie attend the Graduation and be presented with your Certificate of Completion, is that you remain employed by the Trust until the Trust receives written confirmation you have completed all requirements for the award of at least one of your National Certificates.

That written confirmation is normally your 3Q Block Course Report. While Unitec has separate 3QP and 3QG block course reports, CPIT has only the one 3Q report.

If you resign your employment with the Trust before the Trust receives written confirmation then you are no longer eligible to attend Graduation even though you may subsequently gain your National Certificate with another employer.

There are other reasons why you would want to graduate with the Trust; you are eligible for 100% refund of your Level 3 fees (provided you meet the refund criteria). You can also have your Backflow and Limited Electrical Course training fees paid for up to 1 year after you leave the Trust.

IT'S A PLUMBING AND GASFITTING APPRENTICESHIP

Trust apprenticeships are either in Plumbing **AND** Gasfitting or in Drainlaying.

A number of you doing plumbing and gasfitting do not complete your final block course for your National Certificate in Gasfitting, and only graduate in Plumbing. Over the last few years more of you have however become aware of the benefits of completing both qualifications; even if your intention is at that time only to specialise in plumbing.

As a result the % of Trust graduates who complete both Plumbing and Gasfitting continues to rise. The Trust welcomes and encourages this development. Major prizes for these graduates are only now open to graduates in both plumbing and gasfitting.

CROSSING THE DIGITAL DIVIDE!

There are still a few of you who seem to have a problem getting access to the internet to check wage slips and other information. If you don't have access at home or through your host employer, then other options are internet cafes, Public Libraries and the computer labs at your polytechnic.

Another option is for you to use one of the laptops set up in each of Lorraine's, Bob's and Craig's offices. There is also one in the Trust office at Albany. All of these are set up to allow you to log on to the portal (and in due course the Unitec E Book)

Unitec has just started to transition its existing apprentices to using the E Book rather than the printed correspondence modules. Distribution of the printed versions of modules will eventually come to an end. All apprentices will then need to access the equivalent material in the E Book through the internet.

HOST EMPLOYERS - ARE YOU BENEFITTING FROM YOUR PORTAL?

Since December 2006 each of you has had your own portal on the Trust's website of www.att.org.nz You can change your firm's contacts details, phone numbers etc on line.

More importantly, you can check the employment and training history of each Trust apprentices subcontracted to your firm.

You can check their correspondence progress, confirm dates of future block courses and OSH courses, and the date for their next Performance Appraisal. Details of their present wage rate and what rises they may have had are also available.

The portal itself also has copies of all previous Newsletter, the Trust's wage and charge out rates, Tool and PPE Lists as well as copies of the apprentice's Individual Employment Agreement, their House Rules and the Host Employer Policy Agreement.

If you have yet to benefit from your portal please contact your Area Coordinator for a copy of the unique Logon Instructions for your firm.

PASSED YOUR REGISTRATION EXAMINATIONS?

Well done if you sat and passed any of these examinations whilst an apprentice! You now need to make sure you register your Pass with the PGDB.

That might sounds a little strange since it was their exam you sat in the first place - surely they must know you have passed?

However you do need to register your Pass with them in order to make sure you can and do become Registered once you have satisfied the other criteria for Registration.



THE APPRENTICESHIP TRAINING TRUST

A charitable trust established in 1991

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

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*“I never teach my pupils; I only attempt to provide the
conditions in which they can learn”*

Einstein