



Industry Skills Development Handbook

Competenz (C)

Is this you?

You know building the skills and capability of your staff is vital, but it's hard to know where to start or even where to turn for advice, so it keeps sliding down your to-do list.

Use this guidebook to develop your company's capability and improve your bottom line.



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Funding

This is for you

Engineering and related trades

Fabrication
Mechanical Engineering
General Engineering
Fitting and Machining
Maintenance Engineering
Toolmaking
Metal Casting
Fire Protection
Irrigation Engineering
Mechanical Building Services
Refrigeration and Air Conditioning
Locksmithing
Protective Coatings
Dairy Systems

Food and Beverage

Bakery
Butchery
Food and Beverage Manufacturing
Winery Cellar Operations

Forestry

Harvesting
Silviculture

Manufacturing

General Manufacturing
Steel Manufacturing
Wood Manufacturing
Furniture
Pulp and Paper
Solid Wood
Wood Panels
Plastics and Materials
Manufacturing
Paint and Coatings
Plastics
Processing

Print, Packaging and Signmaking

Packaging
Print
Signmaking

Laundry

Laundry

Transport

Maritime
Rail

Enable your business to grow by unlocking the value of your most important asset – your workforce.

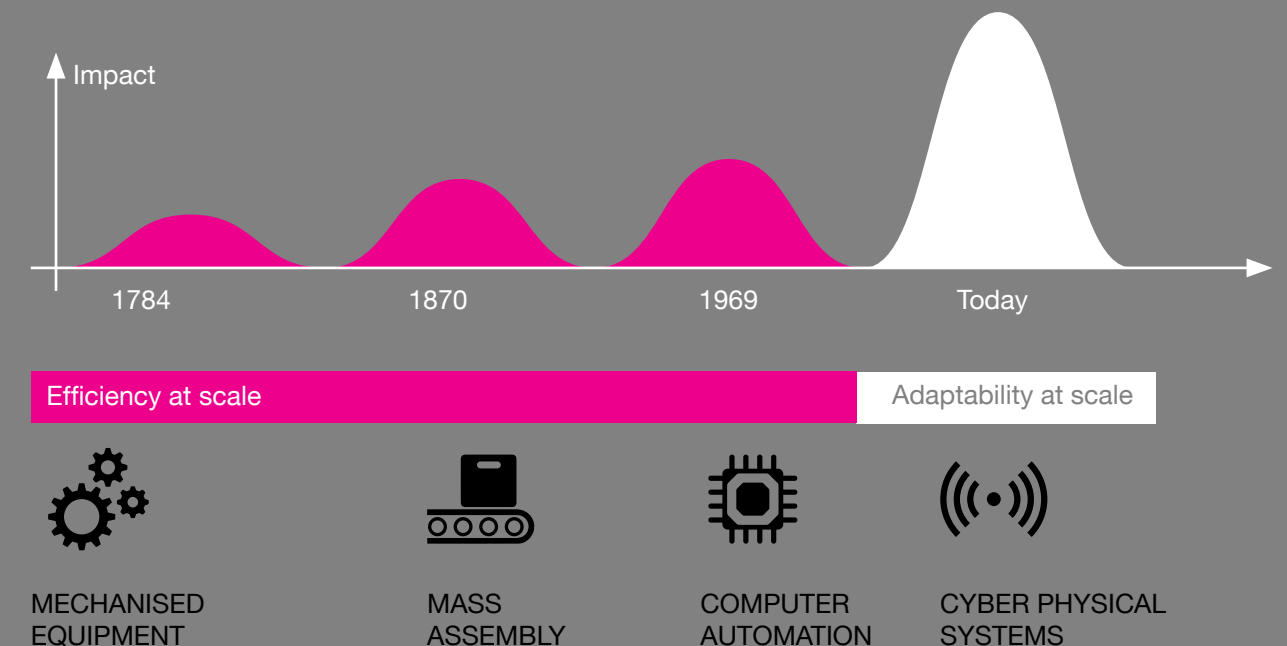
1 | Why we created this guidebook

Skills development is designed to allow your business to be comfortable with change.

Of course, we offer apprenticeships, traineeships, and accredited qualifications for specific needs and technology, but underlying the learning is the need for workforces to have the capability to adapt.

Change will speed up, and the nature of the changes will disrupt categories and require flexibility.

The new normal is, and will be, an opportunity to upskill and develop capability.



2 | Now is the time to start

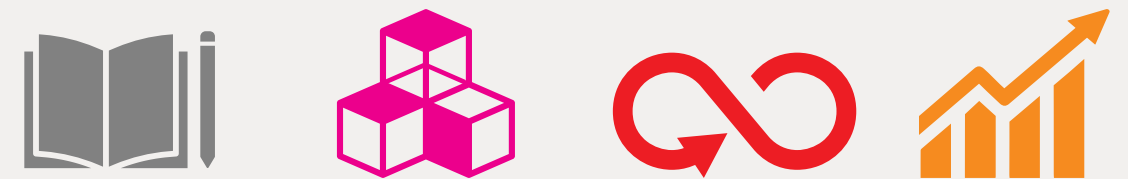
We are in a new era of change

Changes to work can leave many people fearful of becoming obsolete and losing their jobs. Work is such a big part of our identity and friendships that any change may feel threatening.

Recent adversity proves that we have the capacity to change and more importantly, it is a moment in time to demonstrate tangible action.

Introducing skills development is a sign of confidence and progress, and shows a willingness to invest in your people, leading to improved morale and increased productivity. It's also tangible evidence your organisation can flex in the face of uncertainty.

COVID-19 has taught us we are more capable of overcoming adversity than some of us realised. Make the most of this moment.



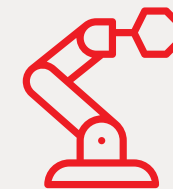
To a workforce, skills development says:

we make the future, the future doesn't happen to us



Technology is already
creating unique opportunities
for New Zealand industries
to prosper

An adaptable workforce
may be our best asset



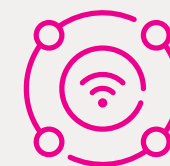
Modular manufacturing

Respond to increasing demand
for customised solutions.



Machine learning

People focus on the strategy.



Internet of things

Transparent product movement.



3 | Discover your hidden talent

The right skills can turn talent into capability

While technology is the driver of change, the skills needed to succeed are not always technical.

Technology will automate more complex and repetitive tasks, meaning trade skills and lateral thinking will be more valuable in the workplace.

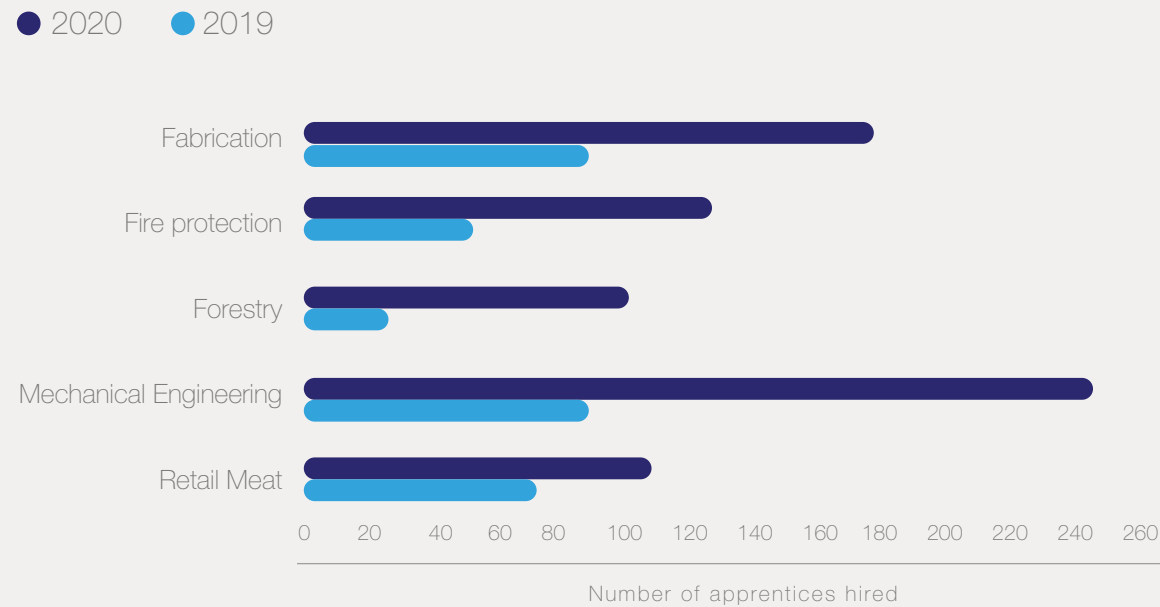
Technology will also continue to develop systems and networks that combine previously independent industries, meaning the skills of collaboration and communication will be highly sought after.

Employers that embed skills development into the everyday habits of their company's working life will not only weather future storms, they will have a competitive advantage.

Your workforce is full of talent in areas that matter. We can help you recognise that talent and upskill for success.

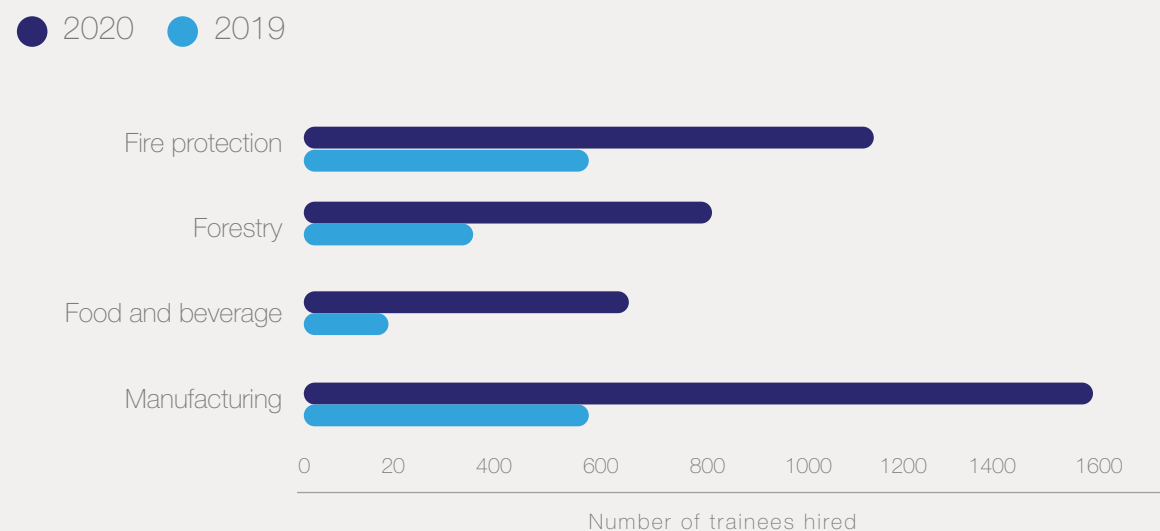


Apprenticeships growth areas



Source : Stuff.co.nz

Traineeships growth areas



Competenz.org.nz

Organisations are already recognising the benefits of upskilling

Buckley Systems' investment in people is two-fold: succession and training.

'We promote within the business, and have a strong commitment to upskilling at every level. This investment has resulted in significant global market share, and the skill set, IP and knowledge base that we hold.

We have less than one per cent turnover of staff.


With an average tenure of 15 years, people simply don't leave.

The supply of a skilled workforce has always been a challenge for us, which is why we focus so heavily on training internally, running one of the largest engineering apprenticeship programmes in the country.

Out of 380 staff in our Auckland plant, we have 19 engineering apprentices training with Competenz, our industry training organisation (ITO), and three more enrolled to start in the new year.'

Arron Sands, Buckley Systems CEO



A photograph of a complex industrial facility with numerous large, shiny metal pipes and structural elements. The scene is dimly lit with blue and white highlights, creating a futuristic or high-tech atmosphere. The pipes are arranged in a dense, interconnected network.

Translating talent into capability requires a shift in mindset, from fixed jobs to flexible roles

From concrete ability to growing new strengths

Successful businesses are those that adopt a training strategy to keep up with continuous change. It's about learning to adapt to the new normal, and moving from set and forget education to ongoing learning.

 Learning age  Working age

Yesterday



Today

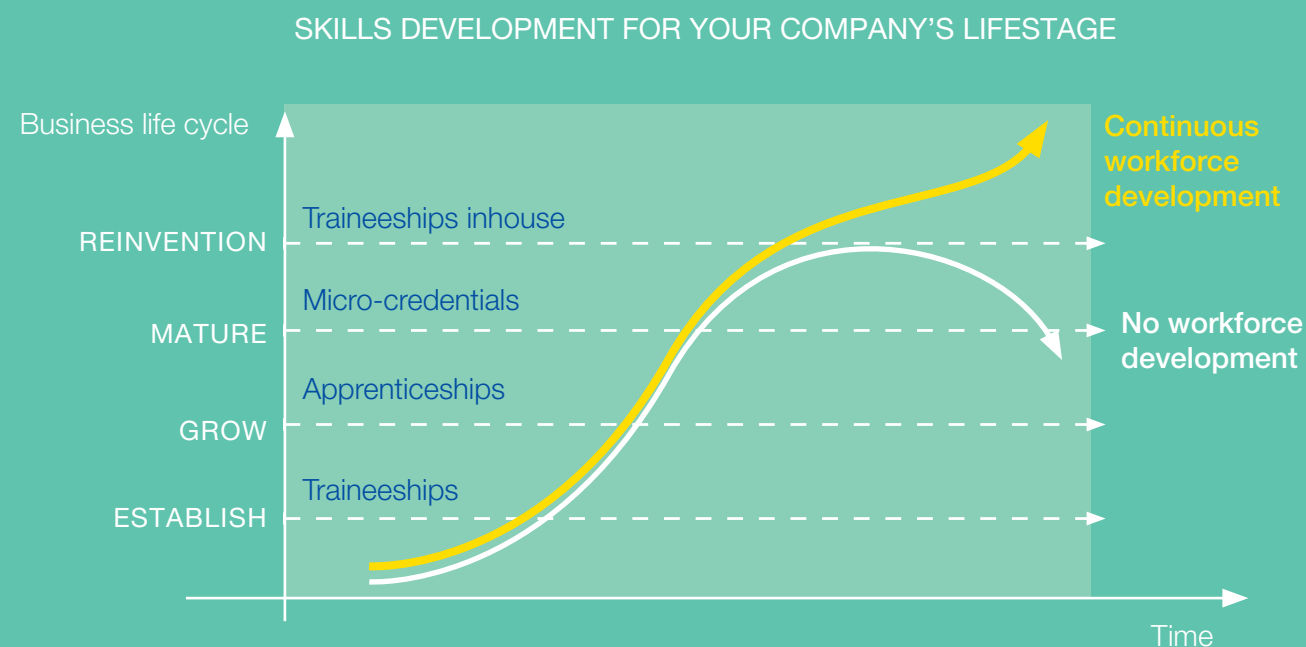


4 | Skills development options

Training for your organisation's life-stage

Technical skills as well as soft skills.

Our Workforce Development team work with you to establish which combination of these training solutions is best for your business.



Training solutions

There are many training pathways available to upskill your workforce.

Micro-credentials

These formal 'chunks' of learning are typically targeted towards a set of skills which may be required by the industry but aren't covered by a full qualification. They are between 5 to 40 credits and are registered with the New Zealand Qualification's Authority (NZQA) – so they are nationally recognised.

Traineeships

These are perfect for entry-level training that lets learners move through pathways, from level 2 to level 5, to more advanced levels. They are ideal for getting people onto the training ladder and are nationally-recognised New Zealand qualifications.

Apprenticeships

These premier vocational pathways typically involve a structured training programme, over three to four years, which results in a level 4 trade qualification.



Apprenticeships explained

A Competenz apprenticeship is a structured programme that combines practical and technical training. An apprenticeship takes three to four years to complete.

Anyone can do an apprenticeship

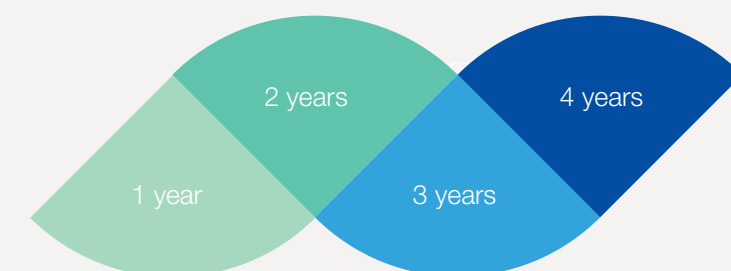
Learners just need to be 16 years of age or older and be a New Zealand citizen or have New Zealand residency and the right to work in New Zealand. Employees already working in your business without formal qualifications can have their skills formally recognised.

Keeping the costs manageable

Competenz receives government funding which subsidises the costs of apprenticeships for employers.

Apprenticeship options

Competenz offers two options for apprenticeships, which you can customise to suit your business needs.



Time spent developing skills



“Despite the negative stories in the media, changes to the way we work rather than mass job loss is the most likely outcome for the vast majority of workers.”

Fewer than five per cent of jobs will be completely automated.

The Upside of Automating Part of Your Job
Machines will do the things you didn't want to do anyway. Harvard Business Review - March 16, 2016

Traineeships explained

A traineeship is a structured programme that combines practical and technical training. Traineeships typically take 6-18 months to complete and range from entry-level to advanced.

Traineeships lead to a nationally recognised New Zealand qualification.

Anyone can do a traineeship

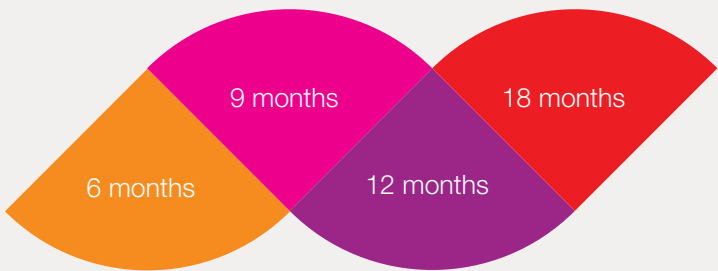
Learners just need to be 16 years of age or older and be a New Zealand citizen or have New Zealand residency and the right to work in New Zealand. Employees already working in your business without formal qualifications can have their skills formally recognised.

Keeping the costs manageable

Competenz receives government funding which subsidises the costs of targeted traineeships for employers.

Traineeship options

We have different models of delivery to support traineeships in your business.



Time spent developing skills



5 | How we work with you

We believe making a start doesn't have to be complicated

Our Workforce Development team work with you to create a plan for re-skilling and upskilling your workforce. You'll develop tools to establish a work environment of continuous learning and be able to take advantage of new technology in your sector.

Building a training plan to support your business

Our account managers or training advisors will work with you to understand your business and the skills you need. Then they agree on a tailored training plan with you to help your employees gain those skills. Most of this learning takes place on-the-job.

Supporting your employees' learning

We provide training and assessment materials, and online learning, visit your workplace to check on progress, and arrange for your employees to complete any off-job training they need.

Confirming your employees' skills

We arrange assessments to confirm your employees have built their skills, and register their success with the NZQA.



Competenz creates a formal three-party arrangement with the employer and learner to ensure the learning goals are achieved.

The seven step road map

SCOPE

Your perspective
scale and ambition

VALIDATE

Validate
our findings

AGREE

On your
terms

EVALUATE

Review and
evaluate

1

2

3

4

5

6

7

DIAGNOSE

Identify priority skills
gaps, strengths, and
opportunities

PROPOSE

Create a plan for
reskilling without
staff downtime

DELIVER

Embed upskilling
in your company
culture





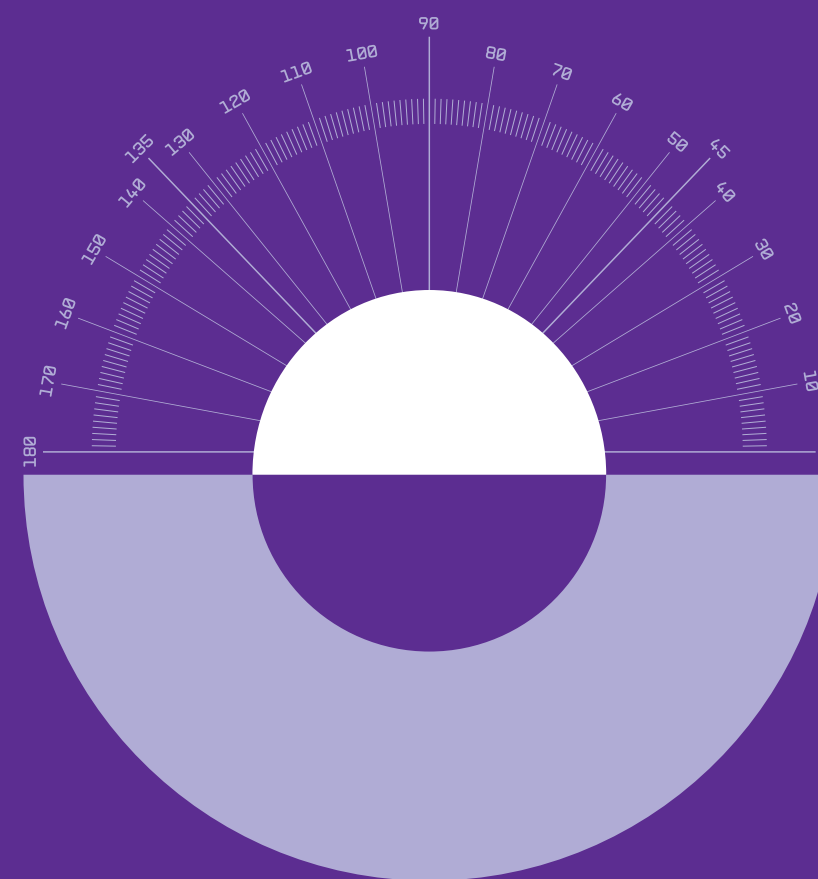
Job board service

Let us help take the hassle out of recruiting! Our careers team find the right person to fit both your role and your business. We can advertise your entry-level and apprentice vacancies on our online job board service, plus we have pre-qualified and motivated job seekers ready to match with your organisation.



Support future talent

Are you interested in supporting future apprentices and helping to begin their trades career journey? We work with schools and other organisations to provide hands-on experiences that develop skills for those interested in entering our industries.



6 | Funding

No fees on apprenticeships and targeted traineeships

Providing COVID-19 relief and addressing skills shortages in targeted growth sectors, this scheme is automatically applied to eligible programmes. This is part of the Government's Targeted Training and Apprenticeship Fund (TTAF). Competenz can assist you with more information on TTAF.

Apprenticeship Boost wage subsidy

Covering eligible apprentices in their first two years of training, this government wage subsidy assists you to keep existing apprentices and employ new ones, with a maximum payment of \$16,000 across 20 months. WINZ can assist you with information on the Apprenticeship Boost.

Mana in Mahi

This is an extension to the wage subsidy and pastoral care package available when you employ an apprentice through Work and Income's existing Mana in Mahi programme. WINZ can assist you with information on Mana in Mahi.

Regional Apprenticeship Initiative

Part of the Provincial Growth Fund, this is a wage subsidy and additional business support of up to \$40,000 per apprentice, and initially focuses on displaced workers, and Māori and Pasifika learners. WINZ can assist you with information on the Regional Apprentice Initiative.

Right now, you can take advantage of free fees on all apprenticeships and targeted traineeships, as well as Government wage subsidies.

The time to upskill is now.

Want to see what funding your business might be eligible for when you take on an apprentice?

Use our funding navigator to find out.





“

We've trained over 700 apprentices, and there's a definite benefit as our employees end up with a higher skill level, and that transfers through the business. I couldn't advocate training highly enough.”

- Rob Kirwan
Managing Director of heavy engineering business Culham Engineering.

Take the next step

Contact our customer service team:

☎ 0800 526 1800

🌐 [Competenz.org.nz](https://www.competenz.org.nz)

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