



# Industry skills development handbook



Competenz



TePūkenga



# 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.

## TOPICS

1

Why we created this guidebook

2

Now is the time to start

3

Discover your hidden talent

4

Skills development options

5

How we work with you

6

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  
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.

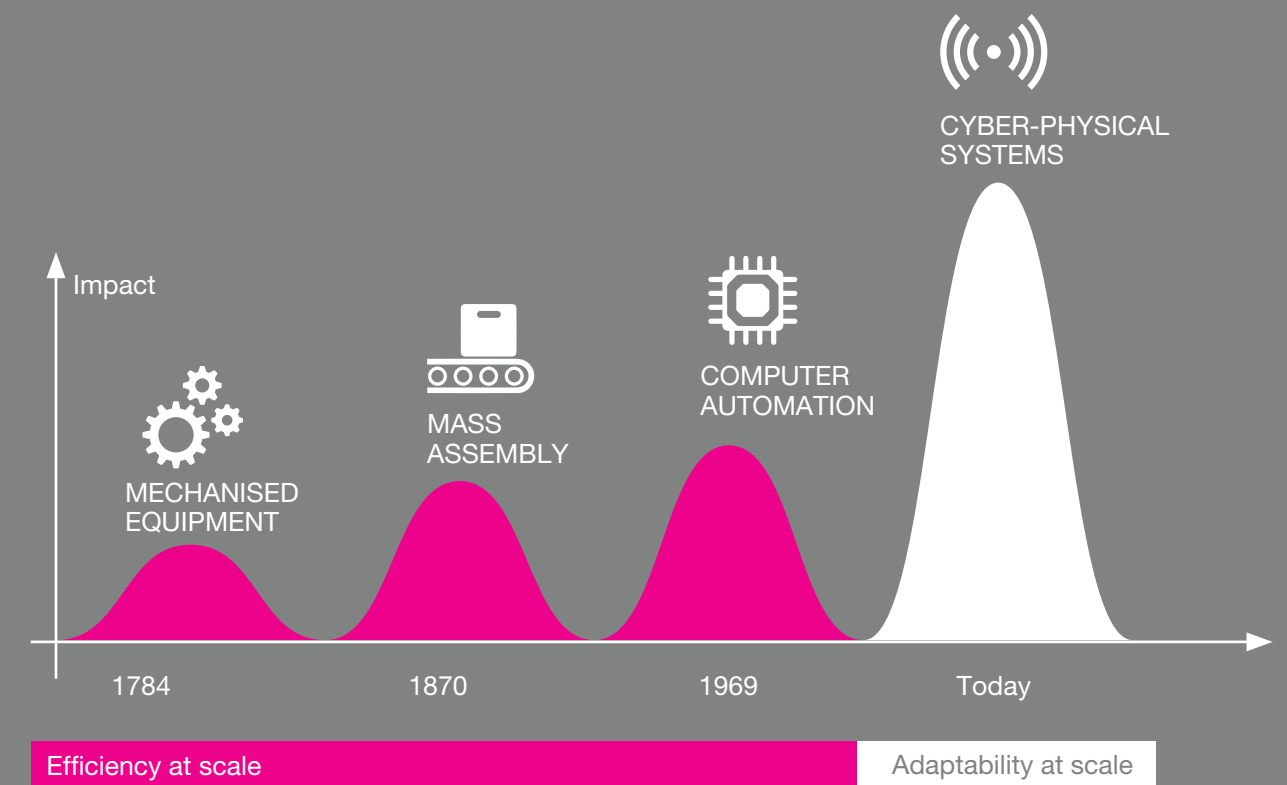
# 1 | Why we created this guidebook

Skills development is designed to prepare your business to adapt to change.

Our apprenticeships, traineeships and accredited qualifications address specific needs and technology, but underlying all 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

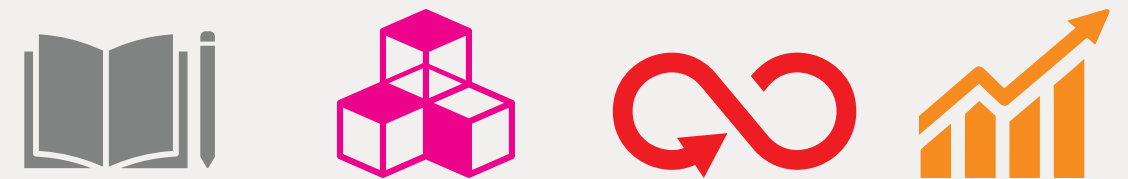
## We are in a new era of change

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.

World events have proven that we have the capacity to change, and more importantly, it has become 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.

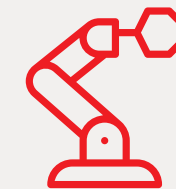


To a workforce, skills development says:

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



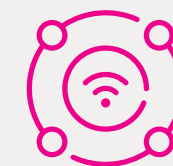
**Modular manufacturing**

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.

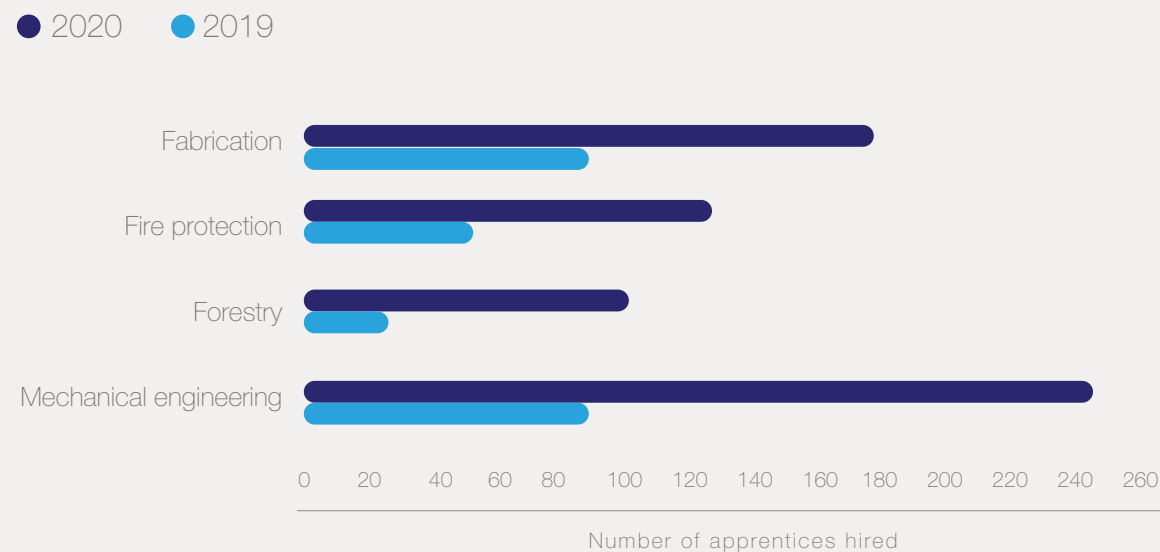
Employers embed skills development into everyday habits of their company's workforce will not only weather future storms, they will have a competitive advantage.

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



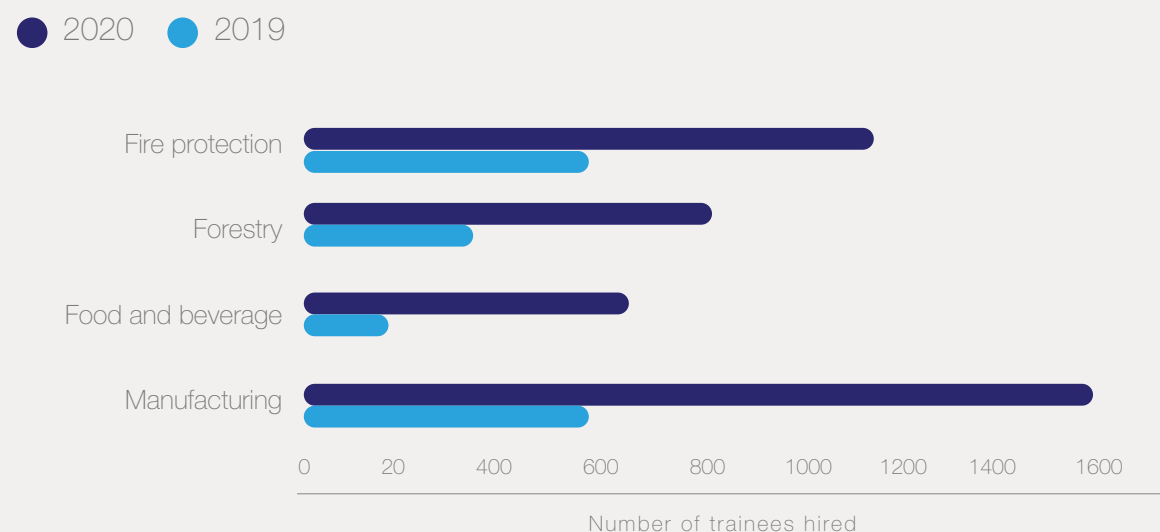
Many people have valuable talents beyond their current role.

# Apprenticeships growth areas



Source: stuff.co.nz

# Traineeships growth areas



Source: stuff.co.nz

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.

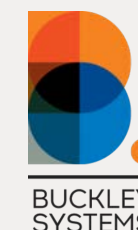
We have less than one percent turnover of staff.

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, and three more enrolled to start in the new year.'

*Arron Sands, Buckley Systems CEO*

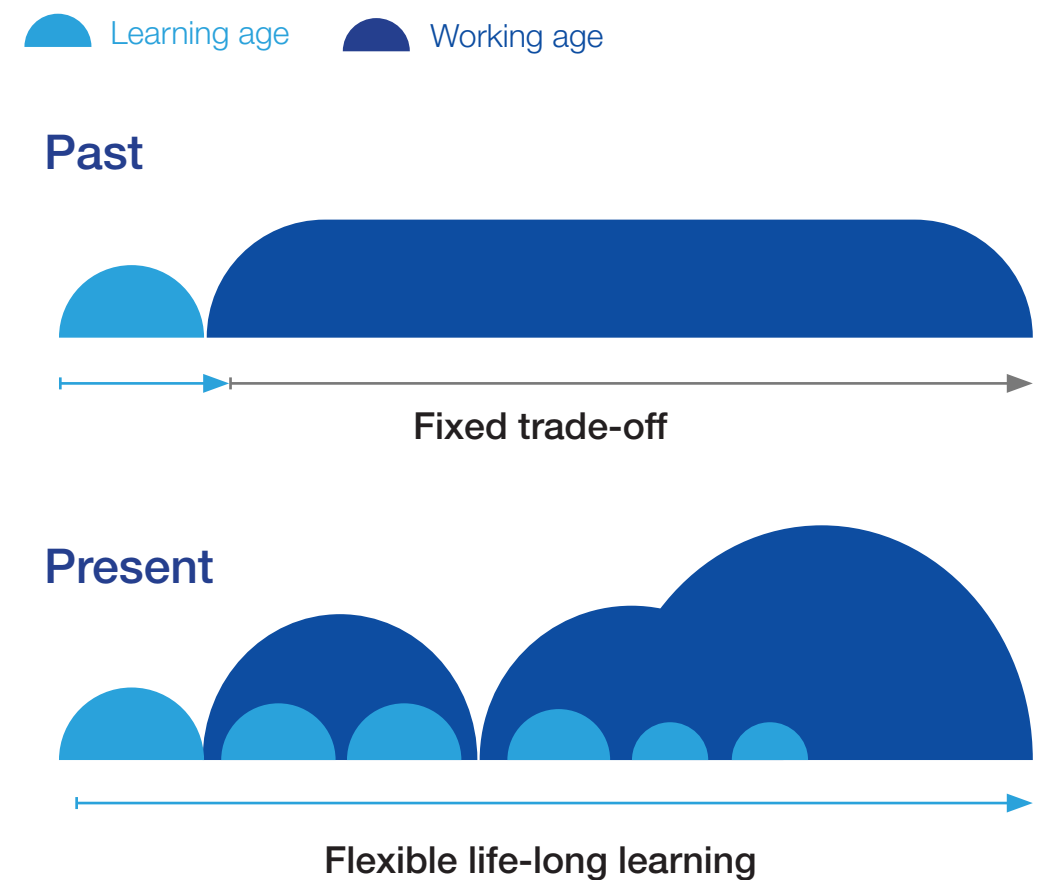




Translating talent into capability requires a shift in mindset, from fixed jobs to flexible roles

## 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.





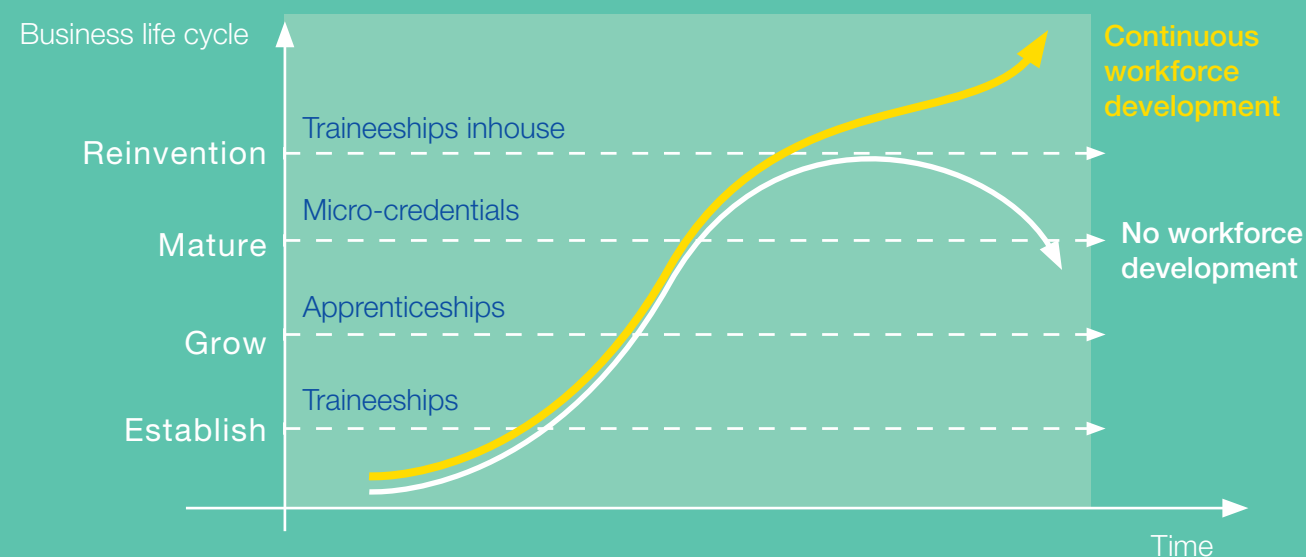
# 4 | Skills development options

## Training for your organisation's life

### 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.

### Skills development for your company's lifestage



## 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 Qualifications 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 which combines practical and technical training. An apprenticeship takes three to four years to complete.

## Who can do an apprenticeship?

Learners 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

Your business may be eligible for government funding which subsidises costs of apprenticeships for employers.

## Apprenticeship options

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





“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 percent 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 which 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.

## Who can do a traineeship?

Learners 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

Your business may be eligible for government funding which subsidises costs of traineeships for employers.

## Traineeship options

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

# 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

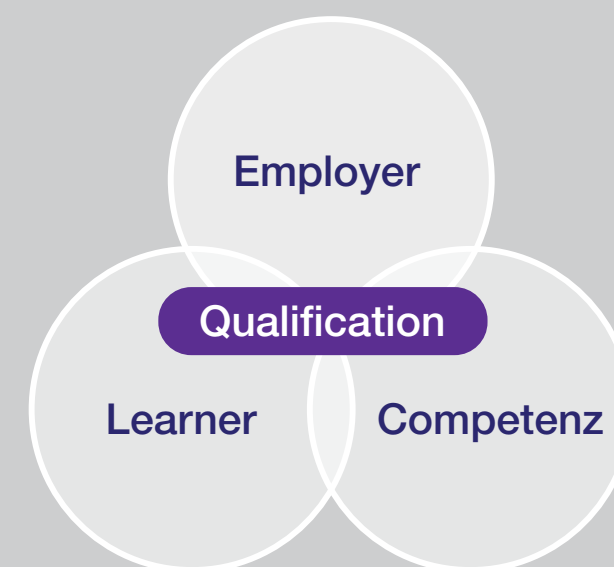
Our account managers or training advisors will work with you to understand your business and the skills you need. They then agree on a tailored training plan with you to help your employees gain those skills. Most of this learning takes place on-the-job.

### Supporting your employees' learning

We provide training and assessment materials, online learning support, as well as regular workplace visits to check on progress and arrange for any off-job training required.

### 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 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 with minimal staff downtime

## DELIVER

Embed upskilling in your company culture





## Job board service

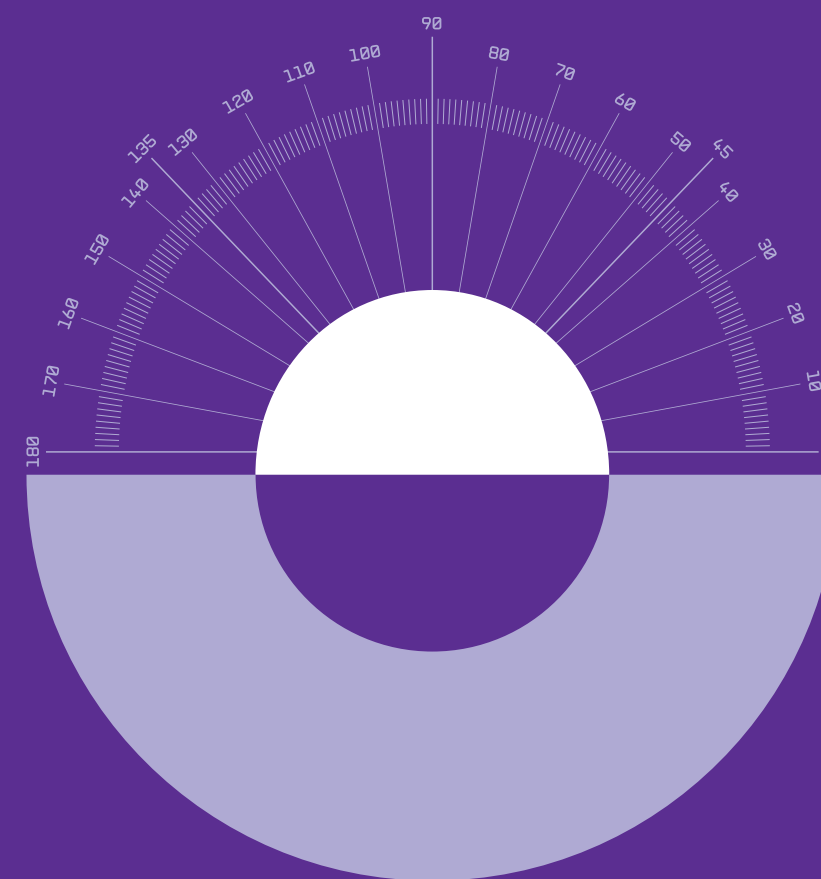
Let us help take the hassle out of recruiting! Our Career Development team find the right person to fit both your role and your business. We can advertise your entry-level and apprentice vacancies on our online job board service, plus we have pre-qualified and motivated job seekers ready to match with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

Find out more at [competenz.org.nz/list-a-job](https://competenz.org.nz/list-a-job)



## Support future talent

Are you interested in supporting future apprentices to begin their trades career journey? We work with schools and other organisations to provide hands-on experiences which 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).<sup>\*</sup> Competenz can assist you with more information on TTAF.

*<sup>\*</sup>Ending 31 December 2022.*

## Apprenticeship Boost wage subsidy

This government wage subsidy helps you to keep existing apprentices and employ new ones with a monthly payment for eligible apprentices in their first two years of training.<sup>\*</sup> For more information visit the WINZ website.

*<sup>\*</sup>Ending 31 December 2022.*

## 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.



A close-up photograph of industrial machinery, featuring two prominent pressure gauges with white faces and black markings. The gauges are connected to a network of stainless steel pipes and yellow hoses. The background is slightly blurred, showing more of the industrial environment.

“

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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