

This guide is
**dyslexia
friendly**

Mechanical engineering learner guide



Competenz (C) | TePūkenga

World class skills for New Zealand industry

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Welcome

Congratulations on starting your training with Competenz!

With your apprenticeship, you're kick-starting a career in an exciting industry. Things are changing – there are new technologies and new ways to do engineering work coming. Your skills and ideas will shape how we operate in the future.

Your training programme gives you access to all the assistance you need to complete your apprenticeship.

This guide provides tips on how and where to find the right information to help you complete your qualification. Please read it carefully before you begin completing your assessments.

Welcome on board. We wish you well in your studies and encourage you to make the most of your opportunities. Our job is to help you learn and succeed.

From the team at Competenz.

Who are Competenz

Competenz is a business division of Te Pūkenga Work Based Learning Limited.

Competenz works with companies and learners around New Zealand to build skills, careers and businesses. We partner with employers, apprentices, schools, training providers and assessors across the country.

Mechanical engineering and fabrication contribute \$2.4 billion to the New Zealand economy per year, and the sector employs more than 43,000 people nationwide.

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What you can expect as an apprentice

Most of the learning is done on-the-job, so you will learn from the people you work with

Here are three main ways you will learn during your apprenticeship. You will:

1. Learn in your workplace from the skilled tradespeople you work with (on-the-job learning)
2. Develop your practical skills at a block course with experienced tutors (off-the-job learning)
3. Complete theory learning through Canvas (eLearning).

Every day at work, you will learn by doing work tasks

Throughout the year, you will need to set aside regular times to complete online unit standards on the Canvas eLearning system. If you need to ask any questions there's plenty of help available via phone support, study groups, your employer or your Competenz training advisor.

Each year you will go on a two-week block course at a polytech, or similar, to complete projects and gain new skills.

You will have your own Competenz training advisor. They will visit you four times a year. They will:

- » Help to structure your training into manageable chunks
- » Set deadlines for you to complete assessments
- » Mark assessments
- » Support you to successfully complete your apprenticeship.

Getting qualified

Your training plan is the roadmap for your apprenticeship. It is put together by you, your Competenz training advisor and employer. It should include a variety of learning resources and assessment methods to keep things interesting for you.

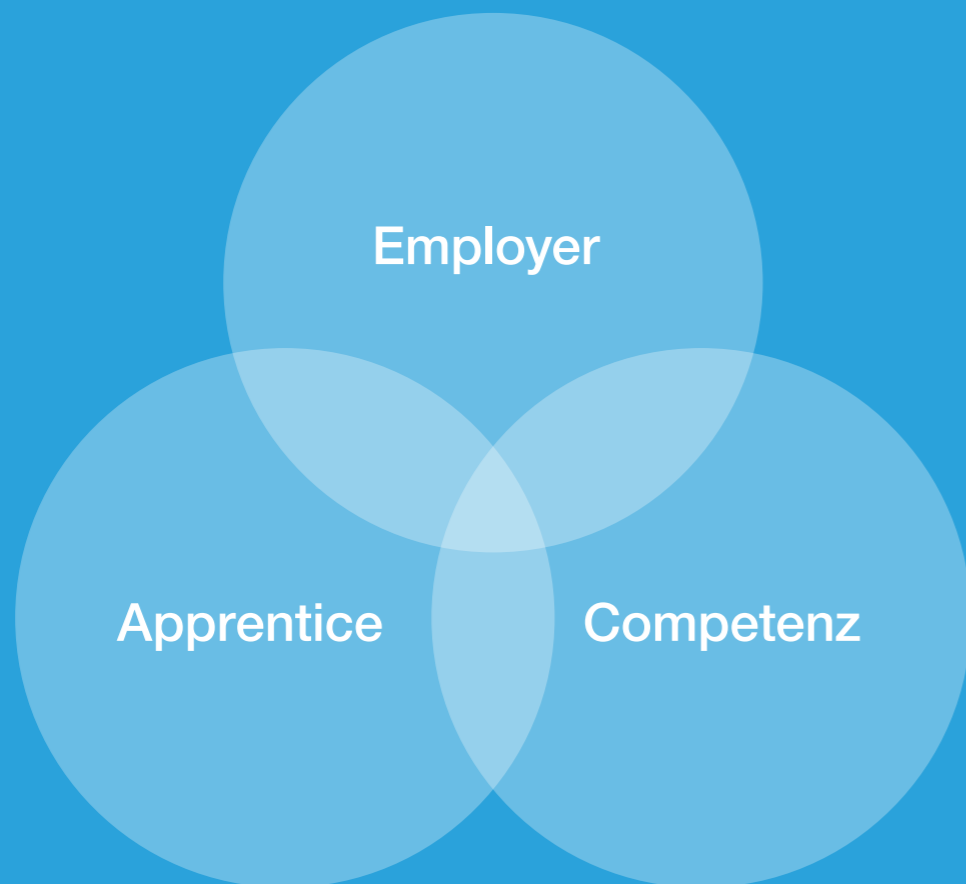
Your training plan is broken up into a series of steps. The steps are made up of a group of unit standards – each with an assessment you need to pass.

We want to make sure that you learn the right things at the right time. You'll need to understand the basics well before attempting the more advanced assessments. This way you will also have the relevant health and safety knowledge before completing the practical units.

Your Competenz training advisor has put everything in the right order for you: just follow your roadmap to ensure you stay on track. If you're ever unsure about what assessments you need to complete and by when, please check with your training advisor.

Follow your roadmap to ensure you stay on track

Apprenticeships are a three-way partnership



“ Apprenticeships are a three-way partnership between an employer, an apprentice and the Competenz training advisor ”

Roles and obligations

Apprentice

The apprentice

- » This is your apprenticeship
- » You do the work
- » You do the learning
- » You get the qualification

Your role is to stay up to date with your learning material and assessments, ensuring you complete what's required.

Employer

The employer

Your employer will support you with completing and verifying on-the-job assessments in your workplace.

Your manager will be familiar with your training programme and targets and provide you with opportunities to develop and practice the required skills for your apprenticeship.

Competenz

The training advisor

Your training advisor will guide you through your training, monitoring your progress and completion of on-the-job assessments.

Your training advisor will:

- » Visit you in your workplace four times a year
- » Mark on-the-job assessments
- » Set deadlines to complete your assessments
- » Co-ordinate access to Canvas eLearning and delivery of additional training material
- » Assist you to finish your training programme successfully.

The apprenticeship

An apprenticeship is a pathway to a lifelong career. You learn on-the-job, get paid and get qualified as a tradie

Most of your learning will come from the practical work you complete on-the-job. You will also complete eLearning using the Canvas online learning platform, and attend block courses for two weeks each year.

The average time to complete an apprenticeship is between three to four years (a minimum of 6,000 hours). But that depends on how quickly you can learn on your job with your employer and your overall commitment.

More about on-the-job, off-the-job and eLearning

On-the-job learning happens when your employer teaches you to carry out your normal duties at work. Please note your learning may differ from other apprentices at your workplace: if you're ever unsure, please check with your training advisor.

Off-the-job learning happens when you go to block courses. Your block course is run by a polytech with the machinery and equipment required to complete your apprenticeship. Block courses are two weeks long and are based around building a project. They are called off-the-job learning (because you are not at work).

You'll do **eLearning** using the Canvas platform. Most eLearning is theory-based.



Graduate outcomes

The New Zealand Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining, General Engineering, Machining, Maintenance Engineering and Toolmaking, Level 4

This qualification has been developed by leading New Zealand mechanical engineers to equip graduates with the skills and knowledge to work productively and safely.

With technology and automation rapidly driving advancements in the engineering sector, this qualification is designed with the future in mind so you can respond and adapt to change.

Graduates of this qualification will be able to:

- » Understand relevant health and safety legislation and workplace safety culture
- » Interpret drawings and specifications and use the appropriate materials, processes, tools and equipment for the task
- » Apply knowledge of relevant engineering principles and practices, and problem-solving skills, to perform engineering tasks to industry standards
- » Use effective and efficient processes, principles and quality systems to produce components and provide services in a commercial mechanical engineering environment
- » Communicate effectively within a team and the wider workplace
- » Recognise the limits of their own ability and the importance of working with integrity and maintaining currency in the mechanical engineering field.

Graduates of the General Engineering strand will also be able to:

Build, maintain and repair a broad range of machinery and equipment using fitting, machining, fabrication, hydraulics, pneumatics and welding skills and knowledge.

Graduates of the Machining strand will also be able to:

Plan, sequence and machine complex engineering components to a high degree of tolerance and finish, using current and relevant machining technologies and techniques.

Graduates of the Fitting and Machining strand will also be able to:

Build and install complex machines where precision fitting and machining skills are required.

Graduates of the Maintenance Engineering strand will also be able to:

Apply knowledge of maintenance engineering strategies and practices to monitor, inspect, maintain and repair facilities or plant and equipment.

Graduates of the Toolmaking strand will also be able to:

Apply knowledge of tool design and function to manufacture tooling for relevant industrial processes, using current and relevant manufacturing technologies and techniques.

Time management and study skills

Planning is the key to success in your apprenticeship

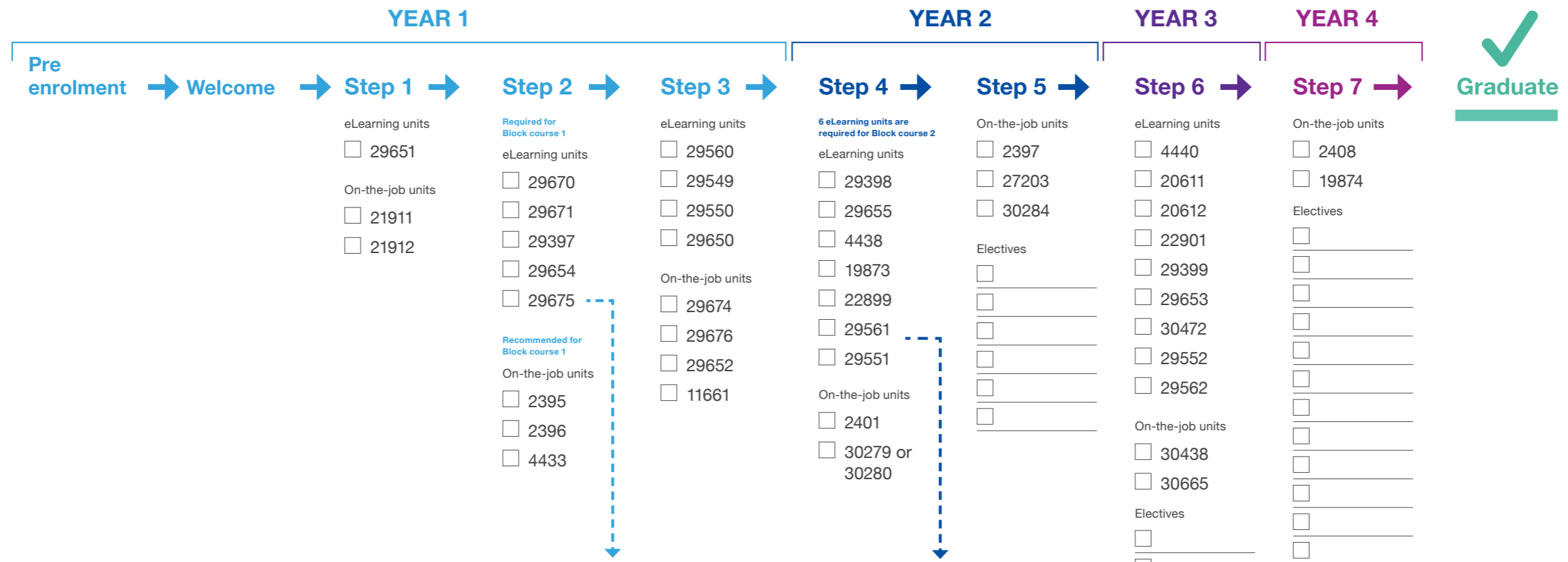
To finish your qualification on time, aim to complete approximately seven credits per month. To make this possible, commit to regular weekly study times and designate a 'study zone' – somewhere where you won't be disturbed or distracted.

When focusing on your eLearning, close all other tabs in your internet browser and work on one subject. Be sure to take your time, write notes, ask questions and carry out research to fill in any knowledge gaps.



When you follow your roadmap, you will achieve the right amount of credits per year

My apprenticeship roadmap



General engineering strand

Useful information	
Training advisor name	
Training advisor mobile	
Training advisor email	
eLearning helpline	0800 526 1800
Canvas email	canvas.lms@competenz.org.nz

Block course 1	
<input type="checkbox"/> 4435	<input type="checkbox"/> 21913
<input type="checkbox"/> 4436	<input type="checkbox"/> 29673
<input type="checkbox"/> 21907	<input type="checkbox"/> 29730
Theory assessment	→ Practical assessment

Block course 2	
<input type="checkbox"/> 22898	<input type="checkbox"/> 30263
<input type="checkbox"/> 22907	<input type="checkbox"/> 30281
Theory assessment	→ Practical assessment

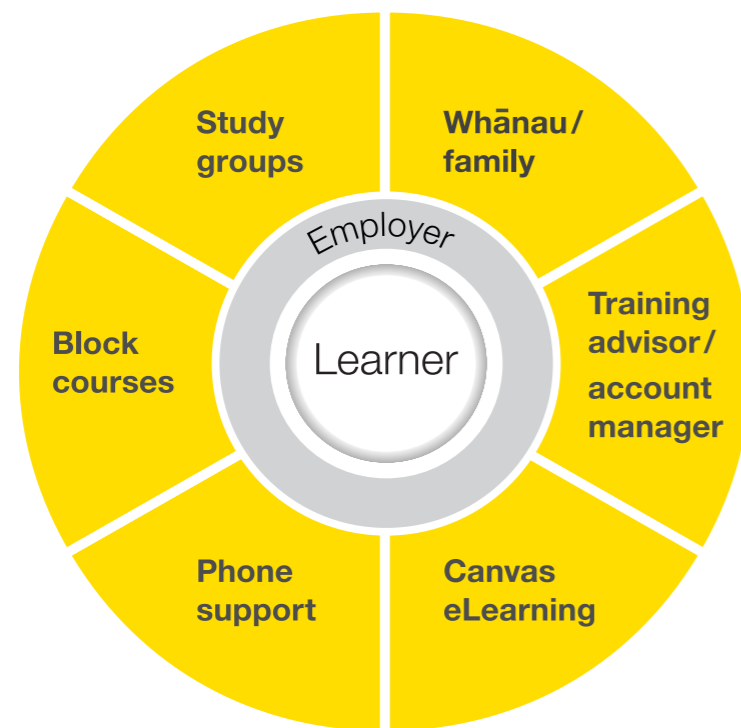
Support and contacts

Learner (apprentice) support

Everyone learns differently, and there is no right or wrong way. You're only starting, so you're not expected to know everything! What is important, however, is that you know where to go for help when you need it.

Competenz has a range of support options in place to help you.

This diagram shows the different ways you as the learner can get support.



Competenz training advisor quarterly visits

Your training advisor will guide you through your training. They will monitor your progress and make sure you complete your on-the-job assessments.

At your quarterly visit, your training advisor will:

- » Review your goals and achievements since the last visit
- » Set new goals for the next quarter
- » Answer any questions you have
- » Provide any necessary information or updates – e.g. block course details.

Your training advisor will visit you four times a year, and they're always available via phone or email to answer any questions or provide guidance. Feel free to get in touch with them!

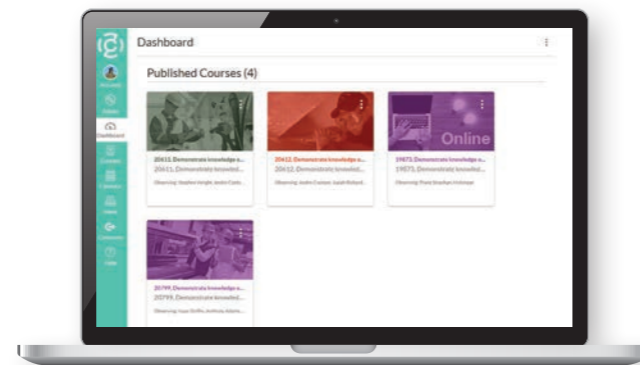
Your Competenz training advisor will guide you through your training

Support and contacts

Canvas

Access to all assessments is via our eLearning platform, Canvas. Units from your training plans are grouped into 'steps'. As you progress through your qualification, each step will be released on your Canvas dashboard. Once you've achieved a unit, it will be archived. This means it's still there when you need it, but it won't get in the way of your outstanding units. Remember to click on the links in the learning material for more information.

If you have any questions relating to Canvas, please email support@competenz.org.nz or call our Customer Services Team on 0800 526 1800.



Example of Canvas dashboard

eAssessors

Competenz has a team of eAssessors who are responsible for marking your eLearning assessments in Canvas.

They will leave helpful feedback on your assessment attempts. You can also contact them for help via the Competenz phone support system.

Study groups

Competenz runs study groups online. Study groups run fortnightly for two hours, during the week.

Study groups are a focused set study time and opportunity to bring along any questions you have about your assessments.

Study groups are co-facilitated by mechanical engineering subject matter experts and a literacy and numeracy specialist.

Block course

This is a training course run by a local polytech that has the machinery and equipment you're required to operate to complete your apprenticeship. At a block course, you'll work on projects and learn how to do things safely. As you work through the projects and complete the assessment tasks, the tutor will mark you off. The tutors are experienced engineers and are there to help you. Be sure to check-in with them regularly to ensure you're on-track and they've seen you do everything that is required.

Support and contacts

Language, literacy and numeracy support

- » Are you new to the workforce and finding it hard to keep up with your peers?
- » Do you struggle with reading and writing, or have learning challenges such as dyslexia?
- » Do you find counting and basic mathematics difficult?

If you have trouble with any of the above at home, work or in your on-the-job training, we can help. There is also a range of online tools and support available.

Talk to your training advisor to find out more.

Financial literacy support

Financial capability is about feeling confident to make wise judgements about how to use and manage money in ways that benefit you now and in the future. It enables you to reach your goals, provide for your family and, ultimately reach retirement in good financial shape.

- » The Commission for Financial Capability provides access to online tools and resources to support this.
cffc.govt.nz

Digital literacy support

Digital skills are essential to participate fully in 21st century life – whether it be in the community, at work or in personal life.

There are useful resources and short courses available that can help bring you up to speed. Check them out below:

- » The Open Polytech – Digital study skills (free online course)
openpolytechnic.ac.nz
- » Stepping Up NZ – free community based digital literacy classes
steppingup.nz

Talk to your training advisor if you need help in any of these areas

Study groups

Our study groups provide an excellent opportunity for group discussion with peers in addition to receiving one-on-one mentoring.

We want to create a learning environment that is collaborative by providing a platform to ask questions and get answers.

Dyslexia

Did you know that one in ten Kiwis in the workforce are dyslexic? Dyslexia does not affect general intelligence, but can cause difficulties when learning to read or interpret words, letters, and other symbols.

Competenz can assist learners with suspected or diagnosed dyslexia by accessing funding through government agency, Workbridge.

Literacy and numeracy

Our literacy and numeracy programme is set up to ensure learning is accessible to everyone. Competenz has partnered with a network of specialist providers and tutors to support and grow language, literacy, and numeracy skills. We can also provide support for ESOL learners.

Mentoring

Our mentoring programme is a valuable opportunity for learners to get comprehensive support over and above their quarterly visit from a training advisor.

Mentoring is one-on-one and may occur online in a virtual environment, or through face-to-face visits. This programme is offered after a six-month review of progress which will assess if additional support is required.

We have these support services available for all our learners, ask your training advisor for more information

Support and contacts



Phone support

0800 526 1800

Press 4 for learner support

Between 5-8pm

Tuesdays, Wednesdays and Thursdays

Our dedicated team can help you to log in to Canvas to complete your eLearning. If you have a question about the learning content, we'll put you through to a Canvas assessor who will be able to answer your questions and get you on the right track.

**If the line is busy, please don't hang up!
Leave us a voicemail message, and we'll
call you back before 9pm the same day.**

Key contacts – where you can go for help

- » Your manager / supervisor
- » Your Competenz training advisor
- » Competenz online learning support –
canvas.lms@competenz.org.nz
- » Competenz phone support – details above.

Supporting resources

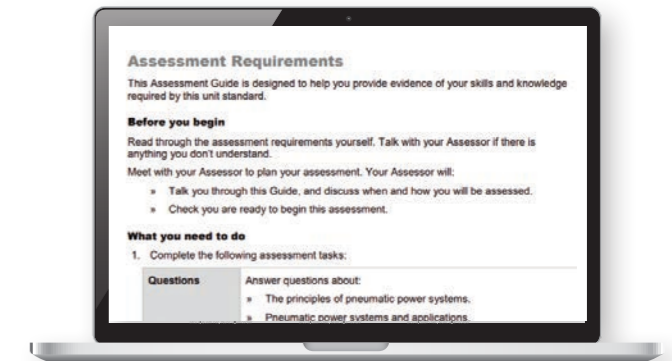
Assessment guides and learning content

All assessment guides are available on Canvas. Each assessment guide provides you with the information you need to complete the assessment, so you must read it carefully. Your training advisor will let you know which assessments you need to complete and by when.

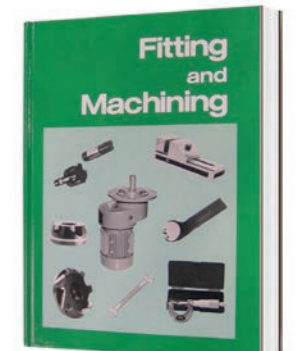
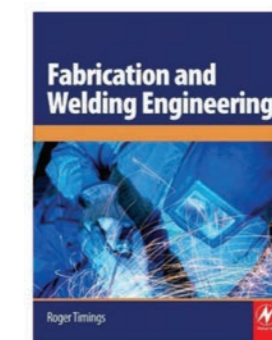
The on-the-job assessments are downloaded, printed and completed by you. When you carry out the tasks you will be observed by your on-the-job supervisor. Your supervisor will complete a form to verify that they have seen you doing the work. Once you've completed an on-the-job assessment, your training advisor will carry out the marking and assessment.

Textbooks

Two textbooks have been introduced to programmes that we offer for the New Zealand Certificate in Mechanical Engineering, Mechanical Building Services and Engineering Fabrication, to support on-the-job theory and practical components.



An example of an assessment requirement found on Canvas



Assessments

Some assessments check your knowledge through a series of questions, much like a quiz. Others require you to complete or be observed doing a task. Sometimes they're a combination of all three. To find out what you need to do, read your assessment instructions and questions carefully.

If you have to complete a task or be observed doing practical work, your work will need to be checked by a verifier. A verifier is someone in your workplace who has the authority to confirm you've finished the tasks correctly. These types of assessments have clear instructions about what you need to do and the evidence that must be recorded to prove you have passed successfully. There is a form that the verifier must sign.

If the learning is theory-based, your assessment will be online. Once you've submitted your assessment, it is sent to an eAssessor for marking. If you don't get it right the first time, they'll provide guidance about the extra information required or redirect you to the learning material to review the key points again.

eAssessors mark your work, as well as provide feedback and guidance if you have any difficulties

Workplace assessor vs verifier

The workplace **assessor** makes the call on whether a learner meets the competency requirements of the on-the-job unit standards.

The **verifier** attests the learner's evidence is authentic and meets the performance requirements of the workplace. The verifier can be referred to as an **observer** in practical assessments.

The eAssessor

The eAssessor marks completed work against the unit standard requirements. They will:

- » Provide feedback in Canvas on any questions which are incorrect
- » Help if you find a particular question difficult to understand.

eAssessors are also available after hours to assist if you are having difficulty understanding a question. See phone support to find out how to access this service.

Please note, you can not expect to receive assistance on the entire assessment and/or to check answers before submitting.

Assessments

Online learning and assessment fundamentals

Your eLearning assessments are all open book. Lots of the information required to complete these assessments is available in the learning material: however, extra research is also needed.

If a unit standard is made up of both machine and assessor marked questions, you receive your computer marked responses first and the assessor marked answers later.

In Canvas, you'll find that there are two types of online assessments. These are machine-marked (multi-choice questions), and assessor marked (answers written in your own words).

Before you attempt an assessment, ensure you have thoroughly read and understood all the learning material and opened the links. The links will direct you to videos and more information to help with your assessment.

Make sure you read all questions carefully before answering and follow the instructions. Pay attention to how many examples you are required to give and look for how many decimal places you need to round to.

Read the question carefully...

Best advice: always read the question carefully

Evidence collection

You will be asked to provide photos as supporting evidence for some assessments. You'll need to read the assessment requirements carefully to find out exactly what is expected and what photos to take.

We see lost phones and lost evidence all too regularly. It's important to be disciplined with evidence collection from day one. If you're storing photos on your phone, remember to download them regularly.

Read assessment requirements carefully to find out exactly what photo evidence is expected

Assessments

Submitting an online assessment

Answer all questions before submitting your first attempt. If you are unsure of an answer, check the learning material again and then have a go. This gives the assessor a starting point to provide feedback.

You have three attempts to answer the assessment correctly. If you do not answer it all correctly on the third attempt you will be directed to your training advisor for assistance.



Re-submissions

The assessor will indicate which questions are not answered correctly and, in some instances, provide feedback and guidance as to where more information is required.

Please read the feedback carefully and **only** answer the questions indicated by the assessor.

Feedback will vary from – please refer to the learning material, if it is evident, you have not read the material, to more in-depth feedback depending on where the assessor feels assistance is required.

In situations where complicated calculations are involved, you will be asked to contact the assessor on the after-hours phone number as it is much easier to talk it through.



Learning pathway

General engineering

Entry level jobs	Advancing jobs	Senior jobs
Apprenticeship	Higher learning	Higher learning
» General engineer	» Specialist engineer	» Foreman
	» Engineering supervisor	» Site supervisor
	» Leading hand	» Business manager
	» Workshop supervisor	» Business owner
	» Welding supervisor	

Machining

Entry level jobs	Advancing jobs	Senior jobs
Apprenticeship	Higher learning	Higher learning
» Machining engineer	» Specialist engineer	» Foreman
» Fitting and assembly work	» Engineering supervisor	» Site supervisor
» Machine shop	» Leading hand	» Business manager
» Fitter and turner	» Workshop supervisor	» Business owner
» CNC programmer/operator	» Welding supervisor	
» Manufacturing engineer		

Fitting and machining

Entry level jobs	Advancing jobs	Senior jobs
Apprenticeship	Higher learning	Higher learning
» Fitting and machining engineer	» Specialist engineer	» Foreman
» Fitter and turner	» Workshop supervisor	» Site supervisor
» CNC programmer/operator	» Welding supervisor	» Business manager
» Manufacturing engineer	» Engineering supervisor	» Business owner
	» Leading hand	

Maintenance engineering

Entry level jobs	Advancing jobs	Senior jobs
Apprenticeship	Higher learning	Higher learning
» Maintenance engineer	» Specialist engineer	» Foreman
» Machine building and installation engineer	» Engineering supervisor	» Site supervisor
» Fluid power technician	» Leading hand	» Business manager
	» Workshop supervisor	» Business owner

Toolmaking

Entry level jobs	Advancing jobs	Senior jobs
Apprenticeship	Higher learning	Higher learning
» Toolmaker	» Specialist toolmaker	» Foreman
» Machine shop	» Supervisor	» Site supervisor
» CNC programmer/operator		» Business manager
» Research and development manufacturing		» Business owner

Assessment resources

On-the-job assessment resource toolbox

On the next pages you will find a list of resources that you can use to help you prepare for the on-the-job assessments. The list includes pages to read in the recommended textbooks, and other resources you should find in your workplace.

Year 1

Unit standard	Assessment title/subject	Textbook pages	Other resources (add to this list as you go)
4433	Select, use, and care for simple measuring devices used in engineering	Culley (ed) 167 - 171 Timings 162 - 165	
2395	Demonstrate and apply knowledge of the selection, use, and care of engineering hand tools	Culley (ed) 125 - 141 Timings 214 - 224	
2396	Demonstrate and apply knowledge of the selection, use, and care of portable hand held engineering power tools	Culley (ed) 607 - 611 Timings 249 - 253	
29672	Assemble fabricated components using mechanical connections	Timings 386 - 427	
29674	Demonstrate knowledge of mechanical fasteners used in mechanical engineering	Culley (ed) 114 - 124 Timings 386 - 418	
11661	Perform engineering drilling operations using a pedestal type drilling machine	Culley (ed) 224 - 227 Timings 226 - 237	
29676	Demonstrate and apply knowledge of good work practices when servicing simple components under supervision		Company Instructions and Operating Procedures Manufacturer's Technical and Service Manuals

Year 2

Unit standard	Assessment title/subject	Textbook pages	Other resources (add to this list as you go)
30279	Cut steel using the manual gas cutting process	Culley (ed) 553 - 554	
30280	Cut metals using the manual plasma cutting process		Company Instructions and Operating Procedures Manufacturer's Operator Manuals
2397	Carry out routine servicing of engineering machinery	Culley (ed) 613 - 614	Company Instructions and Operating Procedures Manufacturer's Technical and Service Manuals
30284	Demonstrate and apply knowledge of the construction, function and application of seals in mechanical engineering	Culley (ed) 489 - 493	Manufacturer's Technical and Service Manuals
30666	Demonstrate and apply knowledge of keys and pins	Culley (ed) 499 - 501	
30273	Set up and operate a CNC engineering lathe or machining centre	Culley (ed) 597 - 606	Company Instructions and Operating Procedures Manufacturer's Operator Manuals
30665 Year 2 & 3	Demonstrate and apply knowledge of workplace communication in mechanical engineering trades	Timings 58 - 65	
30438 Year 2 & 3	Dismantle, inspect and assemble component parts within assemblies	Culley (ed) 482 - 536	Manufacturer's Technical and Service Manuals
2714 Year 2 & 3	Produce components by performing engineering turning operations	Culley (ed) 228 - 308	Manufacturer's Operator Manuals
2715 Year 2 to 4	Produce components by performing engineering milling operations	Culley (ed) 328 - 374	Manufacturer's Operator Manuals
22910 Year 2 & 3	Produce a part program for a CNC engineering lathe or machining centre	Culley (ed) 597 - 606	Manufacturer's Operator Manuals

Year 3 and 4

Unit standard	Assessment title/subject	Textbook pages	Other resources (add to this list as you go)
2407 Year 3	Monitor the condition of mechanical machinery		Manufacturer's Technical and Service Manuals
22905 Year 3	Perform planned maintenance work on mechanical equipment	Culley (ed) 613 - 619	Manufacturer's Technical and Service Manuals
30285 Year 3	Demonstrate knowledge of, and replace and test dynamic seals in machinery	Culley (ed) 489 - 491	Manufacturer's Technical and Service Manuals
4441 Year 3	Calibrate engineering measuring devices and equipment	Culley (ed) 175 - 179	Manufacturer's Technical and Service Manuals
18544 Year 3	Select and use advanced material cutting tools in engineering machining		Manufacturer's Operator Manuals
29676 Year 3	Demonstrate and apply knowledge of good work practices when servicing simple components under supervision		Company Instructions and Operating Procedures Manufacturer's Technical and Service Manuals
30274 Year 3 & 4	Cut fabrication materials using hand held power tools	Culley (ed) 607 - 611 Timings 249 - 253	Manufacturer's Technical and Service Manuals
30440 Year 3 & 4	Mark out fabrication components using geometrical methods	Timings 172 - 206	
25699 Year 3 & 4	Form heavy fabrication materials	Timings 278 - 344	
25698 Year 3 & 4	Form light fabrication materials	Timings 278 - 344	
25700 Year 3 & 4	Assemble and join light fabrication materials	Timings 386 - 465	



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