

Code of Good Practice for New Zealand Apprenticeships

Manaakitanga

Service mentality

Whanaungatanga

Quality of touch

Mana Motuhake

Responsiveness

NZ Apprenticeships are formal work-based training programmes in the primary industries sector and are open to anyone over 16 years of age that meets eligibility criteria.

Three parties to a New Zealand Apprenticeship

There are three parties to a New Zealand apprenticeship – the apprentice, the employer, and the Primary ITO (Industry Training Organisation).

Three principles for New Zealand Apprenticeships

Commitment, Communication and Collaboration.

The framework for New Zealand Apprenticeships

The Industry Training and Apprenticeship Act 1992 sets out the framework for apprenticeship training and the obligations of those involved.

The key components are:

- being employed in the industry
- completing a relevant level 4 qualification
- meeting any regulatory requirements for the occupation

Key Responsibilities

Apprentice - be a committed employee, actively participating in the learning requirements of their qualification and completing their work at a consistent credit achievement rate.

Employer - to train and support the apprentice to progress through their qualification.

Primary ITO - facilitate training and support the apprentice and the employer.

The trainee must have a current Training Agreement signed by all three parties. This is a formal agreement between **the employer, the apprentice** and **the Primary ITO**. All three parties are expected to comply with the Code of Good practice for Apprenticeships as issued by the Tertiary Education Commission.

The apprentice must also have a training plan that sets out

- the qualification to be achieved
- the required standards and/or competencies to achieve the qualification
- key skills they may require
- the training process, delivery modes and assessment arrangements
- key milestones, achievement targets and supported by regular reviews and reporting framework

Good practice for an apprentice is to:

- Communicate clearly - advise your training advisor or employer if you have any issues related to your training.
- Be an active and committed learner - understand the requirements of the training plan and complete it, regularly submit work for marking, attend off-job training and study sessions as scheduled.
- Be informed - understand the work required and consider if you are committed for the duration before signing up.
- Be a good employee - work safely, be punctual and professional, look after workspace and resources, respect fellow employees and the employers customers.

Good practice for an employer is to:

- Be informed - understand what employing an apprentice involves and what your obligations are around taking a genuine interest, actively supporting and encouraging the apprentice's training.
- Be a good employer - complies with all relevant employment, health and safety, privacy, and human rights legislation and provide a safe working environment for the apprentice.
- Support access to off-job training - allows attendance of off-job training during work hours.
- Ensure effective training and mentoring in the workplace, including; on-the-job experiences and training of skills relevant to the apprentice's qualification and ensuring regular submission of work for marking to assist progression.
- Communicate clearly - creates a supportive environment and has open communication with the apprentice and the Primary ITO, including scheduled joint progress and goal setting reviews between the three parties.

Good practice for Primary ITO is to:

- Understand success is about quality relationships, a service mentality and being able to respond to the needs of all involved. These are embraced within the ITO values of Whanaungatanga, Manaakitanga and Mana Motuhake.
- Develop and implement a training plan in collaboration with the employer and apprentice. This will include resources, on-job and off-job training, assessment schedules, progress monitoring and reporting.
- Support the apprentice - meet regularly with the apprentice and employer to review training progress and set goals.
- Support the employer - understand the employers needs and how to meet those needs.
- Communicate clearly - identify and help overcome barriers that impact on trainees success and being responsive to needs that supports the trainees progress and completion.
- Support the implementation of the training plan - including learning material, on-job/ off-job training and assessment schedules, progress monitoring, reporting progress as planned as a collaboration with the apprentice and the employer.

Te Ako Tiketike Model

Workplace success has five features that matter to all involved.

Personal commitment, attitude & motivation

Individual readiness, motivation and success is dependent on the interplay of the 5 elements underpinned by the contribution, acknowledgement and investment of all involved.

Tuakana-teina

Culturally competent mentors/peers who can incorporate cultural understanding, practices and values is important.



Strong foundations for workplace learning

This is a key priority area for many learners particularly for Māori. Learning materials and support resources need to reflect different styles of learning, be responsive to learning gaps with flexible assessment models for success.

Connectedness

Expectations are high yet realistic. Clear direction with a culturally supportive environment, easy to use resources and positive reinforcement to succeed.

Whānau support & encouragement

Alignment with community networks, iwi, hapū, whānau is key.
An invitation to participate.