

BEING AN *apprentice*



Welcome, if you are reading this brochure, you will be thinking about becoming an apprentice to learn a trade.

So what is it like being an apprentice? Many other young people have done their apprenticeships and here is some advice from them.

What does an apprenticeship involve?



There are many advantages to beginning and completing an apprenticeship. Some of these are:



You learn a trade while earning wages, so you do not have to have a student loan



You get an internationally recognised qualification when you complete (internationally recognised qualifications only recognised for some trades)



You learn skills that employers want



How is your apprenticeship supported?

Various organisations and agencies support you through your apprenticeship. These include:

ITOs

An Industry Training Organisation (ITO) set up by the industry you are apprenticed to. ITOs will provide you with a support person. An ITO also arranges your off-job training and records your on and off-job assessment results.

If you are under 21, you may be eligible for support from a modern apprenticeship coordinator. Your



modern apprenticeship coordinator will help you

set up a training plan. They will also visit you at work to make sure your employer is providing enough training and assessment opportunities for you to meet your training plan. Off-job training arrangements may vary between ITO's.

Is an apprenticeship right for me?

Before you sign into an apprenticeship, talk to your whānau, friends and teachers about why you want to begin an apprenticeship. Here are some ideas of what to discuss.

Are you sure about becoming a *trades person*?

Have you found out what the work will involve? If not, find out more before you commit yourself to the work.

Have you completed some work experience in a similar workplace? If not, try to get a few days of relevant work experience.

Do you have family or friends who work in the trade? If yes, ask them to tell you more about the different types of work available in the trade.

Have you worked out WHY you are interested in an apprenticeship in a certain trade? If yes, did you look at the career opportunities beyond the apprenticeship? If not, think through what your main reasons are for obtaining an apprenticeship.

Have you looked at the advantages and disadvantages of the trade? Do the advantages of and future of working in the trade outweigh the disadvantages?





Find the right employer

If you are sure you want an apprenticeship, use the following to help you find an employer who will be able to offer you an apprenticeship. Ask your whānau, friends and teachers for help with these questions.

Has the employer taken on other apprentices?

Are there other apprentices employed in the business?

Are there more apprentices than other workers?

Will the business provide the range of skill training you will need to be a trades person?

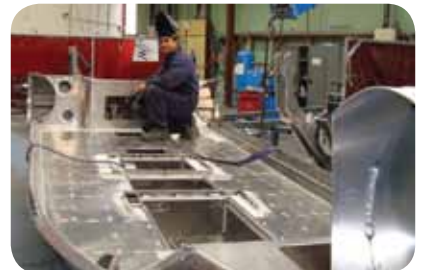
If the employer has not taken on an apprentice before, find out if they are familiar with the current apprenticeship system.



Start off on the right foot

When you discuss the option of beginning the apprenticeship with an employer, ask the employer the following questions and check that these details are included in your employment contract.

- Your hours of work
- Shift work requirements
- The pay/wage structure. Will your pay increase as you progress through your apprenticeship?
- Who pays for uniforms and tools?
- Who pays for off-job training? These may be day-release courses, block courses or correspondence/distance learning courses
- What happens when you attend off-job training? Are you paid to attend?
- If you have to travel away to attend block course, who pays for travel and accommodation?
- What support is available as an apprentice through the ITO?
- Will you also be eligible for support from a modern apprenticeship co-ordinator?
- Your rights as an apprentice.





Be a responsible apprentice



As an apprentice, you have responsibilities to yourself and your employer. By taking charge of your apprenticeship journey, you will be well on the way to completing a qualification and becoming a trades person.

Apprentice responsibilities include:

- Willingness to work and learn
- Turning up for work on time each working day
- Maintaining your work tools
- Completing work properly and to required standards
- Understanding, and keeping to your training plan – and achieve your national certificate
- Maintaining good workplace relationships
- Making regular contact with your workplace trainer/assessor, training coordinator or ITO support person
- Attending off-job training as directed by your employer or ITO

This brochure is prepared from the findings of the research report *Belonging, becoming and being: First-year apprentices' experiences in the workplace* undertaken and written by Selena Chan, Christchurch Polytechnic Institute of Technology with assistance from the following seven Industry Training Organisations. The project and publications have been funded by Ako Aotearoa through its National Project Fund.



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csc@competenz.org.nz | 0800 526 1800



www.bcito.org.nz | 0800 4 BCITO



training@bia.org.nz | 0800 600 242



www.hito.org.nz | enquiries@hito.org.nz



GROWING TALENT IN NZ HOSPITALITY

info@hsi.co.nz | 0800-275-4474



info@jito.co.nz | 0800 GO JITO (0800 46 5486)



www.agito.ac.nz | 0800 691 111



AOTEAROA
NATIONAL CENTRE FOR
TERTIARY TEACHING
EXCELLENCE

AKO AOTEAROA | Email info@akoaooteaoroa.ac.nz | Web www.akoaooteaoroa.ac.nz

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