

Your trades guide



skills for life and
career choices for you

Contents

to blow your mind!



skills for life

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SKILLS FOR LIFE.

What is Competenz?

Competenz is an industry training organisation (ITO) which means we're one of a special group of businesses that has government authority to design on-the-job-training for people just like you.

We work with more than 3,500 companies and more than 20,000 learners in 37 industries all over New Zealand.

We work with trainees and apprentices, schools, employers, training providers and assessors around the country to help Kiwis learn while they earn.

What is on-the-job training?

On-the-job-training allows you to learn skills while you're working and getting paid. First you learn the basic skills, then as you progress you learn more advanced skills to do your job even better. The more you learn, the more career opportunities will come your way, things like promotions, pay rises, new job opportunities, new learning opportunities... and all these add up to having a great career over your whole lifetime.

Why train on-the-job?

On-the-job training means you:

- » Earn while you learn – no student loan and you're getting paid from day one
- » Finish your training with a job instead of needing to look for one
- » Gain practical skills that employers really want (for even more job opportunities)
- » Get a nationally recognised qualification that proves you've got what it takes.

What types of on-the-job training are there?

On-the-job training can be done in a few different ways. What they all have in common is that you learn while doing the job and get a qualification that proves what skills you’ve learned.

Work experience and Gateway programmes

These are work placements for senior school students (Year 11 and above). It is a formal arrangement between a school, a student, and an employer to give you structured learning in a workplace and can count towards your NCEA.

Apprenticeships

These are a formal arrangement between an employer, a learner, and an ITO just like Competenz. Apprenticeships are a three to four-year commitment for everyone involved. Apprenticeships teach you how to do a whole job and qualify you in a trade.

Traineeships

These are a formal arrangement between an employer, a learner, and an ITO just like Competenz. Traineeships are shorter than apprenticeships, between six and 18 months. You learn important skills to do the job with structured training, and you gain a qualification. Traineeships can begin at entry-level to learn how to do a job. Traineeships can also be at advanced levels to develop additional skills in specific areas of work.

How does on-the-job training work?

Competenz can help you find a job where you will be taught skills everyday. You may also attend classes at polytechnics or do some online learning. You will be assessed by your bosses and industry experts, who will sign off that you have achieved the required standard in your work. The good thing is that you will be assessed on things you have already learned.

How does Competenz help?

Competenz is the link between you, your employer, your industry, and the New Zealand Qualifications Authority (NZQA). That’s how you get a recognised qualification in the work you do. Our job is to design the training you do, provide learning materials and check that you’re fairly assessed at each stage of training to prove you have learned the necessary skills.

We:

- » Help you find a job
- » Provide you with training materials and eLearning
- » Visit you at your workplace to check on your progress
- » Arrange for you to complete any off-job training you need (for example, at a polytechnic)
- » Assess (or arrange assessments) to confirm you have built your skills
- » Moderate assessments to make sure they are fair, valid and consistent across the country
- » Log your record of achievement with NZQA so you have a permanent record that everyone recognises proving you have met the required standard.



OUR INDUSTRIES

We work with the following industries.
You'll find out more about most of them
and the work they do in this guide.

Engineering and related trades

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

Food and Beverage

Bakery
Butchery
Food and Beverage Manufacturing
Winery Cellar Operations

Forestry

Harvesting
Silviculture

Laundry and Drycleaning

Laundry
Drycleaning

Manufacturing

Manufacturing
Steel Manufacturing
Wood Manufacturing
Glass Manufacturing
Furniture
Pulp and Paper
Solid Wood
Wood Panels
Plastics and Materials
Manufacturing
Paint and Coatings
Apparel
Textiles

Print, Packaging and Signmaking

Print
Packaging
Signmaking

Transport

Maritime
Rail

Thinking about on-the-job training?

On-the-job training can happen at any stage of your working life and there are lots of options to help you. There are many things you can do to make yourself more employable to the industry you want to work in and the employers who can help you get the skills you need.

Early preparation

At school?

Gaining Level 1 or Level 2 NCEA is useful for many jobs, but some have no minimum entry requirements. You can gain credits related to our industries as part of your NCEA.

Finished school?

Pre-trade training is available from polytechs or training companies and can be a good opportunity to learn more about a job and industry. Achievement of 50 credits is a good sign to a future employer.

Already working?

Talk to your current boss about training opportunities. If they are interested in training you or offering you an apprenticeship there is government funding available to help, they just need to talk to us.

Experienced worker?

If you've been working for a number of years but don't have any formal qualifications, then the Assessment of Prior Learning programme (APL) is a good way to have your skills assessed against industry standards and recorded with NZQA.

How to (HOOSE YOUR CAREER

Trades and services roles are varied. Even within one industry, different roles will suit different people.

School subjects count in making your career choice. Other influencing factors include the type of person you are, the sorts of experience you have and the kind of workplace that might appeal to you. Below is a list to get you thinking about what you are like, what you know and what you like to do.

Sound like you?

Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology
- » Food or Nutrition
- » Agriculture or Horticulture
- » Physical Education or Health
- » Creative Arts
(Visual/Textiles/Graphics/Performance/Music)
- » Computing/ICT/Information Management
- » Geography or Languages.

Attributes

- » Confident communicator
- » Strong eye for detail
- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good organisational skills
- » Good initiative/can-do attitude
- » Good work habits/time management
- » Good at problem-solving/creative.

Helpful experience

- » Administration, planning or organising things
- » Working with facts and figures
- » Customer service or helping people
- » Analysing, researching or problem-solving
- » Making or fixing things
- » Selling or persuading people
- » Working with machinery
- » Working with computers
- » Creative work (writing, drawing, styling).

Preferred work environments

- » Inside (retail or shop)
- » Inside (office environment)
- » Inside (workshop or plant)
- » Outside (outdoors)
- » Outside (marine)
- » Outside (in vehicles)
- » One place every day
- » Different places from time to time
- » Lots of different places every day.

Vocational Pathways

Vocational Pathways help you plan your journey from school through to getting a job. Using the colour coded pathways, you can easily see how your skills and interests relate to the trades and industries supported by Competenz.



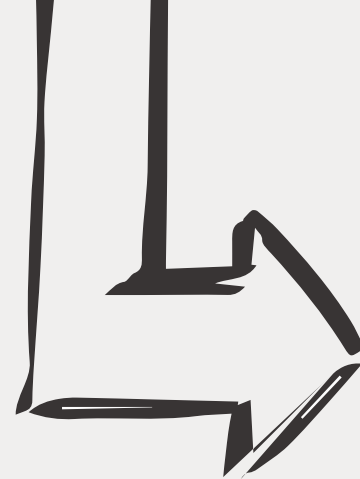
Pathway key

Four Vocational Pathways are represented across our jobs and trades. You can spot them on each job page with these symbols:

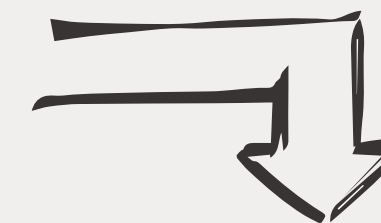
-  **Creative Industries**
-  **Manufacturing and Technology**
-  **Primary Industries**
-  **Services Industries**

For more information visit
www.youthguarantee.net.nz/vocational-pathways

your FUTURE (CAREER)



Why choose on-the-job training?



The skills you learn now in a real job will teach you skills for your whole life and every job you ever do. Get in. Get amongst it. Start learning and earning now.

Learning for life

On-the-job training with Competenz gives you nationally recognised qualifications that you can take anywhere. We know our employers are keen to keep their staff, and in many cases, see the benefit in providing ongoing and advanced training, even after you've completed your traineeship or apprenticeship. That means you will continue to earn, while you advance in your chosen career. Once you've completed your job training, we also offer training in skills like business administration, managing people, sales, lean manufacturing and all sorts of other skills that will help you and the business you work for get ahead.

Up-to-date skills

Part of our role is to ensure that your training is fit for purpose as industries and work specifics change. We review and update our qualifications in partnership with industry, so your learning is always relevant to the job you do. Sometimes the names of a qualification will change as we build programmes to meet industry needs. For example, some of our qualifications are called New Zealand Certificates and others are called National Certificates but they all provide a nationally recognised qualification at the required level within the New Zealand Qualifications Framework (NZQF).

Exciting career prospects

Every training pathway we manage includes a clear view of your future career options, whether that's learning advanced skills in on-the-job specifics or learning to develop key business skills for supervisory or management roles.

All of our industries give you many opportunities to build rewarding careers. We use the term 'strands' to talk about areas you can choose to specialise in as your on-the-job training progresses so you can choose to do more of the things you like the most, and want to do in the future.

If you're interested in starting your career but not sure about what path to take, head to competenz.org.nz to find ideas and search for learning programmes that'll help you make your mark.

No student loans or debt

When you choose to earn while you learn, it's important to consider not just how much money you're making but how much you are saving with 'free training'. Avoiding a student loan gives you more financial freedom than your peers.

Two years 'fees-free'

All apprenticeships and targeted traineeships are fees-free between 01 July 2020 to 31 December 2022 – regardless of whether you're already enrolled or enrol after 01 July 2020.

The Targeted Training and Apprenticeship Fund (TTAF) covers all training fees that would otherwise be paid to the transitional industry training organisation for training assessment, including night courses, study group fees, eLearning fees and course related text books.

All learners enrolling into a Competenz qualification must meet the entry requirements, with the aim of completing the full qualification, and with the support of their employer.

One of the great things about learning on-the-job is that you gain real skills while you're working. That means no student loans and you're paid while you learn. On-the-job training through Competenz is funded mostly by your employer and the Tertiary Education Commission (TEC), at minimal or no cost to you.

Business skills and experience

We Kiwis have nearly 500,000 small businesses. That means nearly one person out of every three works in a small business. That's the single largest employment sector in the country, and learning a trade or service role can be the perfect base for having your own business down the track.

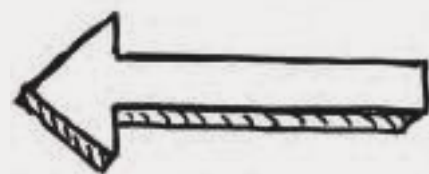
Unlock your potential

On-the-job training means you can experience what a job is really like and you can choose to follow higher qualifications in areas that interest you or you're good at. Often we don't know what we might excel at until we have an opportunity to try. That's where on-the-job training can unlock your potential.

GETTING A JOB 😊

The first step for on-the-job training is to get a job

The main things employers are looking for
are a good attitude and a driver licence.



Top tip

Ask your friends and family to connect
you with people who work in the industry
you're interested in. Call them or go and
see them and ask lots of questions.
If you're keen enough, they may be able
to help you find a job.

Show you're interested

Employers want to know you're interested in their
industry and their business. Take the time to learn
about the company before you approach them.

Be willing to learn

Show employers you've mastered new skills in
the past – and you're keen to keep learning.

Show a great work ethic

Your employer wants to be able to rely on you.
Turn up on time, follow instructions and work hard!

Be a team player

Employers are looking for people who fit in.
Show them you're friendly, helpful and reliable.

Volunteer for work experience

It's a great way to show you're interested in an
employer's business and motivated to get ahead.
You may even get a job offer.

Make a plan

And stick with it! It can take a while to find the right
job. Persevering will pay off!

Start your job search today

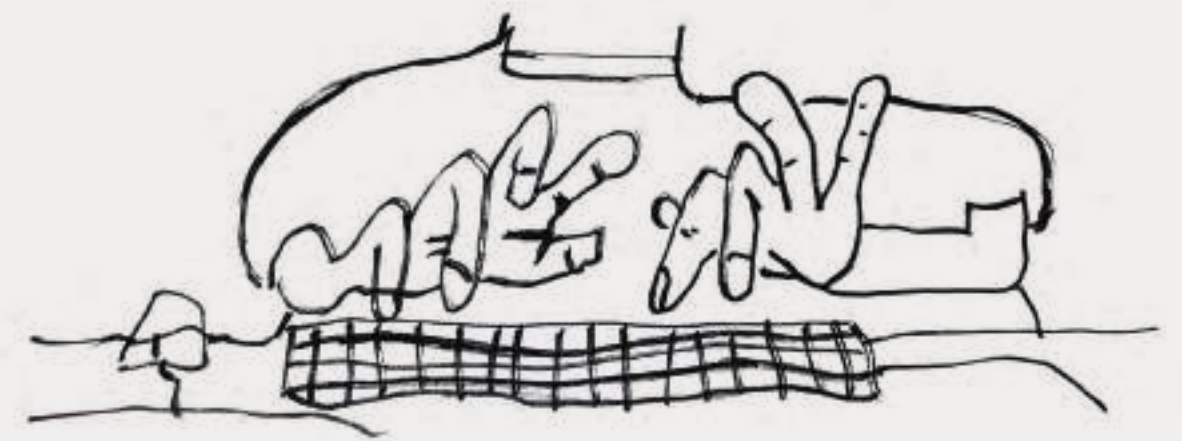
Search for 'apprenticeships' on New Zealand job search
websites like Trade Me and Seek, and check out the
Competenz job board at

competenz.org.nz/jobseekers/finding-a-job/

WRITING YOUR CV...

Top tip

Don't just use one CV for all the jobs you apply for; write a CV for each and every job. Order your information to match the skills and experience they listed in the job description.



Writing your CV and covering letter

Your CV and covering letter are important tools. They show what you've done, the skills you already have, and why an employer should choose you. There are plenty of templates available to help you.

What's most important is you write it for an employer's point of view. Think about the skills they will be looking for and make them the top things you include.

Employers in different industries are often looking for similar skills. These are called transferable skills (that means they can be transferred from one type of work to another). These are really useful skills to concentrate on when you're starting out. Everybody has at least some of them.

Skills employers want

- » Communication skills
- » Customer service skills – in person, on the phone, and online
- » Ability to work well in a team
- » Literacy and numeracy skills
- » Using computers and technology
- » Planning and organisational skills
- » Initiative and a can-do attitude
- » Problem-solving skills
- » Good work habits and independence
- » Health and safety skills.

Job-specific skills

When you're applying for jobs, look closely at the job description. It will tell you the things an employer is looking for. **Be honest.** If you don't have a skill, tell them what you have done that's similar or tell them how keen you are to learn that skill. Don't be shy to tell them about your nearest matched skills.

For example:

What the job description says...

'Ideally you have commercial crewing experience.'

What you can say is...

"While I don't have commercial crewing experience, I have crewed on private boats for family and friends and done lifesaving, first aid and boatmasters training and I am very keen to learn."

INTERVIEW TIPS

First impressions count!

- » Dress smart – get a haircut if needed and wear clean, conservative clothing
- » Be positive, smile and show enthusiasm
- » Body language – be open and expressive, sit up and speak clearly
- » Arrive early for your interview
- » Ensure your mobile phone is on silent or switched off
- » Tidy up your social media accounts – your new boss might look you up online.

Before the interview

- » Research the organisation
- » Prepare questions about the role
- » Practice your interview skills with friends and family
- » Familiarise yourself with the role and job application
- » Write down all your skills and be confident with your ability to do the job
- » Plan your journey, allow for extra travel time, and know where you are going to park.

At the interview

- » Smile and shake hands with your interviewer and maintain eye contact
- » Take time to think about your answer to every question
- » If you misunderstand a question, don't be afraid to ask the interviewer to repeat it
- » Always ask questions – this is your chance to ask the employer anything you want to know about their workplace and the job you are applying for
- » At the end of the interview, thank the interviewer for their time. You could ask the next steps in the recruitment process.

After the interview

- » If possible, email the interviewer and thank them for taking the time to see you. This shows you are interested in the role and are professional
- » It may take several weeks before you hear back about your interview – if you haven't, you can politely call or email the company
- » You may be asked to come back for a second or third interview. This is quite normal as recruiting can be a lengthy process.

Sample interview questions

- » Can you tell us about yourself?
- » Why do you want to work for this organisation?
- » What made you apply for this particular job?
- » Have you done this kind of work before?
- » How will we benefit from taking you on?
- » What are your strengths and weaknesses?
- » Tell me about a time when you had to deal with conflict/experienced failure/resolved a problem/achieved a goal/took a leadership role within a group.

Employability skills

Get ready for work

Employability skills are personal qualities or attitudes that make you ready for work. Below are the top skills New Zealand employers say are essential for the workplace*.

Positive attitude

Having a positive attitude is like showing up to your team's game ready to give it your best, excited and ready to go – even if the chances of winning are low and it's going to be hard work.

Communication

You have good communication skills if you can listen well, you don't swear at work or have a bad attitude, you can ask for what you want clearly, and you're not afraid to ask if you don't understand something.

Teamwork

Teamwork is just like when you're playing sport or performing in a band. You help each other to get what you want, you make sure you do your part, you get on with everyone, and you respect your coach or manager.

Resilience

Maybe you've worked really hard on that NCEA project and got a Not Achieved and feel like giving up. Or your family moves to a new town, away from your friends. Resilience is accepting that life does can be challenging at times. It's about being able to adapt, ask for help and keep going.

Self-management

When you manage yourself, you are in control of what you do and say in a way that doesn't harm yourself or others. You turn up to school or work on time, in the right clothes and ready to start, and people can rely on you.

Willingness to learn

Willingness to learn is showing that you're happy to learn new things to do your job well. It also means that when, for example, your coach says that you need to work on your passes, or your kapa haka teacher says you need to improve your actions, you don't get too upset, but take it calmly and try hard to do better.

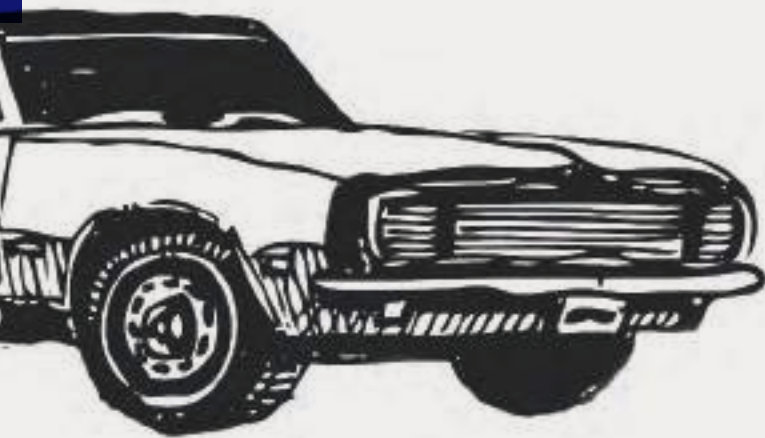
Thinking skills

Using thinking skills means to use your initiative – if you see a problem, don't wait for someone else to fix it, find a way to do it yourself. When you make a decision, such as what to do when you leave school, you think carefully about all your choices and ask for advice.

*Source: Careers NZ



Getting your DRIVER LICENCE



Having a New Zealand Driver Licence could increase your chances of getting a job, depending on the career you choose.

You can get your Learner Licence when you turn 16, which means you can drive an automatic or manual vehicle while you learn to drive, supervised by someone who holds a Full Driver Licence.

Once you have had your Learner Licence for six months, you can apply for your Restricted Licence, which means you can drive on your own between 5am – 10pm.

When you have had your Restricted Licence for at least 18 months, you can apply for your Full Licence which means you can drive an automatic or manual vehicle, without supervision, with passengers, and at any time.

For more information about the process, see www.nzta.govt.nz

The roadmap for your car licence



DID YOU KNOW?

Research confirms apprentices **earn more** than university graduates by age 28*

Two separate sets of research* confirm that trainees and apprentices are earning and learning their way to financial success.

By avoiding student debt, apprentices and trainees earn significantly more in the early stages of their career and get a financial head start.

They buy a home earlier and for most of their careers, have a higher net financial position than graduates with a bachelors degree and above.

- » By the age of 28 an apprentice has earned \$165,000 more than BA, BCom and BSc graduates
- » By the age of 30 a mechanical engineer has earned \$185,998 more than an accountant.

Net assets at age 40

- » Apprentice \$489,827
- » Bachelors \$229,806
- » No further qualifications \$399,501.

Net assets at age 64

- » Apprentice \$1.85 million
- » Bachelors \$1.85 million
- » No further qualifications \$1.65 million.

“

By the age of 28 an apprentice has earned \$165,000 more than BA, BCom and BSc graduates*

By the age of 30 a mechanical engineer has earned \$185,998 more than an accountant*

”

*Scarlatti research 2018 'Income outcomes' and BERL research 2017 'An apprenticeship or studying for a degree – which is the better choice for young people?'

WORK EXPERIENCE AND GATEWAY

Work experience and Gateway offer a fantastic opportunity to experience what it's like to work in a trade and gain NCEA credits where relevant.

Work placement is unpaid, but you can think of it as a job interview. If you make a good impression, it could lead to an apprenticeship job.

Talk to Competenz to find out more.

LEARNER Support

Literacy and numeracy

If you sometimes feel like you struggle with reading, writing, adding numbers or measuring correctly, it might also affect your workplace learning.

If it's something you are concerned about, don't let it stop you! We are here to help. Talk to your training advisor and they will figure out the type of support you need. We have a network of people all over New Zealand to help you with language, literacy and numeracy.

Dyslexia support

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

If you have suspected or diagnosed dyslexia, Competenz can assist you to access funding for tools and equipment through government agency, Workbridge.

In some industries, the following support options are also available to our learners:

Study groups

Our study groups provide an opportunity for group discussion with peers, in addition to receiving one-on-one support with assessment material.

Apprentice inductions

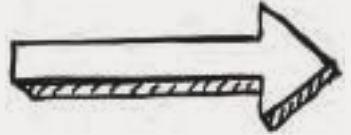
An induction equips you with the skills, knowledge, and confidence to kick-start your apprenticeship while providing an opportunity to discuss and implement good study practices.

Mentoring

Our mentoring programme is a valuable opportunity to get guidance and support over and above your quarterly visit from a training advisor.

To find out more or discuss your options, talk to your training advisor or visit competenz.org.nz

(CAREER
(CHOICES
AHEAD.



Engineering

What is it really like?

What do engineers do?

Engineers keep New Zealand’s industries running with a broad range of skills like welding, manufacturing machined and formed parts, plus repairs and maintenance of all kinds of machinery and equipment. You’ll learn on-the-job and through training. New Zealand needs many more trades-qualified engineers and there are loads of opportunities!

Types of engineering roles

There are many types of engineers doing amazing work all over the country:

Role	Page
General Engineer	26
Engineering Machinist	28
Engineering Fitter and Machinist	30
Fabricator	32
Maintenance Engineer	34
Refrigeration and Air Conditioning Engineer	36
Mechanical Building Services Engineer	38
Dairy Systems Technician	40
Toolmaker	42
Locksmith	44
Fire Protection Engineer	46

Competenz connections

We work with more than 1,000 engineering companies across New Zealand that employ and train trades engineers, including Apprentice Training New Zealand (ATNZ).

General Engineer

Kaipūhanga

Jobseekers,
check our website
for job vacancies
competenz.org.nz



What do they do?

General engineers have good broad skills and knowledge of welding, fabrication, machining, and fitting. Their work includes fitting and assembly work, machine shop work, service and repair work, manufacturing and general fabrication of all kinds of machines and equipment including hydraulics and pneumatics.

How to become a general engineer

You train through an on-the-job apprenticeship to become a general engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do, and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Each day can be quite different; engineering work is varied, and can involve fitting, machining, welding, maintenance, repair, hydraulics, pneumatics and/or fabrication.

Generally, your training will be tailored to the type of work you do.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

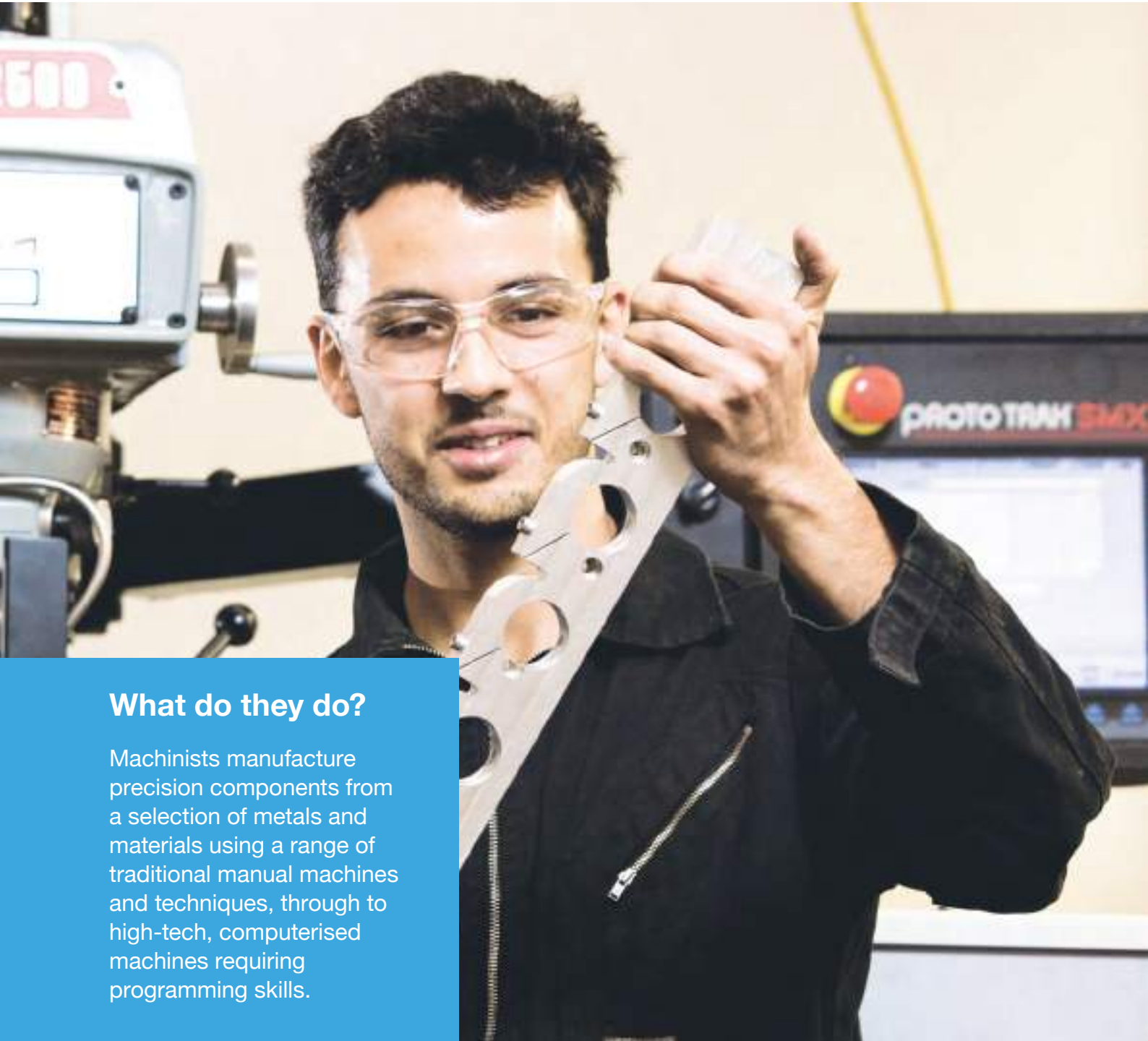
School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» General Engineer	» Specialist Engineer » Engineering Supervisor » Leading Hand » Workshop Supervisor » Welding Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Machining Engineer

Kaiūhanga Pūrere

Jobseekers,
check our website
for job vacancies
competenz.org.nz



What do they do?

Machinists manufacture precision components from a selection of metals and materials using a range of traditional manual machines and techniques, through to high-tech, computerised machines requiring programming skills.

How to become a engineering machinist

You train through an on-the-job apprenticeship to become an engineering machinist and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Each day can be quite different; machining work is varied and can include making and assembling metal parts.

Using Computer Numerical Controlled (CNC) machines, you could be making componentry in bulk or making small quantities of unique or special parts.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Engineering Machinist » Fitting and Assembly Work » Machine Shop » Fitter and Turner » CNC Programmer/Operator » Manufacturing Engineer	» Specialist Engineer » Engineering Supervisor » Leading Hand » Workshop Supervisor » Welding Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Engineering Fitter and Machinist

Kaipūhanga Whakarawe Pūrere

Jobseekers,
check our website
for job vacancies
competenz.org.nz

What do they do?

Fitter and machinists manufacture and assemble components for all types of machinery and equipment. They use traditional and modern processes and machinery.



How to become a engineering fitter and machinist

You train through an on-the-job apprenticeship to become an engineering fitter and machinist and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required. Each day can be quite different; fitting and machining work is varied and can include the assembly, alignment and machining of components, plus installation of machines, hydraulic or pneumatic control systems.

Basic Computer Numerical Controlled (CNC) machinery operations are often used, and you could be involved in making prototypes for testing purposes.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Engineering fitter and machinist » Fitter and turner » CNC programmer/operator » Manufacturing engineer	» Specialist engineer » Engineering supervisor » Leading hand » Workshop supervisor » Welding supervisor	» Foreman » Site supervisor » Business manager » Business owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Fabricator

Kaimani Konganuku

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What do they do?

Fabricators work with metals. They make steel parts and structures, from kitchen sinks (light fabrication) to steel tanks (heavy fabrication) or even a skyscrapers (steel construction fabrication). They are also called sheet metal workers, steel construction workers, boilermakers and fitter-welders.



How to become a fabricator

You train through an on-the-job apprenticeship to become a fabricator and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Fabrication work is varied and can include working with metals to create specific products, working from design engineers' drawings, measuring, cutting, bending and welding metals, and testing the finished products.

Training is tailored to the type of work you do; heavy fabrication, light fabrication or steel construction.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Reasonable strength and fitness
- » Confidence with IT, computers, technology
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

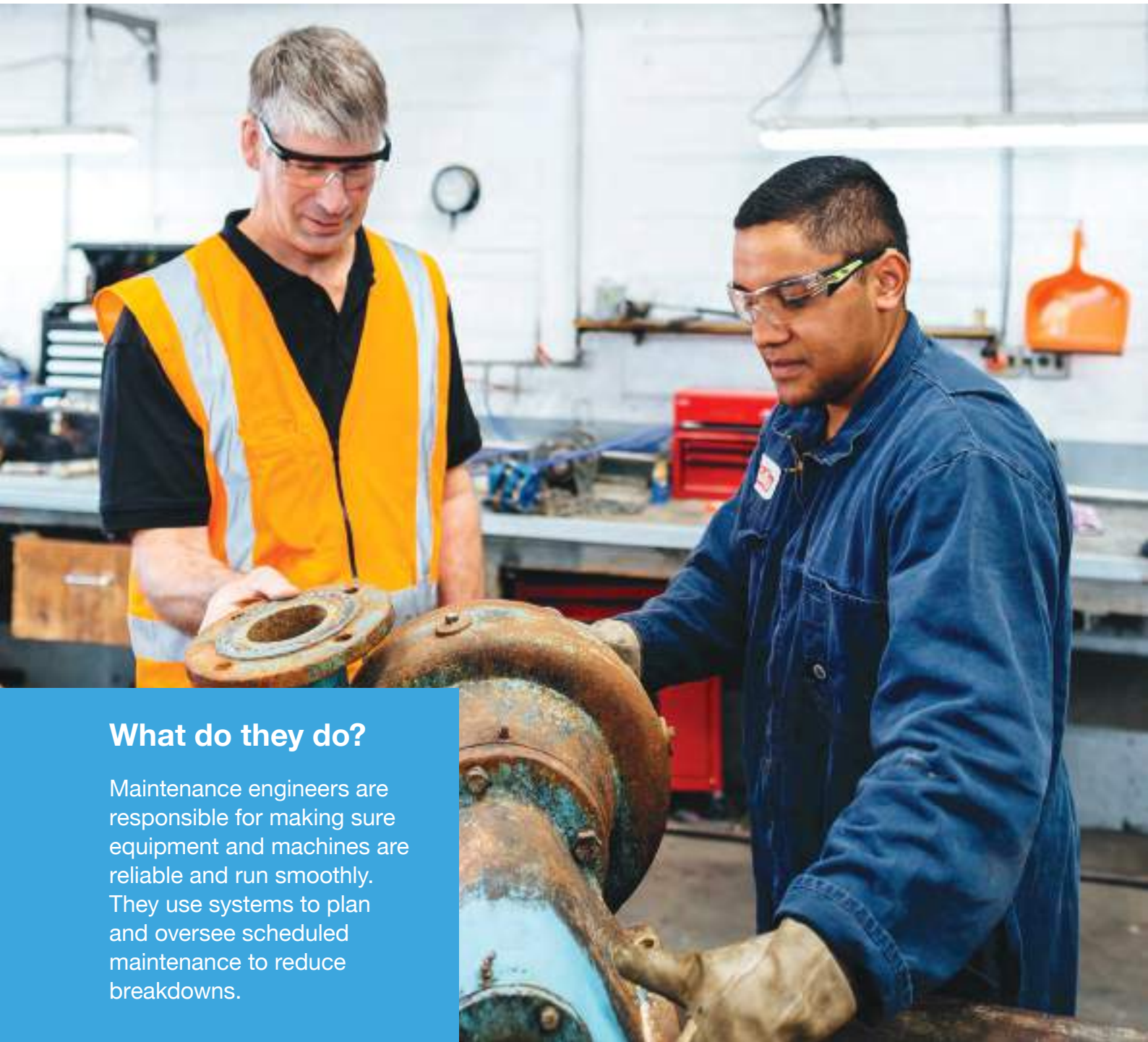
School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Fabricator (light, heavy or steel construction)	» Specialist Fabricator » Supervisor » Leading Hand » Workshop Supervisor » Welding Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Maintenance Engineer

Kaipūhanga Whakatikatika

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What do they do?

Maintenance engineers are responsible for making sure equipment and machines are reliable and run smoothly. They use systems to plan and oversee scheduled maintenance to reduce breakdowns.

How to become a maintenance engineer

You train through an on-the-job apprenticeship to become a maintenance engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include installing and maintaining machinery, shutting down maintenance work (e.g. within engineering, manufacturing and mining industries), making adjustments to meet production requirements, monitoring equipment condition, diagnosis and fault finding. You will usually be working onsite at a production/manufacturing business.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Reasonable strength and fitness
- » Confidence with IT, computers, technology
- » Good organisational skills
- » Good work habits/time management
- » Good literacy and numeracy skills
- » Strong eye for detail.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers
- » Analysing, researching and problem-solving.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Maintenance Engineer » Machine Building and Installation Engineer » Fluid Power Technician	» Specialist Fabricator » Supervisor » Leading Hand » Workshop Supervisor » Welding Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Refrigeration and Air Conditioning Engineer

Kaipūhangaa Pouaka Makariri and Pūrere Whāhauhau

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What do they do?

Refrigeration and air conditioning engineers manufacture, install and maintain the systems used to provide heating or cooling to buildings, and refrigeration to store and transport perishable items such as food and medicine.

How to become a refrigeration and air conditioning engineer

You train through an on-the-job apprenticeship to become a refrigeration and air conditioning engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include installing and maintaining refrigeration and air conditioning systems in office buildings, hospitals and factories, through to refrigeration engineering in warehouses, ships, containers and trucks.

You are likely to work in many different locations each day.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Analysing, researching or problem-solving
- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway **Manufacturing and Technology**

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Refrigeration and Air Conditioning Engineer » Air Conditioning Systems Designer » Industrial Refrigeration Engineer » Commercial Refrigeration Engineer » Transport Refrigeration Engineer	» Specialist Engineer » Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Mechanical Building Services Engineer

Ratonga Hanga Pūkaha

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What do they do?

Mechanical building services engineers install and maintain the heating, ventilation, air conditioning and environmental control systems used in offices, hospitals, supermarkets and other businesses.



How to become a mechanical building services engineer

You train through an on-the-job apprenticeship to become a mechanical building services engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include installing and maintaining air conditioning and heating systems in office buildings, hospitals and factories.

You are likely to work in a variety of locations.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Analysing, researching or problem-solving
- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway **Manufacturing and Technology**

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Mechanical Building Services Engineer » System Designer » Commercial Engineer » Industrial Engineer	» Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Dairy Systems Technician

Kaipūhanga Pūnaha Miraka Kau

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What do they do?

Dairy systems technicians install and maintain milking systems, farm water or effluent systems. They play an essential role in supporting New Zealand’s biggest industry.

How to become a dairy technician

You train through an on-the-job apprenticeship to become a dairy systems technician and you will learn a whole range of skills.

On-the-job training

Apprenticeship 3 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes outside normal hours if there is a breakdown.

Each day can be quite different; working in a workshop one day and on a farm the next.

You will install, maintain, test, diagnose faults and make recommendations for milking systems, farm water and/or farm dairy effluent systems to keep them running smoothly.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Agriculture or Horticulture

Attributes

- » Good literacy and numeracy
- » Good work habits/time management
- » Good at problem-solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Working with machinery.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Dairy Systems Engineer » Milking Machine System Technician » Pump Technician » Farm Water System Technician » Dairy Effluent System Technician	» Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Toolmaker

Kaimahi Taputapu

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What do they do?

Toolmakers use precision engineering skills to make specialist tooling such as moulds, and dies, for use in the manufacture of many common household items such as aerosol cans and plastic bottles. They use manually operated machines through to high-tech computerised machines that require advanced software to programme them for 3D machining.

How to become a toolmaker

You train through an on-the-job apprenticeship to become a toolmaker and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include designing and manufacturing moulds, dies or casts for mass-produced product containers (for example, paint and aerosol cans) as well as designing and manufacturing one-off tools needed within an industry.

You'll learn computer-aided design/computer-aided manufacturing (CAD/CAM) programmes and also computer numerical control (CNC) or electrical discharge machining (EDM) using computers.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant).

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Toolmaker » Machine Shop » CNC Programmer/Operator » Research and Development Manufacturing	» Specialist Toolmaker » Supervisor	» Foreman » Site Supervisor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Locksmith

Kaimahi Raka

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What do they do?

Locksmiths provide security for homes, businesses and other assets.

They can

- » Secure premises
- » Provide security advice
- » Open jammed or broken locks
- » Make replacement keys
- » Unlock vehicles, buildings or safes
- » Assist law enforcement agencies with:
 - Evictions
 - Repossessions
 - Search warrants
 - Forensic investigations.



How to become a locksmith

You train through an on-the-job apprenticeship to become a locksmith and you will learn a whole range of skills with different electives available in your final year.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Sometimes an eight-hour day; sometimes on shift work rosters or on call.

Work can include discussing clients' security needs through to replacing lost keys or cracking a safe. Typically, you travel to the client's location so you're often on the move. Your clients could be private owners or law enforcement agencies, depending on the company.

You may also be involved in providing security advice, for example, alarm systems.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Confidence with IT, computers, technology
- » Good work habits/time management
- » Good at problem-solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things.

Preferred work environments

- » Inside (retail or shop)
- » Lots of different places every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Locksmith	» Specialist Locksmith » Team Leader » Supervisor	» Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Fire Protection Engineer

Kaipūhanga Papare Ahi

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What do they do?

Fire protection engineers deal with fire safety equipment used in commercial buildings. They survey, select, install, commission and maintain hand-operated firefighting equipment and protection and detection systems.



How to become a fire protection engineer

You train through an on-the-job traineeship or apprenticeship to become a fire protection engineer and you will learn a whole range of skills.

On-the-job training

Traineeship
2 - 4 years

Apprenticeship
3 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Sometimes an eight-hour day; sometimes on shift work rosters or on call.

Work can include discussing clients' fire protection needs and surveying their fire risk as well as selecting, commissioning and maintaining firefighting and fire safety equipment (from hand-operated tools to entire protection and/or detection systems).

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Confidence with IT, computers, technology
- » Good work habits/time management
- » Good at problem-solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things.

Preferred work environments

- » Inside (retail or shop)
- » Inside (office environment)
- » Inside (workshop or plant)
- » Lots of different places every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: » Maths » Science (physics) » Technology (metal work) » English	» Fire Protection Engineer	» Team Leader » Supervisor	» Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Forestry

What is it really like?

What do forestry workers do?

Forestry workers produce 98 per cent of all the wood New Zealand uses. Most of the work is outdoors in forests, but there are also engineering, research, planning and management jobs available. There are roles you can do straight from school or you might choose to gain higher qualifications. Forestry work is varied and there are loads of opportunities.

Types of forestry workers

There are many people working in forestry doing great jobs all over the country. Some of these people work in the forest growing and harvesting the trees:

Role	Page
Forestry and Logging Worker	50

Competenz connections

We work with forestry companies across New Zealand that employ and train forestry workers. That means we can guide you through every step of the process and give you all the help you need.

Forestry and Logging Worker

Kaimahi Ngahere

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What do they do?

Forestry and logging workers plant, prune, measure, cut and clear trees from forests. They have good knowledge of trees and timber types, tree pruning, felling, cutting and trimming methods, good mechanical operations skills (from chainsaws to heavy machinery) along with firefighting, and health and safety skills.



How to become a forestry and logging worker

You train on-the-job gaining specific forestry skills as well as related skills such as first aid, chainsaw and equipment skills, heavy machinery handling and firefighting, depending on where you complete your training.

On-the-job training

Traineeship
1 - 4 years

Apprenticeship
2.5 - 3.5 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Often a ten-hour working day; sometimes weekend work is required. There is a variety of jobs to do from preparing the ground, planting, pruning, measuring tree growth, selecting and cutting down trees, through to using harvesting machinery, operating loaders, cutting and grading logs and maintaining equipment.

You'll need to be safety conscious, practical and work well in a team.

Sound like you?

Study areas

- » Sciences or Workshop Technologies
- » Agriculture or Horticulture
- » Physical Education or Health.

Attributes

- » Reasonable strength and fitness
- » Good initiative/can-do attitude
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery.

Preferred work environments

- » Outside (outdoors)
- » Different places from time to time.

Pathway Primary Industries

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
Good NCEA Level 1 passes in: » Maths » English	» Forestry Worker » Logging Worker	» Crew Manager » Contractor	» Forest Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Food and beverage

What is it really like?

What do food and beverage workers do?

Work in the food and beverage industry includes food manufacturing and specialist craft roles. Some jobs are based in factories and others are in smaller businesses which involve customer service. There are also opportunities to work in quality control, sales and production management.

Types of food and beverage workers

Role	Page
Craft Baker	54
Plant Baker	56
Butcher	58
Food Manufacturing Worker	60
Cellar Hand	62

Competenz connections

We work with companies across New Zealand that employ and train people in baking, butchery, food manufacturing and cellar work.

Craft Baker

Kaiwhakarākei Parāoa

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What do they do?

Craft bakers can work in small bakeries, patisseries, cafes, supermarkets and restaurants. They bake and decorate a range of food products and can specialise in a specific type of baking.



How to become a craft baker

You learn to be a craft baker through an apprenticeship where you complete your training while working on-the-job.

On-the-job training

Apprenticeship 3.5 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day starting early or shift work.

Bakers can mix, prepare and bake breads, biscuit, cakes and pastries. They understand food hygiene and may also clean equipment, handle and order ingredients.

Craft bakers also learn to decorate baked goods.

Sound like you?

Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Food or Nutrition
- » Physical Education or Health.

Attributes

- » Reasonable strength and fitness
- » Good organisational skills
- » Good work habits/time management
- » Good at problem-solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Selling to/or persuading people
- » Working with machinery.

Preferred work environments

- » Inside (retail or shop)
- » One place everyday.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA Level 1 could be useful » Food Technology – Health and Safety » Baking	» Craft Baker	» Specialist Baker » Specialist Technical Advisor » Food Researcher » Food Stylist » Team Leader » Supervisor	» Production Manager » Plant Supervisor » Teacher/Tutor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Plant Baker

Kaitunu Ahumahi

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What do they do?

Plant bakers work in factories preparing and baking large volumes of baked goods such as bread, biscuits, cakes and pastries. They use production machinery to safely and hygienically prepare large volumes of food products and may learn maintenance skills for minor repairs.



How to become a plant baker

You learn to be a plant baker through an apprenticeship where you complete your training while working on-the-job.

On-the-job training

Apprenticeship 3.5 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day starting early or shift work.

Plant bakers undertake training on specialist equipment to set up, control and shut down manufacturing procedures and ensure quality control. They also learn about the science of baking in large volumes.

Sound like you?

Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Food or Nutrition
- » Physical Education or Health.

Attributes

- » Reasonable strength and fitness
- » Good organisational skills
- » Good work habits/time management
- » Good at problem-solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Selling or persuading people
- » Working with machinery.

Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA Level 1 could be useful » Food Technology – Health and Safety » Baking	» Plant Baker	» Test Bakery Technician » Specialist Technical Advisor » Team Leader » Supervisor	» Production Manager » Plant Supervisor » Teacher/Tutor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Butcher

Kaitapahi Mīti

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What do they do?

Butchers are responsible for deboning carcasses, curing and smoking, and preparing cuts of meat and poultry for sale in a safe and hygienic way. Butchery requires strength and precision, but also customer service and presentation skills. Butchers work in supermarkets, local butcher's shops, large production plants or freezing works.



How to become a butcher

You learn to be a butcher through an apprenticeship where you complete your training while working on-the-job.

On-the-job training

Apprenticeship 3 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight to ten-hour day, sometimes longer and weekend work is common.

Butchers cut and prepare meat for sale, which involves packaging and presenting different cuts of meat in an appealing way.

It also involves cleaning and maintaining equipment and sharpening knives. In smaller shops and some supermarkets, you may be involved in curing and smoking meat or creating specific meat products.

Sound like you?

Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Food or Nutrition.

Attributes

- » Confident communicator
- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Good work habits/time management.
- » **Helpful experience**
- » Customer service or helping people
- » Making or fixing things
- » Selling or persuading people
- » Working with machinery.

Preferred work environments

- » Inside (retail or shop)
- » One place everyday.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 could be useful	» Meat Processing Worker » Supermarket Butcher » Butcher	» Butchery Manager » Meat Inspector	» Production Manager » Supermarket Management » Teacher/Tutor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Food Manufacturing Worker

Kaimahi Tukatuka Kai

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What do they do?

Food and beverage manufacturing workers make flour products (miller), beer products (brewery worker) or food products. They typically work in factories or on large production lines and with more experience can become production managers in their area of expertise.

How to become a food manufacturing worker

You learn to be a food manufacturing worker on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship from 4 months

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day or shift work.

Food manufacturing workers work on different parts of the production line, learning specific skills for each role.

You may also undertake training on specialist equipment and may learn to make minor repairs and maintain the equipment you use.

Sound like you?

Study areas

- » English
- » Economics
- » Food or Nutrition
- » Physical Education or Health.

Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Good initiative/can-do attitude
- » Good work habits/time management.

Helpful experience

- » Customer service or helping people
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » One place everyday.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning	Senior jobs Higher learning
There are no minimum entry requirements » Food Technology – Health and Safety	» Process Worker » Miller » Brewery Worker	» Team Leader » Specialist Technical Advisor » Plant Supervisor » Production Manager » Teacher/Tutor	» Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Cellar Hand

Kaimahi Waina

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What do they do?

Cellar hands process picked grapes and ensure wine production is high-quality and ready for bottling. They work alongside the winemaker, who manages and monitors all stages of the winemaking process.



How to become a cellar hand

You learn to be a cellar hand on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship from 4 months

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day or shift work.

During the vintage, from February to April, they evaluate grape quality, operate crushers and pressers, and manage the first stage of wine processing. During the rest of the year they filter, operate cross flows, control chemical additions and work with the winemakers to ensure the blend of the wine meets specification.

Sound like you?

Study areas

- » English
- » Maths or Accounting or Economics
- » Food or Nutrition
- » Physical Education or Health.

Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Good initiative/can-do attitude
- » Good work habits/time management.
- » **Helpful experience**
- » Customer service or helping people
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside
- » Different place from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning	Senior jobs Higher learning
There are no minimum entry requirements	» Cellar Hand	» Cellar Master/Cellar Supervisor » Specialist Technical Advisor » Winemaker » Production Manager	» Teacher/Tutor » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Print, Packaging and Signmaking

What is it really like?

What do they do?

Print

Print workers produce a range of printed items that we see, read and use every day. There are many types of printing work, using different print technologies. Some roles are more technical, and others are more customer-focused.

Packaging

Packaging workers produce the printed packaging for a whole range of goods. Some roles are more creative, and others are more technical using specialist equipment to create the finished product.

Signmaking

Signmakers design, print and install signs in a range of materials, for indoor and outdoor use (e.g. billboards, buildings and vehicles). They often work closely with customers to design signs and understand maintenance and installation requirements.

Types of print, packaging and signmaking roles

Role	Page
Print Designer/Prepress Operator	66
Print Machine Operator	68
Print Finisher	70
Packaging Machine Operator	72
Signmaker	74

Print, Packaging and Signmaking are evolving industries with huge potential for additional job opportunities.

Competenz connections

Print and Packaging

We partner with PrintNZ and the wider industry.

Signmaking

We partner with the New Zealand Sign and Display Association (NZSDA) and the wider industry.

Print Designer/ Prepress Operator

Kaihoa Whakaahua/Mua Tānga

Check out
our website for
job vacancies
competenz.org.nz

What do they do?

Designers/prepress operators design eye-catching printed material; often discussing ideas with customers and then ensuring all digital files are ready for print and contain all the elements needed for a quality result.



How to become a print designer/ prepress operator

You learn to be a print designer/prepress operator on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship
1 - 2 years

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day. Sometimes, longer days or weekend work is required.

Designers/prepress operators create designs ready to print. They use specialist software tools and have knowledge about design as well as print process requirements.

Sound like you?

Study areas

- » Sciences or Workshop Technology
- » Creative Arts (Visual/Textiles/Graphics/Performance/Music)
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/can-do attitude.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers
- » Creative work (writing, drawing, styling).

Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

Pathway Creative Industries

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics » Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)	» Print Designer » Prepress Operator	» Team Leader » Supervisor » Production Planner	» Business Manager » Operations Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Print Machine Operator

Kaimahi Pūreretā

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What do they do?

Print machine operators work independently and in teams to produce many types of printed communications in different formats. They have knowledge of different machines, inks and solvents and use different types of presses to complete the jobs.

How to become a print machine operator

You learn to be a print machine operator on-the-job and gain qualifications to support your skills and experience.

A typical day

Typically, an eight-hour day.
Print machine operators maintain and clean presses, set up and adjust printing machines, mix inks and solvents, and adjust flow to produce a variety of high quality printed products.

Sound like you?

- Study areas**
- » Sciences or Workshop Technology
 - » Creative Arts – (Visual/Textiles/Graphics)
 - » Computing/ICT/Information Management.

- Attributes**
- » Strong eye for detail
 - » Good literacy and numeracy
 - » Confidence with IT, computers, technology
 - » Good initiative/can-do attitude.

- Helpful experience**
- » Making or fixing things
 - » Working with machinery
 - » Working with computers
 - » Creative work (writing, drawing, styling).

- Preferred work environments**
- » Inside (workshop or plant)
 - » One place every day.

On-the-job training

Traineeship
1 - 2 years

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

Pathway Creative Industries

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics » Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)	» Sheet Fed Offset Printer » Reel Fed Printer » Screen Printer » Dry Offset Printer » Digital Printer » Pad Printer » Direct Mail Printer	» Team Leader » Production Planner	» Business Manager » Operations Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Print Finisher

Kaiwhakaoti Tānga

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What do they do?

Print finishers use a range of hand and machine skills to put the finishing touches on a printed product, including gluing, stapling, folding, embossing and gold foiling. They can also assist with troubleshooting, production planning and estimating.



How to become a print finisher

You learn to be a print finisher on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship
1 - 2 years

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day.

Print finishers prepare job components and equipment to complete print finishing, machine bookbinding or hand bookbinding and maintain quality control throughout production.

Sound like you?

Study areas

- » Sciences or Workshop Technology
- » Creative Arts (Visual/Textiles/Graphics)
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/can-do attitude.

Helpful experience

- » Analysing, researching or problem-solving
- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics » Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)	» Print Finisher » Bindery Operator » Guillotine Operator » Folder Operator » Gluer Operator » Collator	» Team Leader » Production Planner	» Business Manager » Operations Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Packaging Machine Operator

Kaimahi Pūrere Tākai

Jobseekers,
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competenz.org.nz

What do they do?

Packaging machine operators use specialist machines to create attractive, protective paperboard packaging for things like food, beauty products, household appliances and beverages. They also check that packaging meets specifications.



How to become a packaging machine operator

You learn to be a packaging machine operator on-the-job and gain qualifications to support your skills and experience.

A typical day

Typically, an eight-hour day. Packaging machine operators set up and run machines that use substrates, glue and fold elements to create packaging products that meet specific quality standards.

Sound like you?

- Study areas**
- » Sciences or Workshop Technology
 - » Creative Arts (Visual/Textiles/Graphics)
 - » Computing/ICT/Information Management.
- Attributes**
- » Strong eye for detail
 - » Good literacy and numeracy
 - » Confidence with IT, computers, technology
 - » Good initiative/can-do attitude.
- Helpful experience**
- » Analysing, researching or problem-solving
 - » Making or fixing things
 - » Working with machinery
 - » Working with computers.
- Preferred work environments**
- » Inside (workshop or plant)
 - » One place every day.

On-the-job training

Traineeship
10 - 18 months

Apprenticeship
3 years

Your training will depend on your employer, the job you do and your skill level at every stage.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
No minimum entry requirement » Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)	» Packaging Machine Operator » Fibreboard Manufacturer » Forme Die Maker » Die Cutter » Glue Operator	» Team Leader » Production Planner	» Business Manager » Operations Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Signmaker

Kaihanga Tohu

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What do they do?

The signmaking industry is diverse and incorporates designing, building, painting, signwriting, applying graphics and installation. A career in signmaking allows you to get creative and use a variety of materials such as perspex, vinyl, plastic, metal, glass and wood. Various methods are used to produce signs, for example computer-controlled routers for 3D lettering and shapes from various materials, cutting and applying lettering or digital imagery to panels, banners and vehicles.



How to become a signmaker

You learn to be a signmaker on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Apprenticeship 3.5 to 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day (possibly shift work).

The nature of the work will vary with the employer, but it could involve machining, colour vinyl wrapping vehicles, printing, hand decorating, spray-painting and screen-printing.

Sound like you?

Study areas

- » English or Media Studies or History
- » Sciences or Workshop Technology
- » Creative Arts (Visual/Textiles/Graphics)
- » Computing/ICT/Information Management.

Attributes

- » Confident communicator
- » Strong eye for detail
- » Confidence with IT, computers, technology.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Creative Industries

School Unit standards in schools	Entry level jobs Apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics may be useful	» Signmaker	» Specialist Signmaker » Senior Signmaker » Team Leader » Manager	» Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Transport

What is it really like?

What do maritime workers do?

Maritime workers operate vessels on lakes, rivers and coastal waters in New Zealand and internationally. Vessels include ferries, passenger ships, superyachts, fishing vessels, charter boats, freighters, tankers and warships.

Career options include crew, ships officers and marine engineers. Some roles are people-focused and others are more technical, so there are huge opportunities to do what you're best at.

What do rail workers do?

Rail industry workers support every industry in New Zealand, moving people and freight around the country. Some roles are more people-focused and others are more technical. You will be employed by a rail operator and they will provide the training you need to do the job.

Types of transport workers

Role	Page
Maritime Crew	78
Ships Officer	80
Marine Engineer	82
Train Driver	84
Train Manager	86

Transport workers are in demand with many different opportunities to progress your career at home or internationally.

Competenz connections

Depending on the role you have, there are many training options available to you.

Maritime Crew

Kaumoana

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What do they do?

Maritime crew may assist in vessel operations, fishing and taking care of passengers. Crew work on all kinds of vessels – passenger vessels, superyachts, commercial fishing vessels, charter boats, coastal freight ships, tankers and navy ships. Larger passenger boats have specialist hospitality crew. Fishing vessel crew may also operate fishing gear and large fishing vessels have crew who process the fish.



How to become a maritime crew member

Certificates are available at any stage of your maritime career, depending on the type of work you do, the size of the vessel you work on and whether it's coastal or international. Crew on vessels must hold Maritime New Zealand certificates. You will work with your employer to gain these at each stage of your career.

On-the-job training

Traineeship 1 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically shift work of varying hours and weekend work is common.

Deck crew assist with vessel operations, maintenance, cargo and emergency procedures. Fishing crew assist with fishing, cleaning and processing fish. Passenger crew look after passengers, including preparing and serving of meals.

Sound like you?

Study areas

- » Sciences or Workshop Technologies
- » Physical Education or Health.

Attributes

- » Confident communicator
- » Reasonable strength and fitness
- » Good initiative/can-do attitude
- » Good work habits and time management.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Working with machinery
- » Coastguard boating courses
- » Lifesaving
- » Experience on boats.

Preferred work environments

- » Outside (marine).

Pathway

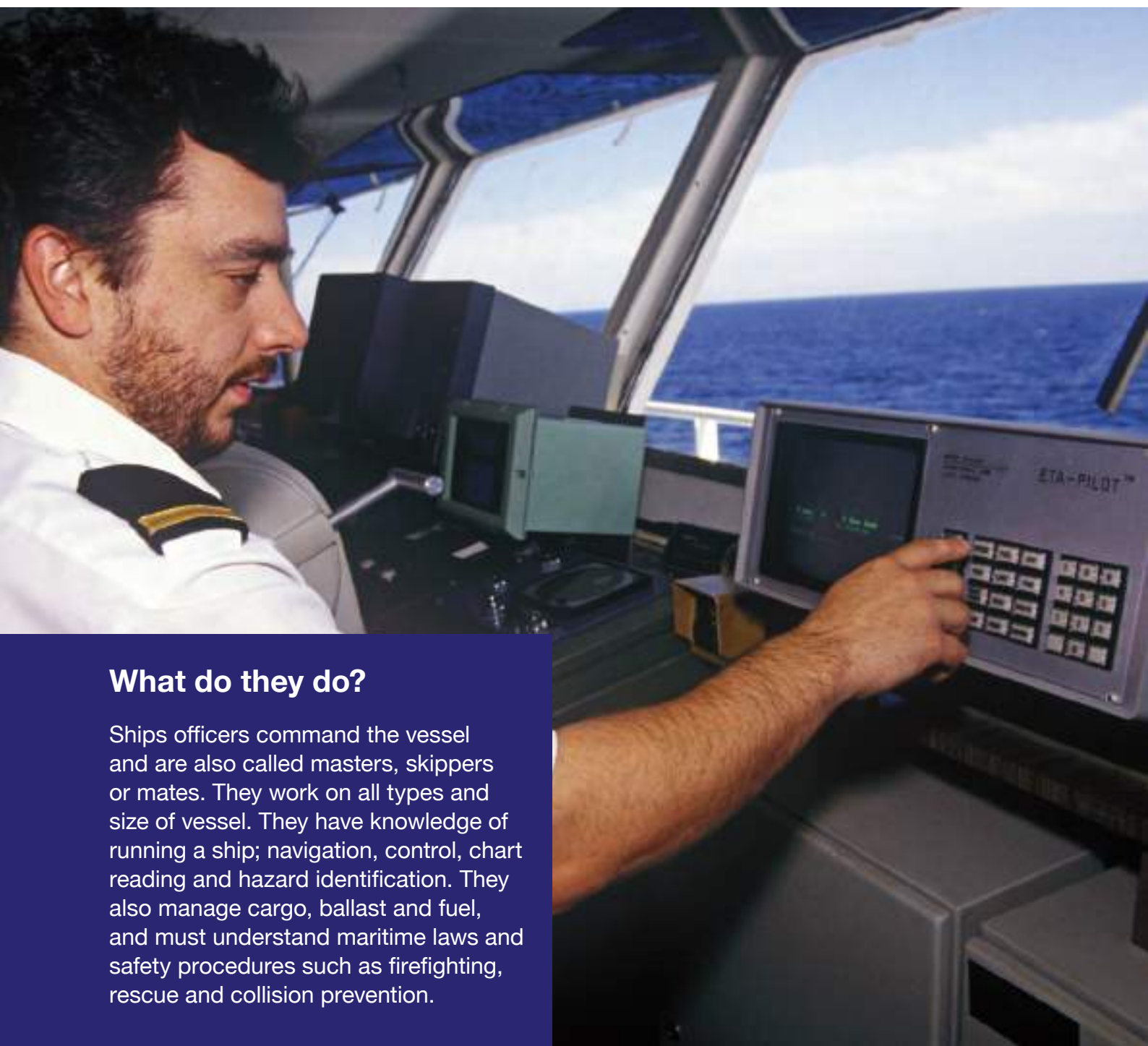
School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning
No minimum entry requirement	» Deck Crew » Passenger Crew » Engineering Crew » Fishing Crew » Watch Ratings	» Mate/Master/Skipper » Electro-Technical Officer » Marine Engineer

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Ships Officer

Āpiha ahumoana

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What do they do?

Ships officers command the vessel and are also called masters, skippers or mates. They work on all types and size of vessel. They have knowledge of running a ship; navigation, control, chart reading and hazard identification. They also manage cargo, ballast and fuel, and must understand maritime laws and safety procedures such as firefighting, rescue and collision prevention.

How to become a ships officer

Ships officers on vessels must hold Maritime New Zealand certificates. These are available at each stage of your career depending on the type of work you do, the size of the vessel you work on, and whether it's coastal or international. You will work with your employer to gain these certificates.

A typical day

Typically shift work on the vessel. Ships Officers may navigate and control ships, take charge of ships when on watch, arrange repairs, fuel and supplies, supervise the loading, unloading and storage of cargo, organise crew activities on deck and organise ship security.

Sound like you?

Study areas

- » Maths, Accounting or Economics
- » Sciences or Workshop Technology
- » Computing, ICT, Information Management.

Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/can-do attitude.

Helpful experience

- » Administration, planning or organising things
- » Working with facts and figures
- » Working with computers
- » Boating experience or crewing.

Preferred work environments

- » Outside (marine).

On-the-job training

Traineeship 1 - 6 years

Your training will depend on your employer, the job you do and your skill level at every stage. You could start as crew or study full time.

Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 recommended in: » English » Maths » Physics	» Skipper Inshore » Watchkeeper Deck » Mate » Chief Mate/Master	» Skipper Coastal » Chief Mate » Master Coastal	» Master Foreign Going » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Marine Engineer

Kaipūhanga Ahumoana

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What do they do?

Marine engineers run and maintain a ship's systems including the engines, pumps, navigation and electrical equipment. They have knowledge of mechanical engineering, pneumatic and hydraulic machinery, electronic equipment, safety regulations and procedures, firefighting, first aid and port regulations.



How to become a marine engineer

Qualifications are available at any stage of your maritime career, depending on the type of work you do, the size of the vessel you work on, and whether it's coastal or international.

Marine engineers on vessels must hold Maritime New Zealand certificates. You will work with your employer to gain these at each stage of your career.

A typical day

Usually shift work on the vessel but may be an eight-hour day.

Marine engineers may fabricate, repair, maintain and diagnose machinery, maintain controls and alarms, maintain services at sea, supervise other crew and train them in routine and emergency duties.

Sound like you?

- Study areas**
- » Maths, Accounting or Economics
 - » Sciences or Workshop Technology.
- Attributes**
- » Confident communicator
 - » Strong eye for detail
 - » Reasonable strength and fitness
 - » Good at problem-solving/creative.
- Helpful experience**
- » Making or fixing things
 - » Working with machinery
 - » Working with computers
 - » Crewing in an engine room.
- Preferred work environments**
- » Inside (workshop or plant)
 - » Outside (marine).

On-the-job training

Traineeship 1 - 6 years

Your training will depend on your employer, the job you do and your skill level at every stage. You could start as crew or study full time.

Pathway **Manufacturing and Technology**

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 recommended in: » Maths » Science (Physics) » Technology (Metal Work) » English	» Marine Engineer Class 5 and 6	» Marine Engineer Class 3 and 4	» Electro-Technical Officer » Marine Chief Engineer Class 1 and 2

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Train Driver

Kaihautū Rerewhenua

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What do they do?

Train drivers drive passenger and freight trains. They know operating codes and signals, understand rules and regulations for safe operation and understand radio protocols and shunting (pushing and pulling wagons or carriages using a locomotive).

On-the-job training

Traineeship 1 - 2 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, train drivers work shifts but may have a ten-hour day.

Train drivers identify faults, read route updates and comply with safety rules in emergency or breakdowns.

Sound like you?

Study areas

- » Maths or Accounting or Economics
- » Computing/ICT Information Management.

Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

Helpful experience

- » Customer service or helping people
- » Working with machinery
- » Interest or experience with trains.

Preferred work environments

- » Outside (in vehicles)
- » Different places from time to time.

Pathway Service Industries

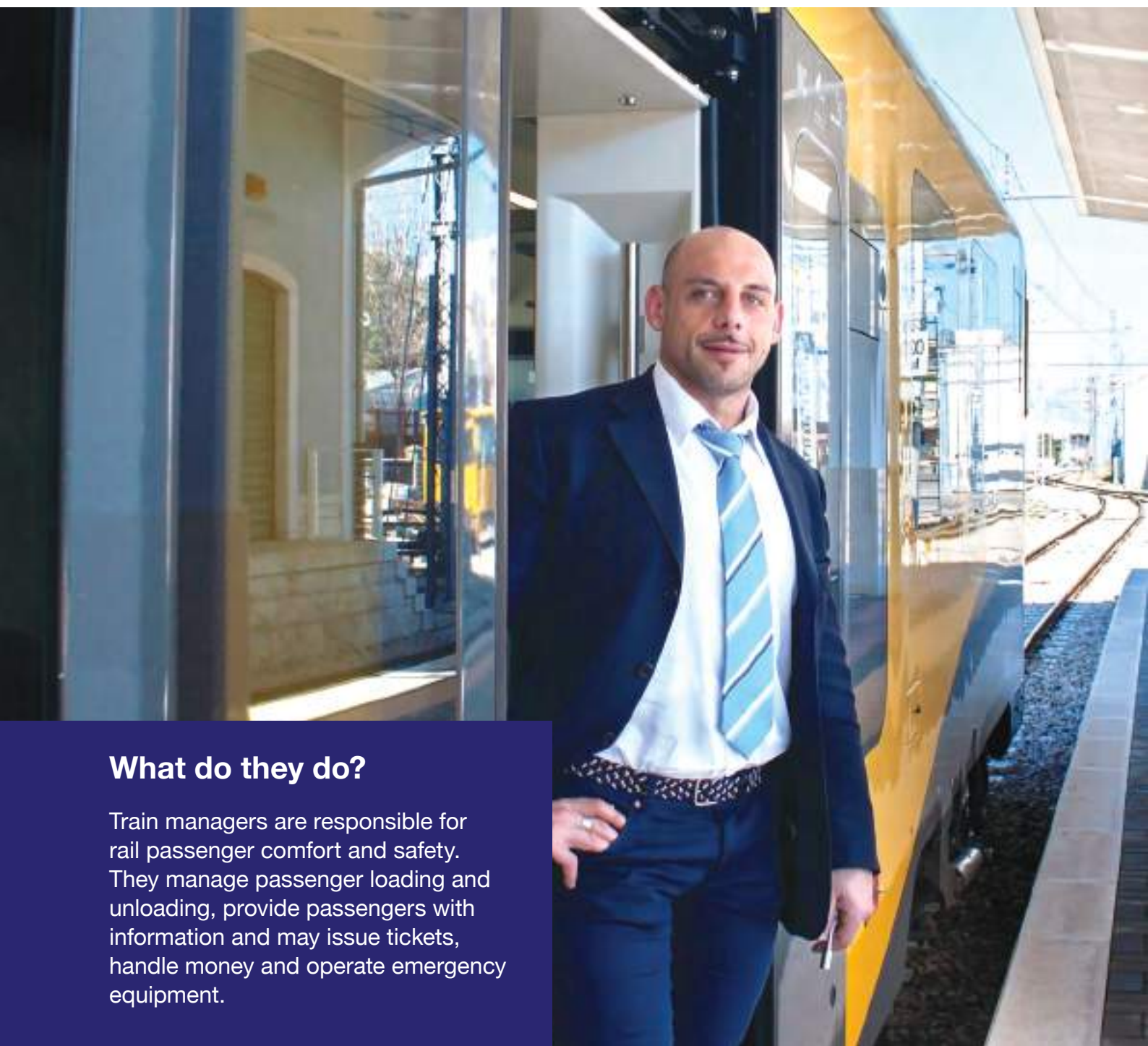
School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning
No minimum entry requirement	» Train Driver » Infrastructure Maintenance Worker » Signals and Communications Technician	» Team Leader » Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Train Manager

Mataaro Pūkaha

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What do they do?

Train managers are responsible for rail passenger comfort and safety. They manage passenger loading and unloading, provide passengers with information and may issue tickets, handle money and operate emergency equipment.

On-the-job training

Traineeship 1 - 2 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, train managers work shifts but may have a ten-hour day.

Train managers manage fares and tickets, attend to passengers, conduct safety checks, operate carriage doors, supervise boarding and passenger safety, and ensure carriages are clean and safe.

Sound like you?

Study areas

- » Maths or Accounting or Economics
- » Computing/ICT Information Management.

Attributes

- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits
- » Time management.

Helpful experience

- » Customer service or helping people
- » Working with machinery
- » Interest or experience with trains
- » Working with people.

Preferred work environments

- » Outside (in vehicles)
- » Different places from time to time.

Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning
No minimum entry requirement	» Train Manager	» Team Leader » Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Manufacturing

What is it really like?

What do manufacturing workers do?

Manufacturing workers are employed in all kinds of industries making the things we buy and use every day, such as steel, furniture, pulp and paper, solid wood, wood panels, paints and coatings, pharmaceuticals and plastics. There are many jobs in manufacturing with plenty of opportunities to build a successful career.

Types of manufacturing workers

Role	Page
Manufacturing Operator	90
Furniture and Cabinet Maker	92
Sawmill Operator and Manager	94
Finger Jointer	96
Saw Doctor	98
Timber Machinist	100
Pulp and Paper Operator	102
Wood Panel Worker	104
Plastics Operator	106
Plastics Engineer	108

Manufacturing workers are in demand – and the skills you learn can take you anywhere!

Competenz connections

We partner with businesses and industry associations to help recruit and build talented employees.

Manufacturing Operator

Kaiwhakahaere Waihangatanga

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What do they do?

Manufacturing operators work in processing, production, assembly or distribution, usually in large businesses or factories. They can become highly skilled in their specific areas and there is room for advancement into team leader, supervisory and management roles.

How to become a manufacturing operator

You learn to be a manufacturing operator on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship 6 - 12 months

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day or shift work.

Manufacturing workers work on different parts of the processing, production, assembly or distribution lines, learning specific skills for each role. You may also undertake training on specialist equipment and learn to make minor repairs and maintain the equipment you use.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good initiative/can-do attitude
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 recommended	» Process Worker » Production Worker » Assembly Worker » Distribution Worker	» Team Leader » Supervisor » Plant Supervisor » Production Manager » Teacher/Tutor	» Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Furniture and Cabinet Maker

Kaihanga Taonga

What do they do?

Furniture and cabinet makers make furniture from wood and other materials, upholster furniture with fabrics and leathers, and finish furniture with paint, stains and lacquers.



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How to become a furniture and cabinet maker

You learn to be a furniture and cabinet maker on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship
12 - 18 months

Apprenticeship
3 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day or shift work.

A typical day on-the-job might involve selecting timber and other materials for fabrication, cutting materials to size, sanding, polishing or painting, attaching fittings, preparing cost estimates, operating and programming machinery and designing furniture.

Sound like you?

Study areas

- » Sciences or Workshop Technologies
- » Creative Arts (Visual/Textiles/Graphics)
- » Computers, IT (CNC and CAD).

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good initiative/can-do attitude
- » Good at problem-solving/creative.

Helpful experience

- » Making or fixing things
- » Working with machinery and hand tools
- » Working with computers
- » Creative work (writing, drawing, design).

Preferred work environments

- » Inside (workshop or plant)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 recommended	» Cabinet Maker » Upholstery Maker » Furniture Finisher	» Team Leader » Supervisor » Production Manager » Teacher/Tutor	» Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Sawmill Operator and Manager

Kaimahi and Kaiwhakahaere Mira Kani Rākau



What do they do?

Sawmill operators and managers work in sawmills processing wood. They operate sawmill machinery, log loaders and forklifts. They sort, stack and grade timber, trim timber to standard lengths, and record timber size and grades. They understand timber characteristics as well as strict health and safety requirements.

How to become a sawmill operator and manager

You learn to be a sawmill operator or manager on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship
6 - 12 months

Apprentice
2 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day or shift work.

A typical day on-the-job involves operating sawmill machinery, operating log loaders and forklifts, trimming timber, operating and monitoring kilns and treatment processing, grading timber and operating scanners.

Sound like you?

Study areas

- » Sciences or Workshop Technologies
- » Physical Education or Health
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Good initiative/can-do attitude.

Helpful experience

- » Analysing, researching or problem-solving
- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Sawmill Operator	» Team Leader » Supervisor	» Sawmill Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Finger Jointer

Whiringa Rākau

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What do they do?

Finger jointers set, operate and maintain finger jointing machinery. They also diagnose product and joint defects and put in place corrections to meet production quality requirements.

On-the-job training

Traineeship
1 - 2 years

Apprenticeship
2 - 3 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, eight to ten-hour days. Weekend work may be required.

Finger jointers grade the quality of wood arriving at the machine, assemble wood for processing, check glue specification and ratio, test and inspect finger joint quality and maintain the machine.

Sound like you?

Study areas

- » Maths or Accounting or Economics
- » Computing/ICT/Information Management.

Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

Helpful experience

- » Customer service or helping people
- » Working with machinery.

Preferred work environments

- » Inside (workshop or plant)
- » Different places from time to time.

Pathway **Manufacturing and Technology**

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Finger Jointer	» Team Leader	» Business Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Saw Doctor

Kaiwhakatika Kani

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What do they do?

Saw doctors align and maintain bandsaws and circular saws used in wood manufacturing operations, and calibrate saw benching machinery. They know the requirements of equipment used in wood manufacturing operations.

On-the-job training

Traineeship
1 - 2 years

Apprenticeship
3 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, eight to ten-hour days. Weekend work may be required.

They set and calibrate sawmill saw centres, monitor saw alignment, grind or sharpen saws and guards to specification.

Sound like you?

- Study areas**
- » Maths or Accounting or Economics
 - » Computing/ICT/Information Management.
- Attributes**
- » Confident communicator
 - » Good literacy and numeracy
 - » Confidence with IT, computers, technology
 - » Good work habits/time management.
- Helpful experience**
- » Customer service or helping people
 - » Working with machinery.
- Preferred work environments**
- » Inside (workshop or plant)
 - » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Saw Doctor	» Team Leader » Supervisor	» Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Timber Machinist

Kaimahi Pūrere Mahi Rākau

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What do they do?

Timber machinists are responsible for the safe and efficient operation of timber machining plants and equipment. They are also responsible for maintenance and are capable of troubleshooting and making decisions to maintain productivity.

On-the-job training

Traineeship
6 - 12 months

Apprenticeship
2 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, eight to ten-hour days. Weekend work may be required.

They grind knives to specification, operate specialised equipment, set up and operate planers and other timber machines. They also identify and diagnose machine defects.

Sound like you?

Study areas

- » Maths or Accounting or Economics
- » Computing/ICT/Information Management.

Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

Helpful experience

- » Customer service or helping people
- » Working with machinery.

Preferred work environments

- » Inside (workshop or plant)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Timber Machinists	» Team Leader	» Business Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Pulp and Paper Operator

Kaimahi Kaikaha and Pepa



What do they do?

Pulp and paper operators use machinery and equipment to make pulp and paper. They understand both manual and computer-controlled systems and processes and monitor, maintain and make minor repairs to ensure consistent quality throughout the production process.

On-the-job training

Traineeship
6 - 12 months

Apprenticeship
3 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day or shift work.

A typical day involves, monitoring and operating waste treatment plants to ensure environmental compliance, operating chemical plants, set and operate woodchip machinery, operate refiners, boilers and large complex dryers and pulp converting machinery.

Sound like you?

Study areas

- » English
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology
- » Computing/ICT/Information Management.

Attributes

- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good organisational skills
- » Good initiative/can-do attitude.

Helpful experience

- » Working with facts and figures
- » Analysing, researching or problem-solving
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

Pathway **Manufacturing and Technology**

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Pulp and Paper Operator	» Team Leader	» Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Wood Panel Worker

Papa Rākau

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What do they do?

Wood panel workers process wood chips or logs into manufactured products by binding or fixing the strands, particles, fibres, veneers or boards of wood together with adhesives. These products are made to precise design specifications that are tested to meet national or international standards.

How to become a wood panel worker

You learn to be a wood panel worker on-the-job and gain qualifications to support your skills and experience.

On-the-job training

Traineeship 6 - 12 months

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, an eight-hour day or shift work.

Wood panel workers prepare logs, wood chips and other raw materials for production, monitor and control computerised panel pressing machinery, operate sanding and stacking lines and grade product to specification.

Sound like you?

Study areas

- » English
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good at problem-solving/creative.

Helpful experience

- » Working with facts and figures
- » Analysing, researching or problem-solving
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Wood Panel Worker	» Team Leader	» Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Plastics Operator

Kaimahi Parahitiki



What do they do?

Plastics operators produce the containers, pipes, bottles and other moulded plastic products that we use every day. They also produce components for commercial use such as in the medical, dairy, aeronautical and animal health industries.

How to become a plastics operator

You learn to be a plastics operator on-the-job and gain qualifications to support your skills and experience. You will gain knowledge on how to use specific plastics processing equipment and make basic engineering calculations.

A typical day

Typically, an eight-hour day which can involve shift work.

Plastics operators prepare raw materials and machinery for production, run and monitor the machines, identify, resolve and report on routine processing problems.

Sound like you?

- Study areas**
- » Sciences
 - » Workshop Technology.
- Attributes**
- » Strong eye for detail
 - » Good literacy and numeracy
 - » Good initiative/can-do attitude
 - » Good work habits/time management.
- Helpful experience**
- » Analysing, researching or problem-solving
 - » Making or fixing things
 - » Working with machinery.
- Preferred work environments**
- » Inside (workshop or plant).

On-the-job training

Traineeship
9 - 24 months

Apprenticeship
2 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

Pathway **Manufacturing and Technology**

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA Level 2 Maths and English is recommended » Practical subjects such as Technology or Workshop Skills is recommended	» Plastics Operator » Plastics Technician » Plastics Engineer » Plastics Die Setter	» Team Leader » Manager » Factory Manager » Operations Manager » Production Manager	» Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Plastics Engineer

Kaipūhanga Parahitiki

Jobseekers,
check our website
for job vacancies
competenz.org.nz



What do they do?

Plastics engineers manage, optimise, and maintain the processing of plastic products. They work with a variety of plastics processing machines and there are senior and specialist roles that you can progress to and qualify in.

How to become a plastics engineer

You learn to be a plastics engineer on-the-job and gain qualifications to support your skills and experience. You will learn advanced knowledge of plastics materials and understand the mechanics of plastics processing.

A typical day

Typically, an eight-hour day which may include shift work.

Plastics engineers operate one or more plastics processing machines, run trials, make recommendations to improve production processes, troubleshoot and resolve processing problems, and quality assure.

Sound like you?

- Study areas**
- » Sciences
 - » Workshop Technology.
- Attributes**
- » Strong eye for detail
 - » Good literacy and numeracy
 - » Good at problem-solving/creative
 - » Good work habits/time management.
- Helpful experience**
- » Administration, planning or organising things
 - » Analysing, researching or problem-solving
 - » Making or fixing things.
- Preferred work environments**
- » Inside (workshop or plant).

On-the-job training

Traineeship
9 - 24 months

Apprenticeship
2 - 4 years

Your training will depend on your employer, the job you do and your skill level at every stage.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA Level 2 Maths and English is recommended » Practical subjects such as Technology or Workshop Skills is recommended	» Plastics Operator » Plastics Technician » Plastics Engineer » Plastics Die Setter	» Factory Manager » Operations Manager » Production Manager	» Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Laundry and Drycleaning

What is it really like?

What do laundry and drycleaning workers do?

Laundry and drycleaning workers operate specialist equipment to launder and dryclean a selection of items, from personal clothing to bulk hotel linens. They use a wide range of machinery and understand how to sort, dry, finish and pack laundered items.

Types of laundry and drycleaning workers

Role	Page
Launderer	112
Drycleaner	114

Skilled launderers and drycleaners are in demand with ongoing career opportunities.

Competenz connections

We work with many laundry and drycleaning businesses that employ and train people.

Launderer

Kaimahi Horoi Kākahu



What do they do?

Launderers use a wide range of machinery to sort, wash, dry, process and dispatch a variety of clothing and linen for business customers or private homes.

On-the-job training

Traineeship 1 - 2 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically a six to ten-hour day which can involve shift work.

Tasks include sorting and washing laundry, processing large volumes of linen and garments, and preparing them for dispatch and collection.

Sound like you?

Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology.

Attributes

- » Confident communicator
- » Strong eye for detail
- » Good work habits/time management.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Working with machinery.

Preferred work environments

- » Inside (retail or shop)
- » Inside (workshop or plant)
- » One place every day.

Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA Level 2 Maths and English is recommended	» Laundry Processor	» Team Leader » Quality Manager » Production Manager	» Business Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Drycleaner

Kaiwhakamohani Kākahu



What do they do?

Drycleaners clean and process a range of clothing and linen for business customers or private homes. Some drycleaners also carry out repairs and alterations.

On-the-job training

Traineeship 1 - 2 years

Your training will depend on your employer, the job you do and your skill level at every stage.

A typical day

Typically, eight to ten-hour work days which can involve shift work.

Tasks include developing dye recipes and matching colours, carrying out dyeing processes, using a range of dyeing and wet-finishing processes, equipment and materials to dye and finish textiles.

Sound like you?

Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology.

Attributes

- » Confident communicator
- » Strong eye for detail
- » Good work habits/time management.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Working with machinery.

Preferred work environments

- » Inside (retail or shop)
- » Inside (workshop or plant)
- » One place every day.

Pathway

School Unit standards in schools	Entry level jobs Traineeship	Advanced jobs Higher learning	Senior jobs Higher learning
» NCEA Level 2 Maths and English is recommended	» Drycleaning Production Assistant	» Drycleaner » Team Leader » Quality Manager » Production Manager	» Business Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Career development skills

What are career development skills?

When you finish your apprenticeship or traineeship, career development skills can help you to take the next step in your career. Competenz has designed specific traineeships to help you learn specialised business skills.

How do they work?

Like an apprenticeship, in most cases the training still happens on-the-job at your workplace. We help you gain the skills your industry needs, so you can make a real difference to the business you work in. Sometimes you will learn quite specialised skills and might need someone outside your business to help train you. We have many connections, so we will be able to help you find the right training provider.

Types of career development skills

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These types of skills along with your increasing experience will open up even more opportunities.

Sales

Hokohoko



People Management

Kaiwhakahaere Tangata



What will you learn?

These courses teach everything from professional customer service to sales fundamentals and how to manage a sales team. Different qualifications are available depending on your experience, the sort of work you do and your employer’s requirements. This might range include knowledge about personal presentation, positive customer service, in-store displays and merchandising, stock management, theft and fraud prevention, sales team management and strategic sales.

On-the-job training

**Traineeship
6 - 12 months**

Your training will depend on your employer, the job you do and your skill level at every stage.

Who is this best suited for?

These traineeships are best suited for people in trades and service roles who have customer interaction. They are ideal for customer service, retail or sales staff looking to be more successful in sales and/or wanting to progress to more senior roles.

Entry level jobs	Advanced jobs	Senior jobs
» Customer Service Officer » Shop Assistant » Trade Counter Assistant » Café Assistant » Front of House » Customer Service and Retail Training	» Trades Sales Representative » Sales Representative » Account Manager » Estimator » Sales Training	» Sales Team Leader » Sales Team Supervisor » National Account Manager » Sales Manager » Department Manager » Business Manager » Business Owner » Sales Management Training

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

What will you learn?

You will learn how to effectively manage and lead people. Businesses often identify people as good potential leaders because we all work better with the right kind of management in charge. These courses are about developing the qualities you need to lead a team so everyone becomes more successful. They include industry-specific skills with a clear focus on what you need to become a great leader, depending on the sort of work you do and your employer’s requirements.

On-the-job training

**Traineeship
6 - 18 months**

Your training will depend on your employer, the job you do and your skill level at every stage.

Who is this best suited for?

These traineeships are best suited for people who’ve finished their apprenticeship and who have been identified as potential leaders or who are already leading or supervising teams.

Entry level jobs	Advanced jobs	Senior jobs
» Second in Charge (2IC) » Team Leader » Leading Hand » Emerging Team Leader Training	» Site Management » Supervisor » Project Manager » Emerging Team Leader Training	» Sales Team Leader » Sales Team Supervisor » National Account Manager » Sales Manager » Department Manager » Business Manager » Business Owner » People Management for Technical Managers Training

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Project Management

Whakahaere Kaupapa



What will you learn?

These courses help you learn how to more effectively manage projects for the company you work for. It's about understanding how to handle workflow so that projects are completed on time and on budget. Your training will include tools, templates and strategies to make sure projects stay on track. You will also learn about time management, cost, project scoping, risk and communications. Your training will depend on your role and your employer's requirements.

On-the-job training

**Traineeship
12 months**

Your training will depend on your employer, the job you do and your skill level at every stage.

Who is this best suited for?

These traineeships are best suited for people who have finished their apprenticeship and are looking to progress into more senior roles where they will supervise project delivery.

Entry level jobs	Advanced jobs	Senior jobs
» Leading Hand » Estimator » Supervisor	» Project Manager » Lead Estimator » Site Manager » Planner	» Department Manager » Business Manager » Business Owner

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

Health and Safety

Ratonga Oranga



What will you learn?

These traineeships teach you about health and safety in the workplace. These qualifications give you the knowledge required for effective and safe operations in your industry, including best practice, the rules and laws, and how to protect your people at work. Your training will depend on your role, your industry, and your employer's requirements.

On-the-job training

**Traineeship
6 - 18 months**

Your training will depend on your employer, the job you do and your skill level at every stage.

Who is this best suited for?

Most businesses have health and safety champions. If your career progresses and you gain responsibilities for health and safety, these training courses are perfect for you.

Entry level jobs	Advanced jobs	Senior jobs
» Health and Safety Representative » Site Supervisor » Leading Hand » Team Leader	» Health and Safety Advisor » Health and Safety Committee Member » Health and Safety Coordinator	» Health and Safety Officer » Health and Safety Manager

Interested? Visit competenz.org.nz to look at the specific qualification options that are right for you.

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learn
and
earn!

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available now

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apply!

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vacancies, sign up for
our job alerts, and apply
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