



# **MARINE & SPECIALISED TECHNOLOGIES**

Academy of New Zealand

**EMPLOYER  
GUIDE**



## Welcome to MAST Academy!

Thank you for choosing to use MAST Academy as your training provider. When you take on a trainee or apprentice you become their mentor and responsible for verifying their knowledge and skills.

MAST Academy of New Zealand Field Officers (F/O) are the Assessors, and will assess and mark assessments, you won't need to do any marking.

## MAST Academy Responsibilities:

We will assign a dedicated F/O to your trainee/apprentice who will be their workplace assessor. The F/Os role is to consider the evidence presented to assess the apprentices' skills and knowledge. The F/O will also assist employers in training matters, and mentor apprentices to help their progress. Your F/O will visit at least 4 times per year. MAST Academy also commits to the following:

- To coordinate and manage the apprenticeship programme on behalf, and in conjunction with the employers.
- Provide a support service to apprentices/trainees and employers with regular site visits (this may include mentoring, additional support, and discussing issues with employers relating to the apprentices/trainees).
- To identify and coordinate off-job training requirements in conjunction with employer/apprentice/trainee needs.
- To provide assessment services to apprentices/trainees to a level of competency based on the evidence supplied by apprentices/trainees, employers and training providers.
- To register all units achieved on the NZQA framework.

## Your Responsibilities:

You will need to make sure the trainee/apprentice gains the knowledge and skills for the programme they have registered for by providing the following:

- Training, mentoring, and supervision
- To verify all necessary documentation (evidence sheets) are completed which clearly show the tasks and work undertaken before signing off that the apprentice/trainee is at the level of competency required.
- Work time for MAST Academy of New Zealand F/O to meet with the trainer, trainee/apprentice on a regular, agreed, basis
- Your time and communication with the trainees/apprentices to discuss their progress in the programme.
- To provide the apprentice/trainee with every opportunity to learn the skills.
- To ensure the apprentice/trainee has sufficient exposure to the various areas of the company to gain the necessary skills outlined in the qualification.
- To ensure the apprentice/trainee is trained to an accepted company and industry standard (eg. quality of work, within accepted time frames, able to repeat the task and understand the requirements of the job).
- To appoint a dedicated training coordinator/company trainer for apprentices/trainees who will liaise with MAST Academy of New Zealand Field Officers (F/Os) in matters relating to all the training needs of the apprentices/trainees.

## Delivery of Training, Resources & Assessments:

We use our digital Learner Management System – RudderLive – to deliver our resources and assessments and monitor learner's progress. This platform allows us to provide the resources and assessments needed to complete their programme, anywhere at any time, and keep real time updates on how learners are progressing. Your learner and company trainer will receive a log in to this system and we will provide updates and communications through this platform. We have included a separate guide for this for your review.

## Completion of Training:

Once your learner has completed their programme with us, they will be provided with a Certificate of completion, as well as invitation for you both to attend our annual Graduation Ceremony and Dinner.

We use this event to recognise the learners' achievements and promote the companies/employers that have facilitated this journey. Learners are presented with their framed certificate on stage and a graduate gift bag, as a well done from MAST Academy.

## Fees & Payments

All fees and funding eligibility is outlined in the Enrolment Agreement prior to the enrolment offer being accepted.

Currently, until December 2022, most of our fees are covered by the Government's Targeted Training Apprenticeship Fund (TTAF). There is, however, a completion fee applicable for most programmes we offer, which is \$230 inc GST. This covers the cost of processing, printing, framing and any potential courier fees. Some programmes also offer Block Courses which are Off-Job Training courses, where the learners can have exposure to training that might not be available in the workplace (employer dependant), such as Welding or Lofting and Scale Drawing. These courses are currently covered by TTAF until December 2022 and incur no charge, only the cost of travel/accommodation if required.

## In Summary

As this is a predominantly competency-based programme, supported with theory-based knowledge and specialized off-job training programmes, it is important that industry has good in-house training practices and that assessing of those skills for apprentices/trainees are maintained to a high and consistent standard in the workplace.

This information is intended to outline some of the key areas of responsibility which will allow all parties to build a competent skilled industry which enhances the reputation of the New Zealand marine industry.

MAST Academy will be here to support you along the journey and will provide advice, support and pastoral care to the learners, as well as supporting you as the employer and assessing/registering Unit Standard to the New Zealand Qualifications Authority.

## Contact Us

Contact our Administration Team, or you dedicated Field Officer, for further information.

### Marine & Specialised Technologies Academy of New Zealand

EER Status – Category 2

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