



MARINE & SPECIALISED TECHNOLOGIES

Academy of New Zealand

**STUDENT
HANDBOOK**

Welcome To Your Workplace Training Programme

In your workplace-based training programme (apprenticeship), your employer will train you in practical skills so that you learn on the job. Using the assessments and resources supplied by us your MAST Academy Assessor will assess your evidence and log your results for you to see on your Rudderlive learning management system (separate user guide provided)

With this training delivery method, you will 'earn while you learn'. You should discuss all wage/salary queries with your employer.

Depending on your programme, your assigned Assessor will be either a Field Officer or a Transitions Advisor. Their contact info is provided separately.

Your Employer will appoint your Trainer

For you to successfully complete your apprenticeship you need your employer to train you in the skills required for the qualification. We support your employer with this by providing the learning resources and assessments that will form the basis of your qualification.

Your Trainer is your first point of contact for all questions regarding your training.

If there are any gaps in the required training that your employer is unable to provide you with, you may need to attend an off-job training course which is typically two weeks long and arranged by MAST Academy with our partnered providers. Talk to your Assessor for more details.

Your dedicated Assessor will keep you on track to complete your apprenticeship.

After an initial meeting to talk about the apprenticeship training and what you need to do to start, your Assessor will meet with you in the workplace four (4) times a year as a minimum, to:

- Ensure you are getting quality training from your employer
- Keep track of your progress and review your Rudderlive portal.
- Assess your assessments that have been completed and provide any feedback.
- Record your results on Rudderlive for us to log with NZQA

How Assessment Works

Most assessments are based on the evidence you present for practical skills you have learnt and answering written questions within the assessment paperwork. These assessments are accessible on your Rudderlive page. At your workplace visit, your Assessor will also ask you questions to check you are competent and to support the work you have provided them to assess.

Physical evidence (photo, video, audio recording, etc.) are all the highest quality form of evidence and the best way to demonstrate your skills. Use these methods to build a Portfolio of evidence to support your credentials.

Being an Apprentice comes with Responsibilities

You agree to:

- Be keen to learn and make a commitment to progress your learning
- Practice new skills
- Engage with your Trainer and Assessor
- Gather evidence for your assessments
- Achieve agreed goals with your Trainer and Assessor
- Let MAST Academy know about any changes in your employment status
- Respond to MAST Academy communications and partake in surveys at times.

Suggestions

You may wish to offer a suggestion on how we may improve our services.

Should you have any suggestions, please contact MAST Academy Administration Department.

MAST Academy Administration Department
85 Westhaven Drive, St Marys Bay, Auckland, 1010
info@mastacademy.com

Fees and Payments

Fees Free Apprenticeships

The Government's Targeted Training and Apprenticeship Fund came into effect on 1 July 2020 and running until 31st December 2022. So if you are thinking of registering for a MAST Academy apprenticeship, you may be eligible to have your training fees paid by the Government until this date.

How much are our fees?

Please see Table of Programme Fees for complete details. These fees are made up of an annual administration fee, off job training costs, and your training material and assessments.

What the fees cover?

- Your MAST Academy Assessor time, which includes mentoring, assessing, meeting with you at least 4 times per year, and reporting your progress.
- Your training material and assessments.
- Any required block course/off-job training that may be required.

Who pays what?

It is important to discuss payment of these fees with your employer at the time of signing your training agreement. If you enrolled in any of the TTAF eligible programme, no fees will be collected until 31 December 2022. Employers are responsible for the payment of fees to MAST Academy. Some employers expect the apprentice to pay these back. Others do not. This is entirely up to your company.

Conditions of Payment

- The Trainee agrees to the settlement of all training costs in the event of withdrawal from programme enrolment. If the Employer is contributing to your training costs, there should be a signed agreement that included a clause about outstanding fees and withdrawal conditions.
- Trainee enrolled in any of the TTAF eligible programmes (set out in Table of Programme Fees) will not be invoiced. No Fees will be collected upon enrolment.
- Trainee enrolled in a non-TTAF programme will be invoiced one-off of the programme fee. The invoice will be addressed to the Employer of the Trainee.
- All Block Courses are covered by TTAF. No Fees will be collected from Trainee/Employer.
- Any trainee enrolled in any programme, except for LCP – Pre-Apprenticeship and School to Work programme will be invoiced with Completion Fee (\$230.00) once they have completed the entire programme. This is for admin fee processing the certificates and other completion/graduation requirements.
- Payment of the Fees will be deposited to the MAST Academy bank account stated in the invoice.
- MAST Academy of New Zealand agrees to refund your payment (less a 20% administration fee) if the training is discontinued, and the learner is withdrawn within the first 30 days of signing the Enrolment Agreement.
- If the establishment will voluntarily close, or the programme ceases to offer in which students are enrolled, the establishment will refund part of their training fee in a pro-rata amount within five (5) working days from the date of the closure or cessation.

Please find information on our policies and procedures in our [Student Policy & Procedures Handbook](#).

Good luck and we hope you are excited to begin your learning journey!