



PaMPITO

Plastics and Materials Processing
Industry Training Organisation

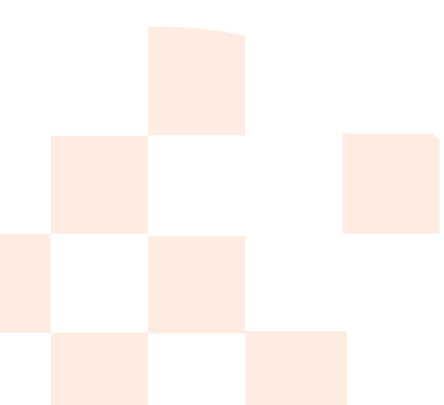
Annual Report 2010





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Chairman's Report

The plastics, paint, glass and pharmaceutical industry sectors served by PaMPITO have emerged from the 2008/09 economic downturn with many organisations having undertaken some form of adjustment or correction to their operations.



Restraint on spending during the downturn has had a dampening effect on the aggregate amount of training undertaken throughout most industry groups served by the ITO (Industry Training Organisation) sector. In my report 12 months ago, I noted that as the economy moved into recovery mode, there would be a tightening of the labour market with accompanying skill shortages as an inevitable consequence of economic demand and supply cycles.

There are definitely skill shortages now, and the underlying message was then (and still is now), that as business managers and supervisors, we must train our way through and beyond skill shortages.

However, to fill skill gaps more comprehensively, it will take an industry-wide increase in investment in training and I am pleased to report to you that PaMPITO is better equipped now and more adequately resourced than ever before to assist in meeting this goal. For its part, your board has supported a progressive investment in new training programmes and packages designed for your industry sector. It has encouraged the channelling of additional resources to assist in facilitating and organising training as a way of ensuring that any training undertaken under PaMPITO's umbrella, is affordable, efficient and most importantly, effective. Familiarise yourself with what is available through the PaMPITO website. We need your commitment, and if you are not already doing so, I urge you to talk to one of PaMPITO's Training Services Managers soon.

A policy of prudent financial stewardship means that PaMPITO is in good shape. The additional investment in resources has resulted in a smaller surplus in 2010 than in 2009; however, this level is appropriate given that most of our funding comes from the government. Our reserves are maintained at a strong position, at \$1,252,959.

Aside from its governance activities, the board has been maintaining an awareness of the current tertiary education funding climate and the TEC's changing expectations of ITOs. PaMPITO continues to meet its training plan initiatives and thereby receives good support and encouragement from our primary funding source, the Tertiary Education Commission. However, the funding climate is dynamic and TEC is encouraging ITOs to think strategically about how they can deliver more and better quality output for the available funding input, and merger and collaboration between ITOs is being actively encouraged. Greater emphasis on performance-linked funding will have the effect of making some ITOs unviable, and while PaMPITO does not fall into this category, there will be opportunities to explore possible collaboration and merger prospects over coming months.

Our strong performance as an ITO can be attributed to the talented and energetic team at PaMPITO under the very able leadership of Barbara Wilkinson. I would again like to acknowledge personally Barbara's enthusiasm and energetic commitment to the organisation.

Finally, I would also like to recognise the valuable contribution from all board members who freely give their time to the organisation. A special thanks to Ron Angel from EPMU and Colin Butler from TCL Hunt, who both stepped down from board membership during 2010 after a number of years of active participation. Ron was replaced by Natasha Packham representing the EPMU this year.

A handwritten signature in blue ink that reads "Stephen Falvey". The signature is written in a cursive style and is positioned over a decorative graphic of overlapping orange and white squares.

STEPHEN FALVEY
Chairman

Chief Executive's Report

2010 was a year of major change for Industry Training Organisations (ITOs).

The Tertiary Education Commission (TEC) turned the spotlight on ITOs to check that public money was being spent appropriately. It signalled the introduction of a new performance-based funding system,¹ and a new linked up database - the Industry Training Register (ITR) was developed to ensure training performance could be accurately linked to funding.



All ITOs were audited during 2010 and early 2011 on their 2009 trainees to check that they complied with funding rules. The results showed that some improvements are required in the industry training system. 18 ITOs had to give some money back to the TEC because they had claimed funding for trainees who were no longer in employment. In many cases ITOs were unaware that trainees had changed employment and so they continued to receive funding. The audits highlight the importance of employers and ITOs sharing information on the status of their trainees. These audit results and the new performance-based funding rules are likely to bring about some significant changes for some ITOs. Mergers are likely and no doubt from 2012 onwards the ITO sector will be different.

PaMPITO has made significant improvements to systems and processes in recent years, and this has paid off. The TEC audit revealed that we did have some trainees on our books who had changed employment. However, in many cases, we had picked this up in our quarterly visits, so over-claimed funding tended to be for a short period only. 3.3% of our allocated funding was for ineligible trainees – much lower than the ITO average.

Furthermore PaMPITO over-achieved its funding allocation in 2010 by 25%. In other words, we were paid for 340 Standard Training Measures (STMs) but we achieved 425. PaMPITO's credit achievement rates and programme completion rates also improved significantly as you will see in the next few pages.

Aside from managing the requirements of our major funder, PaMPITO has responded proactively to the needs of our industries. We continue to review and develop our unit standards and qualifications so that they remain relevant and in line with current industry practice.

In 2010 we worked closely with more companies resulting in a 27% increase in trainee numbers compared to 2009. It is pleasing to see companies using our services more and more to help with their skill development initiatives and productivity improvements. This is also helping PaMPITO achieve its vision of 'excellence in industry through PaMPITO partnership'.

I would like to acknowledge the amazing resilience of our client companies, trainees and providers in Christchurch, for getting back up and running so quickly after two devastating earthquakes. We hope that the little extra support PaMPITO offers assists with the continuity of training.

In summary, 2010 has been a challenging year, in more ways than one. PaMPITO has fared well though, and is in a good position for a bright future. However, we need to keep a constant eye on our performance for both our funder's and our customers' requirements. We also need to be open to opportunities for collaboration with others to achieve even greater results. The future of PaMPITO lies firmly in the hands of our industry sectors. Now more than ever before we encourage you to use the systems and services we've developed, in order that we may continue to offer them going forward.

BARBARA WILKINSON
Chief Executive

¹ The performance based funding system focuses on the three key educational performance indicators:
a) Credit achievement, b) programme completions and c) industry cash contribution.

Board Members

STEPHEN FALVEY, CHAIRMAN Director, Uniplas Limited

Stephen joined the plastics and chemical industry in 1972. In 1998, he acquired All Plastics Ltd, an injection moulding and plasticware manufacturing and distribution operation based in Lower Hutt. In 2006 All Plastics Ltd merged with its neighbour Lamnei Plastics to form Uniplas NZ Ltd. Stephen has been on PaMPITO's board since February 2008 and Chairman since August 2009.



MIKE MURPHY Group Operations Manager, Elldex Packaging Group

Mike has 36 years' experience in the plastics industry. He is also immediate past chairman of PaMPITO and a member of the Manufacturers and Exporters Association. He is involved with Plastics New Zealand at both branch and national level, and is a Life Member of the South Island Branch of Plastics New Zealand. He is also an Associate Fellow of the New Zealand Institute of Management.



TONY MILLER Director, Lane Plastics

Tony has 30 years' experience in the plastics industry mostly leading several flexible packaging and injection moulding businesses. He is now the owner/operator of a custom injection moulding company. Tony has served for many years on the PaMPITO board and national executive of Plastics NZ and he has received the prestigious Plastics NZ Life Membership Award for his services to the industry.



FRAN O'KEEFE Health & Safety and Training Manager, Owens Illinois

Fran has over 20 years' experience in health & safety within the glass manufacturing field and is responsible for overseeing training across the New Zealand plant. She has worked with PaMPITO to develop the NZQA qualifications for glass manufacturing. The training has seen the commencement of glass apprenticeships within the industry - which is a first for the Asia-Pacific region.



NEIL DEBENHAM Technical Projects Manager, Altex Coatings Limited

Neil has been in the New Zealand paint industry since 1980 and is Chairman of the New Zealand Paint Manufacturers Association that represents the paint manufacturing industry on the PaMPITO board. He has been on PaMPITO's board since 2005, and was involved with the drafting of the paint and coatings unit standards for the industry. He is currently PaMPITO's paint moderator for paint unit standards.



RACHEL MACKINTOSH National Industry Organiser, EPMU

Rachel has a central role in organising union members and supporting their training and employment interests. She engages with employees, employers and industry bodies to represent the collective interests of employees in their industries, and has been a PaMPITO board member for seven years.



ROGER JORDAN Oceania HR Director, Life Technologies

Roger has held several senior management positions in Australasia including work for the NZ Commerce Commission, Fonterra, Mainland and Air New Zealand. He has also served on the boards of the tourism, hospitality and gas industry training organisations.



RUPINDER VIRK Quality, Safety and Environment Manager, Alto Packaging Ltd

Rupinder has been in the plastics industry for eight years. He has been managing the training needs for Alto's Hamilton plants for the last six years and is a strong believer in the development of staff.



About PaMPITO

Plastics and Materials Processing Industry Training Organisation

Our Role

Under the Industry Training Act 1992 we have three main roles:

1. Standard Setting Body

We set the skill standards and qualifications with and for our industries.

2. Training Solutions

We arrange for the delivery of workplace training for companies in our industries.

3. Skills Leadership

We provide industry leadership by identifying skill needs, developing strategic training plans, and promoting learning that meets industry needs.



Our Industry Sectors

The Government has given “gazetted coverage” to PaMPITO for the following industries:

- Plastics industry
- Pharmaceutical & allied products manufacturing
- Paint & coatings manufacturing (including inks, resins and adhesives)
- Glass container manufacturing.

Vision

PaMPITO’s vision is to achieve **Excellence in industry through PaMPITO partnership**.

We want to ensure our industries have the skills they need to be successful in the global economy.

Mission

We intend to achieve our vision by making industry training for our sectors **effective, affordable and flexible**, so companies can commit to developing their employees’ skills on an on-going, sustainable basis.

Strategic Goals

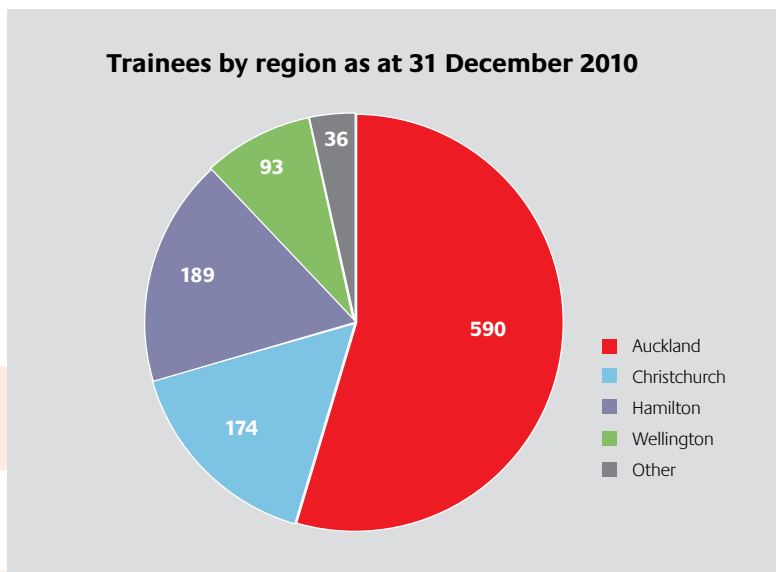
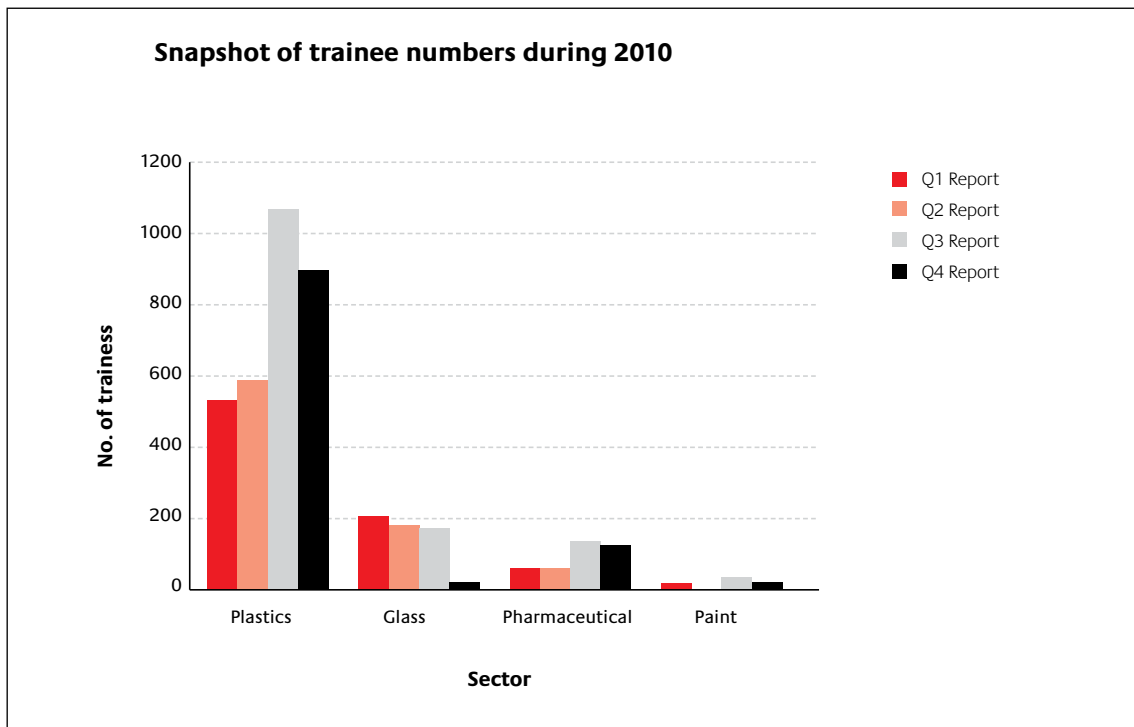
- We aim to be the **first point of call** for companies when they need assistance with skill development.
- We want to have all **companies in our sectors using our services** to their full advantage.
- We want to make sure our sectors have a **clear and coherent training system** that meets employer and employee needs.

Training Results

NUMBER OF TRAINEES ACTIVELY IN TRAINING DURING 2010

The number of trainees undertaking training changes all the time. As new trainees enrol, others may be completing their programmes whilst the rest are continuing on. At the end of 2010, PaMPITO had 1,082 trainees actively involved in training. These trainees were enrolled in 1,231 different programmes, so in some cases trainees were enrolled in more than one programme at the same time.

The following graph shows the increases in trainee numbers for each of PaMPITO's industry sectors during the year.



DISTRIBUTION OF TRAINEES

The following graph shows the number of trainees in each region.

NEW ENROLMENTS IN 2010

The number of new enrolments during 2010 was a significant increase on previous years' enrolments. 1,086 new programme enrolments were lodged in 2010.

PROGRAMME COMPLETIONS

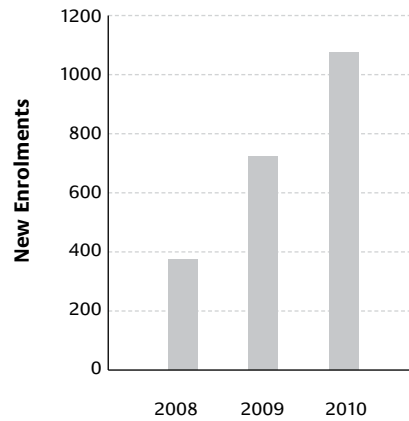
Programme completions are important KPIs (key performance indicators) that the TEC sets for ITOs. PaMPITO significantly improved its completion rates in 2010. 403 programmes were completed.

Graduation ceremonies were held in Christchurch, Auckland and Hamilton to recognise the achievements of PaMPITO's trainees. A special ceremony was also held at Iplex in Palmerston North to recognise the competitive manufacturing achievements of their employees.

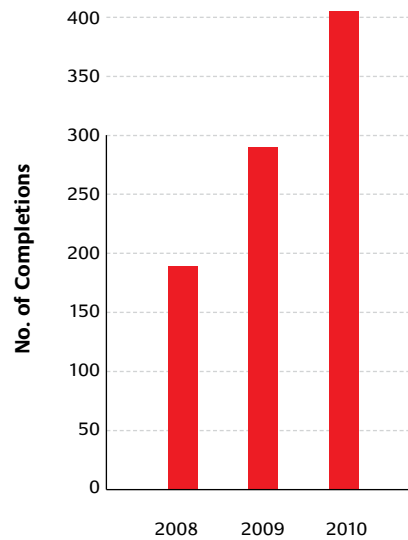
STANDARD TRAINING MEASURES (STM) RESULTS

Funding from the TEC has an agreed cap every year. The graph below shows the amount of funding in STMs that was allocated to PaMPITO and our achievements in relation to those targets.

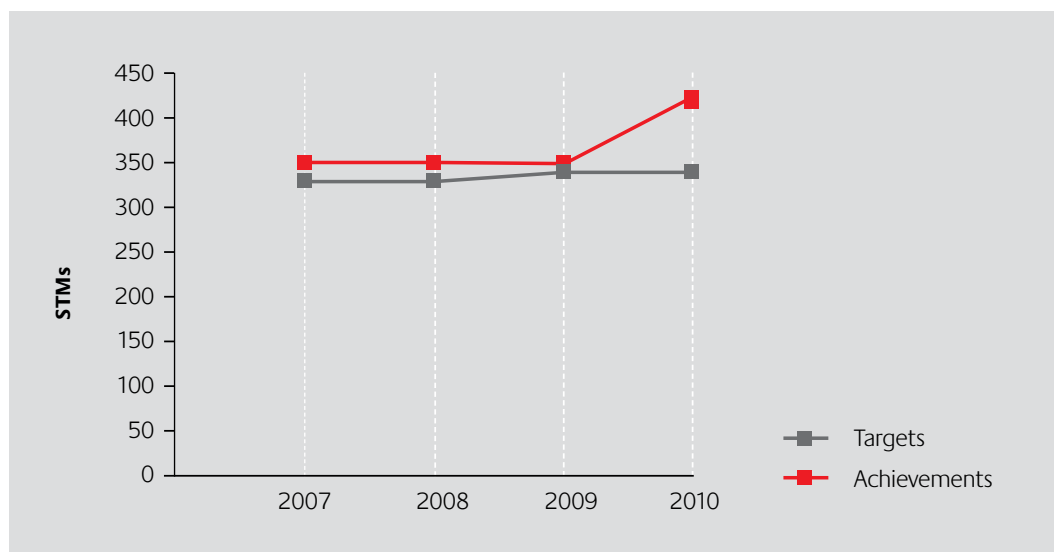
Comparison of the number of new enrolments 2008 - 2010



Comparison of the number of programme completions 2008 - 2010



STM results against targets



The Year in Review - Achievements

Qualification and Unit Standard Reviews Undertaken in 2010

Ensuring nationally recognised qualifications remain up-to-date and reflect the skills needed by industry is a job PaMPITO takes seriously. Each year a review schedule is implemented to ensure unit standards and qualifications reflect current requirements.

In 2010 PaMPITO reviewed the national certificates in Plastics Processing Technology (Technical) qualifications, levels 2, 3 & 4. Feedback from the industry suggested that further work would enhance the skills trainees and apprentices could acquire when undertaking these qualifications. In September 2010 updated versions were available on the NZ Qualifications Framework.

The National Certificate in Plastics Materials (Level 5) was registered in November 2010. The qualification is for employees in plastics companies who want to advance their technical skills and knowledge. It is aimed primarily at production and technical staff and people who want to increase their knowledge of plastics materials to perform a range of advanced activities related to product design, product processing, fabrication and finishing. This qualification also shares credits in common with, and provides a pathway to, the National Diploma in Plastics Processing Technology (Level 5) which was also updated in 2010.

The work started in 2009 on the national certificates in paint manufacturing, was also completed in 2010 and new versions of these qualifications are available.

Unit standards in the following areas of the NZ Qualifications Framework were also reviewed in 2010:

- Thermoforming domain
- Pharmaceutical and allied products subfield
- Plastics fabrication domain.

PaMPITO acknowledges and thanks the members of the various industry advisory groups for their input into the development of our qualifications and unit standards. Consultation with industry advisory groups is a vital part of the review process.





Moderation

PaMPITO has a responsibility as a standard setting body to moderate the assessment of its unit standards. Moderation is the process used to ensure consistency of assessment practices across all the workplace assessors and training provider organisations that use PaMPITO's unit standards. Moderation also provides PaMPITO with invaluable feedback on how individual unit standards are being used and on any changes that may be required.

During the second half of 2010, PaMPITO's Moderation Plan was reformulated to better meet NZQA requirements. Moderation will focus on a paper based system where a panel of subject matter experts will meet annually to evaluate assessment decisions reached. PaMPITO has published a list of the unit standards to be moderated each year on its website. PaMPITO will carry out assessment observations on active assessors once yearly, which will look at the assessment processes used rather than moderating the decisions reached. PaMPITO will also arrange for moderation to be carried out by a technical expert at the request of the workplace assessor.



Development of Learning Resources

In 2009, PaMPITO started a project with design company Creative Family to develop training materials, assessment documents and mentor guides for the 30 highest used unit standards in plastics. These were mostly at levels one and two. Feedback on the new books has been positive from trainees and assessors alike after their launch in early 2010.

Phase two of this project began in September 2010 with the aim of updating materials for most of the remaining plastics unit standards, as well as some pharmaceutical & allied products, and paint unit standards. Phase two has included the development of an on-line Learning Management System (LMS), which hosts on-line learning materials for the new National Certificate in Plastics Materials (Level 5). Trainees are able to access their learning material and assessment outlines through their own log-ins, as well as gain ideas and tips to help them through their study. More learning materials will become available via the LMS in the near future.





How safe are we?TM Programme development

In late 2009 & 2010 PaMPITO launched the *How SAFE Are We?* programme, and during the year received a great deal of interest and subsequent enrolments in the programme. In order to support the programme and ensure its success, PaMPITO developed many evidence guides, assessment materials and learning documents that participants use to demonstrate their skills, or where necessary, to help them gain skills in health and safety.



Resources for all the compulsory unit standards in the levels 1 and 3 qualifications were developed and approved for use by the occupational health & safety standard setting body, NZITO. Resources for the high-use elective unit standards and the level 4 qualification were subsequently developed and are in the process of being trialled prior to being submitted to NZITO for moderation.

In 2010, over 800 employees working in 24 different companies across New Zealand enrolled in the programme. At our graduation ceremonies in June and November it was great to see the first participants completing the programme.

Enrolments in the *How SAFE Are We?* programme continue to be strong. This introductory programme identifies and formalises skills employees already have, and by doing so, it reveals what else they may need to work on, whilst acknowledging them for their achievements. PaMPITO has a goal that all employees in its industry sectors demonstrate they have the skill requirements for the level 1 qualification. If this was achieved, PaMPITO believes the safety record of its industry sectors would show a dramatic improvement.

Other news

Courses & Tutorials

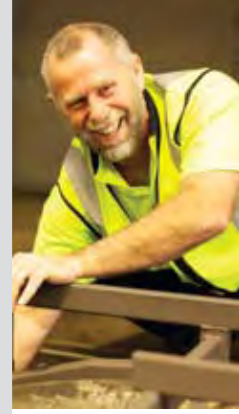
In 2010 PaMPITO arranged 10 short courses, with a range of providers. This figure is smaller than in previous years as a result of the increase in on-job training provision that PaMPITO arranged.

A new tutorial type of training was also trialled for level 3 and level 4 plastics trainees and apprentices. The tutorials typically were available with our new on-line learning materials. Tutorials are different to courses in that they are trainee-led

rather than lecture style. Trainees are expected to have done some work prior to attending the tutorial, so they can use this opportunity to direct their learning and their questions to the tutor, an industry expert, and/or to the rest of the group.

Literacy & Numeracy

In 2010 PaMPITO completed a 3 year long Embedded Literacy Project. Embedded literacy ensures suitable literacy and numeracy



What is the ITR?

The ITR is a database that links the information collected by ITOs on their trainees with information that is collected by NZQA, TEC, the Ministry of Education and other ITOs. It uses a trainee's unique National Student Number (NSN) to identify all funding that is associated with that trainee. It joins up the funding of training with the results of that training and prevents any duplication across the system.

Industry Training Register (ITR)

At the end of 2009 the TEC announced that a new on-line register of trainees in the industry training system would be implemented from the beginning of 2011. The ITR required all ITOs to upgrade their trainee management systems, so that the TEC is more able to monitor the performance of training that ITOs arrange.

In July 2010 PaMPITO contracted Fusion 5 to implement SMART TMS, a new trainee management system. It is expected that the system will dramatically enhance the services PaMPITO provides to companies and trainees, as well as complying with the ITR requirements.

Due to a number of technical issues, implementation of the ITR was delayed until May 2011 for all ITOs. For PaMPITO, along with all the other ITOs, this project has involved a great deal of time, work and frustration. However, we look forward to the new services this facility will enable us to offer.

The Workplace Training Network

2010 saw the re-launch of the Mentors' Network as the Workplace Training Network. The Workplace Training Network merged the Mentor and Assessor Groups. PaMPITO's 54 workplace assessors automatically became members of the Workplace Training Network and PaMPITO welcomes interest from anyone who has a role in supporting trainees in the workplace. The network aims to provide resources, information and professional development opportunities to assist in improving training results.

Network meetings are held twice yearly in Auckland, Hamilton and Christchurch.

support is available for trainees who embark on qualifications. Embedded Literacy Qualifications also enable trainees to develop their literacy and technical skills simultaneously. PaMPITO has embedded literacy into all plastics processing technology qualifications (Levels 1-4), so when an employee embarks on one of these qualifications they can be assured they will receive the necessary support along the way.

Newsletter & Brochure Development

In 2010 PaMPITO launched its newsletter, the PaMPITO Report, which provides news and highlights of training initiatives and achievements across PaMPITO's sectors.

PaMPITO also started developing a series of programme flyers to make it easier to see what programmes are on offer.



Women's Network

In September 2010 PaMPITO launched its Women's Network. The event attracted more than 50 people and the then Minister of Women's Affairs, Pansy Wong and her ministry were particularly supportive of this initiative as they understand the value of encouraging women to participate fully in the workforce.

Women make up only a third of employees in PaMPITO's industry sectors and there's still a perception that manufacturing is not for women. This perception is no longer relevant. PaMPITO is concerned that our industries are missing out on good employees because of this prevailing perception, held by both men and women.

The Women's Network acknowledges the difficulties many women face in juggling work and career goals with children and home life.

It aims to create an infrastructure of support for women in our industry sectors, so that they might take up new training opportunities, maximise their skills, consider themselves, and be considered, on the same footing as the men they work with.

As a result of this initiative PaMPITO's Chief Executive was invited to speak at Parliament at the inaugural Women's Suffrage Celebration Day on 15th September 2010.

“Women have come a long way since 1893. Back then the suffragettes saw the benefit of women playing a fuller role in society, by being able to vote. In 2010, PaMPITO's network is also about women playing a fuller role - at work. Women aren't getting, or going for the same opportunities as men. And yet there's no reason why women can't be technicians, engineers, die setters or production managers like their male colleagues.”

Barbara Wilkinson, at the Women's Suffrage celebration at Parliament Sept 2010

Graduation and Award Recipients

Graduation ceremonies were held in Christchurch, Auckland and Hamilton in 2010 to recognise the achievements of PaMPITO's trainees. At the Auckland ceremony, guest speaker Valerie Adams captivated the audience with the story of her life and how she got to be an Olympic and Commonwealth Medalist. Guest speaker Owen Embling, at the Hamilton ceremony, spoke about optimism and how having a 'glass half full' attitude can produce success. A ceremony was held in Christchurch earlier in the year at the Plastics NZ conference and at Iplex in Palmerston North to recognise the competitive manufacturing achievements of their employees.

Each year PaMPITO presents three special awards:

- **to a trainee, for outstanding achievement**
- **to a company, for commitment to training**
- **to a provider, for services to training.**



Tom Banfield

Winner of the 2010 PaMPITO Award for Outstanding Achievement

Tom moved to New Zealand in 2007 having completed his schooling in the UK. In November 2007 he started working at Convex Plastics in Hamilton, where he was offered a plastics apprenticeship.

In 2009 he completed five national certificates and in 2010 he completed a further three towards the plastics processing technology apprenticeship. This included achieving 86 credits worth of training in 2010 which is well above the 70 credits considered the maximum an employee can achieve whilst working full time.

After winning his award Tom commented, "Plastics is a phenomenally interesting subject, and ten times harder than I thought it would be, but I love finding out about it." He thinks that those currently working in the industry would find the training a lot easier than he did, as they would already know quite a lot. "More people should think about undertaking a career in plastics as it is so interesting and changing constantly," he adds.

The award has given him a real confidence boost and he says that he is hitting the books harder than ever in 2011!



"More people should think about undertaking a career in plastics as it is so interesting and changing constantly."

Tom Banfield



Viscount Plastics

Winner of the 2010 PaMPITO Award for Commitment to Training

Viscount Plastics was chosen as the winner because the company has embraced the training opportunities that are available through PaMPITO and, as a result, a strong learning culture has been developed within its organisation, involving employees at all levels of the business.

In 2010, Viscount implemented several training programmes for its employees, including competitive manufacturing, the *How SAFE Are We?* programme, apprenticeships, leadership, first line management training and business qualifications.

In the late 1990's Viscount started working with PaMPITO and ITAT to develop courses to fill the gaps they had recognised between their employees' skills and the changing requirements of business. They started with literacy training to ensure employees reached a minimum requirement of level 1 in plastics processing.

In 2009 Viscount once again implemented a training programme with PaMPITO's help, this time focussing on competitive manufacturing. 21 employees were given two hours off their duties each week to learn about competitive manufacturing principles. What amazed the management was how other team members supported their mates in training by covering their duties. Consequently, Viscount didn't have to spend any more money on overtime during the 12 month period they were undertaking training.

Encouraged by the synergies, confidence and maturity they saw developing amongst the group undergoing training they began to see some real results.

"Staff are much more able to debate things," says NZ Operations Manager, David Ralph. "It's great seeing them become empowered and able to contribute in making decisions."

Ensuring training is relevant and done on-job has been the key to success for Viscount. "Most of our employees have commitments outside work, so it's difficult for them to attend training, that's why we decided to do it during work time."

The results speak for themselves. Viscount is an industry leader in the production of rigid plastics with a very low staff turnover.

Plans for future training are, as with most things, a work in progress. In 2011 Viscount has committed all front of office staff to undertake the *How SAFE Are We?* programme and plans for individual training programmes are in the pipeline.



Doug Downs

Winner of the 2010 PaMPITO Award for Services to Training

Doug was surprised and delighted to receive an award; he had been wondering why PaMPITO kept asking if his wife was planning to attend the graduation!

Doug has over 40 years' experience in the plastics industry. His experience includes being a PaMPITO assessor and moderator; he has a wealth of knowledge on a range of plastics processes and is known for always giving his best when it comes to providing feedback, support and suggestions for improvement. Doug has been instrumental in training and supporting apprentices in the plastics industry for many years. Companies in the Waikato region regularly call upon his services, for coaching, mentoring and assessing their trainees.

Doug started his own apprenticeship in 1962 as a plastics engineering cadet at Plastic Products Ltd, Hamilton. It was a four year apprenticeship and he worked in all areas of the plant including: tool making, tool design, moulding shops for injection and blow-moulding, quality assurance and machine building. In the evenings he attended classes to complete his New Zealand Certificate in Engineering.

Doug won an apprentice prize, which helped him to get a job in Germany for a blow-moulding machinery manufacturer. From there he moved to the UK, where he worked and studied. He has also worked in Taiwan and Fiji.

Doug also took on a Health & Safety and Training Co-ordinator role, at Plastics Products Ltd, which stood him in good stead for his work with PaMPITO in later years. In 1994, he was involved in trialling assessments for the first set of plastics unit standards, and he has maintained his assessor registration with PaMPITO ever since. In 2006 he established his own company, Plastics Unit Assessment Ltd, and these days most of his work involves assessing trainees for Hamilton Companies.

Doug would like to see more companies offering on-going training for their employees. "Training is vital to the future of the plastics industry."



"Training is vital to the future of the plastics industry."

Doug Downs

Qualifications

QUALIFICATION	FOR
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Plastics Industry

National Certificate in Plastics Processing Technology (Production) Levels 1 - 3	Production Operators
National Certificate in Plastics Processing Technology (Technical) Levels 2 - 4	Technicians, Machine Setters, Plastics Engineers
National Certificate in Plastics Materials Level 5	Suppliers, Advanced Technicians, Product Designers
National Diploma in Plastics Processing Technology Level 5	Product Designers, Advanced Technicians

Pharmaceuticals Industry

National Certificate in Engineering and Technology (Pharmaceuticals and Allied Products) Level 2	Maintenance Engineers
National Certificate in Pharmaceuticals and Allied Products Levels 1 & 2	Production Operators

Paint Industry

National Certificate in Paint Manufacturing Levels 2 – 3	Production Operators, Blenders, Mixers
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Glass Industry

National Certificate in Engineering and Technology (Glass Containers) Levels 2 - 4	Technicians
National Certificate in Glass Container Manufacturing Levels 1 – 4	Production Operators

Generic Qualifications

National Certificate in Competitive Manufacturing Levels 2 - 4	Production Operators, Production Supervisors, Managers
National Diploma in Competitive Manufacturing Level 5	Production and Operations Managers, Team Leaders
National Certificate in Mechanical Engineering Level 2	Production Operators
National Certificate in Distribution Levels 2 – 3	Warehouse Staff
National Certificate in Occupational Health and Safety Levels 1, 3, 4	All employees, Supervisors, Health & Safety Reps
National Certificate in Business (First Line Management) Levels 3 - 4	Supervisors, Team Leaders
National Diploma in Business Level 5	Operations Managers, all Managers
National Certificate in Quality Management Level 4	Quality Assurance & Quality Control Staff
National Certificate in Adult Education and Training Level 4	Trainers and Assessors
National Diploma in Project Management Level 5	Project Managers
National Certificate in Business Administration & Computing Levels 2 - 4	Administration Staff

Programmes

How safe are we?

The *How SAFE are We?* programme recognises the skills and knowledge employees have already gained in relation to national qualifications in health and safety. Employees are able to have their health and safety skills formally recognised by the *How SAFE Are We?* programme and, where relevant, undertake more training to gain health and safety skills.

How lean are we?

How LEAN Are We? recognises the skills and knowledge employees have already gained in relation to national qualifications in competitive manufacturing. This programme assesses how much employees understand about lean concepts.

Project Management (Level 5 Diploma)

The Project Management Diploma teaches principles and tools to ensure projects achieve their goals on time and on spec. Nine one-day workshops cover a range of skills needed to manage any project. Topics include: planning, people management, quality, costings, procurement and communications.

Business Management Diploma (Level 5)

This qualification ensures managers have a range of leadership and management skills to drive successful business operations.

Courses and Tutorials

Every year PaMPITO arranges a series of short courses with its partner providers. Details are available online at www.pampito.org.nz/CourseCalendar.asp

The image shows a screenshot of the PaMPITO website's 'Courses and Tutorials' page. The page features a list of courses with details such as course name, duration, dates, and fees. Below the list is a calendar grid for the months of August, September, October, November, and December, detailing the schedule for various courses and tutorials.

	AUG	SEP	OCT	NOV	DEC
EDU 02 Workplace Advocacy Sudlers	PaMPITO Offices 1 + 1/2 day 12 Aug & 9 Sept 8.30am - 5pm, 8.30am - 12.30pm \$595 + GST*	ENG 03 Engineering Materials ITAT	GEN 11 Business Management BR Training		PM 02 Manage Project Scope BR Training
PM 01 Business Organisation BR Training					BUS 01 Quality Management Analysis BR Training
Tutorials	TPL 04 Plumbers Tutorial Level 4 Peter Plimmer PaMPITO Offices 1 day, 25 May 8.30am - 5pm \$250 + GST*		TPL 05c Plumbers Tutorial Level 5 Peter Plimmer PaMPITO Offices 1 day, 9 October 8.30am - 5pm \$250 + GST*		TPL 05d Plumbers Tutorial Assessment Prep Level 5 Peter Plimmer PaMPITO Offices 1 day, 10 Nov 8.30am - 5pm \$250 + GST*

The PaMPITO team



Barbara Wilkinson

Chief Executive

Chief Executive of PaMPITO since August 2007. Previously worked as GM – Programmes for Workbase - the NZ Centre for Workplace Literacy. Barbara has a background in change management and enjoys designing training solutions for companies, assisting them to develop productive learning environments.

Vida Stanbury

Business Services Manager

With PaMPITO since February 2008. Joined the team with a well-established background in the tertiary training environment (having worked in key positions at MIT for many years), and experience working in private enterprise. Vida's role as Business Services Manager encompasses the administration systems and services within PaMPITO as well as the IT, building operations and accounts.

Adrienne Donne

Training Solutions Team Leader

Joined PaMPITO in October 2010, following a background in the secondary and tertiary education sectors. Adrienne leads the Training Solutions Team to provide training services and solutions for companies. She brings strengths in organisational development and relationship management to her role at PaMPITO.

Kathryn Henderson

Quality and Qualifications Manager

Joined PaMPITO in May 2010 after 8 years working in Wellington. Kathryn is responsible for managing our qualifications and unit standards, resource development, the training and registration of workplace assessors and the Workplace Training Network. She has 10 years' experience working in tertiary and industry training organisations.

Grant Hamill

Training Services Manager

Joined PaMPITO in July 2008, bringing expertise from the pharmaceutical industry where he spent 22 years in a variety of roles. Grant qualified with a New Zealand Certificate of Science (Chemistry) and has a background in quality supervision and management. He has experience in coaching and mentoring, programme design, project management and staff management.

John McGregor

Training Services Manager

Joined PaMPITO in February 2011. John's background as a toolmaker and previous owner of a toolmaking business gives him a strong understanding of the technical skills required by all PaMPITO's industry sectors. He has also been an engineering assessor and manager of Group Apprenticeship schemes with Competenz and Skills4Work.

di Elliott-Birchall

Training Services Manager

With PaMPITO since September 2004, fulfilling a variety of roles relating to the administration and management of apprentices and trainees. Her skills and expertise include one-on-one management of apprentices, understanding the requirements of quality training/qualifications and problem-solving.

Mark Godwin

Assessment Advisor

Joined PaMPITO in August 2009 having come from an industry based training role which saw him develop, implement and manage a PTE. Mark is PaMPITO's health and safety expert and in his position as Assessment Advisor he is responsible for implementing our *How SAFE Are We?* programme.

Lorraine Coslett

Information & Training

Co-ordinator

With PaMPITO for 15 years, fulfilling a variety of roles for the organisation. She looks after all trainee records, course enrolments and provides information on programmes. Lorraine has extensive knowledge of apprenticeships, traineeships, assessments, unit standards and national certificates.

Isabel Chadwick

Admin Assistant

Joined PaMPITO in November 2008. Isabel's prior work experience includes part-time work at The Warehouse and packaging at BioMag. Isabel is PaMPITO's friendly face at reception and she performs a range of services to assist trainees and our companies with their training.

Sarah Haigh

Marketing and Communications Consultant

Assists PaMPITO with marketing, planning, communications and website maintenance. Sarah has 7 years' experience in the marketing of educational services and is director and co-owner of Story Marketing & Communications.

Eileen Patterson

Training Services Manager

Joined PaMPITO in August 2008 as a Training Services Manager. Eileen is currently on maternity leave.

Left to right: Lorraine Coslett, Isabel Chadwick, Vida Stanbury, John McGregor, Barbara Wilkinson, Mark Godwin, Kathryn Henderson, Adrienne Donne, di Elliott-Birchall, Sarah Haigh.

Statement of Financial Performance

for the Year Ended 31st December 2010

	2010	2009
Income		
TEC Funding	1,128,513	1,163,619
TEC Projects	287,880	384,892
Training Services	114,218	253,125
	1,530,611	1,801,636
Direct Costs		
TEC Projects	200,179	232,296
Training Services	134,519	256,282
	334,698	488,578
Gross Income	1,195,913	1,313,058
Other Income		
Interest	58,209	57,239
Recoveries	-	36,651
Miscellaneous	2,422	1,471
	60,631	95,361
Expenses		
Personnel	725,321	588,703
Vehicles	23,558	32,871
Property	66,311	83,565
Operational Expenses	231,417	189,750
Depreciation	45,508	25,067
	1,092,115	919,956
Net Surplus for Year	164,429	488,463

Statement Of Movements In Equity

for the Year Ended 31st December 2010

	2010	2009
Members' Funds at Beginning of Year (Deficit)	1,088,530	600,067
Net Surplus for Year	164,429	488,463
Members' Funds as at 31st December 2010	1,252,959	1,088,530

These reports are an extract from the full financial statements.

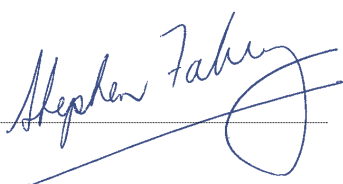
Statement of Financial Position

as at 31st December 2010

	2010	2009
Current Assets		
BNZ Accounts	466,489	830,293
NZNB Account	1,068,608	719,108
Accounts Receivable	15,190	4,524
Doubtful Debts	0	0
Sundry Debtors	29,159	87,659
Stock	0	0
GST Refund	30,487	4,365
	1,609,933	1,645,949
Fixed Assets NOTE 2		
Vehicles	112,122	44,051
Office & Computer	78,438	50,905
Leasehold Improvements	0	0
	190,560	94,956
Total Assets	1,800,493	1,740,905
Less:		
Current Liabilities		
Accounts Payable	77,321	50,504
Other Creditors	326,774	233,935
GST	0	0
Leave	37,679	23,156
Income in Advance	5,760	244,779
Current Portion of Hire Purchase NOTE 4	0	0
	447,534	552,374
Hire Purchase Liabilities NOTE 4	0	0
Term Liabilities		
PNZ Loan NOTES 3 & 5	100,000	100,000
Net Assets	1,252,959	1,088,531
Presented By:		
Members' Funds		
Reserves		
Retained Surplus	1,252,959	1,088,530
Total Reserves	1,252,959	1,088,530

For and on behalf of the Board:

Stephen Falvey
Chairman



Fran O'Keefe
Board Member



The accompanying notes on the next pages form part of these financial statements.

Notes To and Forming Part of the Financial Statements

for the Year Ended 31st December 2010

NOTE 1 STATEMENT OF ACCOUNTING POLICIES

PLASTICS AND MATERIALS PROCESSING INDUSTRY TRAINING ORGANISATION (INC) (PaMPITO) is an incorporated society formed under the Incorporated Societies Act 1908. The financial statements of PLASTICS AND MATERIALS PROCESSING INDUSTRY TRAINING ORGANISATION (INC) have been prepared in accordance with the Generally Accepted Accounting Practice within New Zealand.

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis are followed by the society. These accounts have been prepared on a going concern basis.

Specific Accounting Policies

Differential Reporting

The society qualifies for differential reporting as it is not publicly accountable and there is no separation between the owners and the governing body. The society has taken advantage of all available differential reporting exemptions with the exception of FRS 19 - Accounting for Goods and Services Tax.

Accounts Receivable

Accounts Receivable have been valued at their expected realisable value.

Stock

Stock has been valued at the lower of cost or net realisable value after due allowance for damaged or obsolete stock. In determining cost the first in first out basis has been applied.

Fixed Assets Valuation and Depreciation

Fixed Assets are recorded at historical cost less accumulated depreciation. Historical cost is the value of consideration given to acquire the assets and the value of other directly attributable costs which have been incurred in bringing the assets to the location and condition necessary for their intended service.

Depreciation is calculated using the straight line method so as to allocate the cost of the fixed asset over its estimated useful life. Fixed Assets purchased since 1 January 2006 are depreciated using the diminishing value method at prevailing Inland Revenue rates. Motor vehicles are depreciated at a rate of 30% on a diminishing value basis.

Hire Purchase Commitments

The balance outstanding on hire purchase liabilities is shown at balance date, less the proportion of future interest on the transactions.

Lease Commitments

The annual costs associated with property leases are included in the Statement of Financial Performance as Expenses. No account has been taken of any future commitments arising from current leases.

Goods and Services Tax

These accounts have been prepared on a GST exclusive basis, with the exception of the Balance Sheet items "Accounts Receivable" and "Accounts Payable" which include the GST.

Repairs & Maintenance

All repairs and maintenance of plant, equipment and fittings are charged to Expenses.

Capital Commitments

There were no capital commitments in existence at balance date.

Contingent Liabilities

There are no contingent liabilities.

NOTE 2 FIXED ASSETS SUMMARY

THIS YEAR	COST	ACC'M DEPN.	BOOK VALUE
Motor Vehicles	140,556	(28,434)	112,122
Office Equipment	52,217	(16,065)	36,152
Computer Equipment	161,117	(118,831)	42,286
	353,890	(163,330)	190,560

LAST YEAR	COST	ACC'M DEPN.	BOOK VALUE
Motor Vehicles	97,831	(53,780)	44,051
Office Equipment	46,550	(6,724)	39,826
Computer Equipment	106,666	(95,587)	11,079
	251,047	(156,091)	94,956

NOTE 3 TERM LIABILITIES

	2010	2009
Current Portion	0	0
Term Portion	100,000	100,000
Total Term Liabilities	100,000	100,000

NOTE 4 HIRE PURCHASE LIABILITIES

	2010	2009
Current Portion	0	0
Non-current Portion	0	0
Total Hire Purchase	0	0

NOTE 5 PLASTICS NZ LOAN

An amount of \$100,000 is recognised in the financial statements of Plastics New Zealand Incorporated (PNZ) as a loan receivable from PaMPITO. Plastics New Zealand Incorporated is an associated entity and PaMPITO was originally part of PNZ.

The loan is regarded by PNZ as being repayable only in the event that PaMPITO is wound up or merges with another Industry Training Organisation. There is no interest payable on this loan. The terms of the loan have been confirmed with PNZ.

NOTE 6 OPERATING LEASE COMMITMENTS

PaMPITO has future commitments under operating leases as follows:

	2010	2009
One to two years	174,780	186,634
Two to five years	212,362	263,762
Later than five years	0	49,318
Total Commitment	387,142	499,714

To The Members of Plastics and Materials Processing Industry Training Organisation (Inc)

We have audited the financial statements of Plastics and Materials Processing Industry Training Organisation (Inc) on pages 20 to 23 which comprise the balance sheet as at 31 December 2010 and the income statement, statement of changes in equity for the year then ended and a summary of significant accounting policies and other explanatory information.

Executive's Responsibility for the financial statements

The Executive is responsible for the preparation and fair presentation of these financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the Executive determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with or interests in Plastics and Materials Processing Industry Training Organisation (Inc).

Opinion

In our opinion, the financial statements on pages 20 to 23 present fairly, in all material respects, the financial position of Plastics and Materials Processing Industry Training Organisation (Inc) as at 31 December 2010 and its financial performance for the year then ended in accordance with generally accepted accounting practice in New Zealand.

Battley & Johnson

BATTLEY & JOHNSON
Chartered Accountants
Auckland

Dated: 18th April 2011

CHARTERED
ACCOUNTANTS 



