

# Training Guide





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# Who We Are

PaMPITO, the Plastics and Materials Industry Training Organisation provides training solutions for employers and employees in our industries (plastics, paint, pharmaceuticals and glass manufacturing), and for the New Zealand economy. We are funded by our industry sectors and the New Zealand government to ensure our industries have the skills they need to remain competitive nationally and internationally.

## TO DO THIS WE:

- Identify the skills needed by our industries
- Set national skill standards and qualifications that respond to our industries' needs
- Provide training information and advice to employers and employees
- Design, develop and arrange training programmes to achieve the skills standards we've developed
- Oversee the assessment of skill standards to ensure they are achieved in a consistent and fair manner
- Provide strategic leadership on skill training needs.

We strive to design training systems that are **flexible** to cater for regional and individual needs, **affordable** for all and **effective** in ensuring successful business outcomes.



## Our values

### WE VALUE ATTITUDES AND PEOPLE WHO:

- ✓ Make things happen
- ✓ Are knowledgeable about their subject matter
- ✓ Have robust systems
- ✓ Energise training, and
- ✓ Are willing to give it a go.

## Our vision

We aim to achieve 'excellence in industry through PaMPITO partnership'.

With our support, we hope companies and their employees can attain the skills they need to be successful. We hope this Training Guide will outline how we can help achieve excellence in our industries.

# What is Industry Training?

Industry training is learning and skill development for the needs of workers, workplaces and industry. It is a formal process that links skills to nationally recognised qualifications. Industry training is co-ordinated by Industry Training Organisations (ITOs) on behalf of their industries. The Government supports industry training under the Industry Training Act 1992, giving ITOs the responsibility for arranging and coordinating training for their industries. Companies are also expected to contribute to the costs of training.

In PaMPITO's industry sectors, most training is done on-job. Trainees develop their skills in the workplace whilst achieving nationally recognised qualifications that are relevant to their jobs. The result is a higher skilled workforce and the potential to increase your company's profitability and competitiveness.

## Benefits for businesses

There are countless reasons why you should invest in training and qualifications for your staff. Benefits include:

- Greater productivity
- Increased profitability
- Better performance
- Commitment to health and safety practices
- More innovation, and most importantly, a sustainable future.

With the help of PaMPITO, your business can become more productive and profitable, through industry training.

## Benefits for employees

By undertaking industry training and gaining qualifications you can:

- Learn while you earn
- Achieve a national qualification
- Gain more knowledge and skills
- Get better at your job
- Increase your career prospects.

Whether you are young or old, experienced or inexperienced, industry training can assist you to increase your skills and enjoy a successful career in your industry.



# PaMPITO's Services

PaMPITO offers a range of services to assist companies to upskill their employees. Most of our services are completely free of charge because we access government funding through the Tertiary Education Commission. These services ensure that the vital steps of planning, monitoring and evaluation all take place and that you are provided with the support you need for successful training.

## Planning your training - getting started

### **PaMPITO:**

- Assists you in identifying the skills your company needs across all employees
- Proposes training solutions that address the skills you need
- Sources and liaises on your behalf with suitable training providers
- Plans and sets up your training programme
- Talks to your employees to ensure they understand what they have to do
- Establishes a formal training agreement and training plans for your trainees
- Undertakes literacy and numeracy assessments to identify if trainees need literacy support
- Accesses funding when literacy and numeracy support is required.

## Monitoring progress

### **PaMPITO:**

- Contacts you on a monthly basis to check on training progress
- Visits you and your trainees at least once a quarter
- Provides you with regular reports on your trainees' progress and identifies where additional support might be required
- Maintains records of achievement for each of your trainees with NZQA
- Ensures your trainers and assessors are well equipped to support your trainees.

## Completing training

### **PaMPITO:**

- Checks your trainees have completed all the requirements to achieve nationally recognised qualifications
- Applies to NZQA and produces their certificates
- Reviews and evaluates the training
- Where relevant and agreed in advance, provides your company with a training completion bonus
- Invites your trainees to have their achievements recognised at a regional graduation ceremony.

# National Qualifications

## Brokering services

PaMPITO is able to broker training for you, whatever your requirements.

As well as arranging tutors and materials for our own suite of programmes, PaMPITO can source training for you through our extensive network of contacts, for anything from call centre training to leadership and management training.

By allowing us to source the best programmes and tutors on offer, we can save you time and money.

Contact your Training Services Manager for more information or email [info@pampito.org.nz](mailto:info@pampito.org.nz).



## National qualifications

PaMPITO develops and provides nationally recognised qualifications for the plastics, paint, glass and pharmaceuticals manufacturing industries.

National qualifications are approved and quality assured by the New Zealand Qualifications Authority (NZQA) and feature on the New Zealand Qualifications Framework (NZQF). This means they are nationally approved, and, therefore, have credibility both within New Zealand and overseas. The NZQF levels relate to how difficult a qualification is, with Level 1 being the least difficult. Most qualifications have a compulsory section, which ensures the essential components are included, and an elective section allows a degree of customisation to your company's specific skill needs.

## Unit standards

Unit standards are short outcome statements of what people need to know or be able to do to show they are competent in a particular skill area. Each unit standard has a level and a credit value, which gives an idea of how long it is likely to take. One credit is roughly equivalent to 10 learning and assessment hours, although this will vary depending on the skills and knowledge your employees already have. Industry experts write and review the unit standards on a regular basis to ensure they reflect the current needs of our industry sectors.

When employees achieve unit standards and complete their qualifications, this is reported to NZQA and goes on their national Record of Learning (ROL).

# Training Delivery Options

Training delivery needs to be flexible, affordable and effective. PaMPITO has developed the following three methods for training that are able to be customised to your company's individual requirements and budget, as well as your employees' needs.

## On-job training method

Many skills needed for work are best learned at work, but if there's no structure to the learning, employees don't understand what they're learning or its importance to their role.

PaMPITO helps by providing structure to on-job training with guided training materials.

We provide trainee workbooks, distance learning resources and assessment materials that help trainees understand the full picture of what they're learning.

On-job training allows companies to customise training to their specific needs whilst their employees benefit from gaining nationally recognised skills.

On-job training also taps into the expertise of your skilled staff and we encourage these people to act as mentors, trainers and assessors for your trainees. PaMPITO provides support, guidance and professional development to ensure trainers and assessors make on-job training really successful. Our Workplace Training Network has been specifically set up to support on-job trainers and assessors.

PaMPITO manages all the administration of on-job training for your company, so you can keep track of your employees' progress.

## Workplace support method

Sometimes companies prefer to have an external trainer or assessor come in to the workplace to work with their trainees. Some people think this method exposes trainees to additional ideas and thinking that go beyond what they can learn on the job.

PaMPITO can arrange for experienced trainers and assessors to come into your company to offer training that is still customised to your company's specific needs as well as aligned to skill standards.

PaMPITO liaises with the external trainer and takes care of all the administration.

Workplace support is also highly beneficial when a company doesn't have the time or in-house expertise for training. Whilst the costs of the training provider have to be met, having them based in your workplace means you can maximise use of their time.





## Off-job training method

Some skills are best learned away from the workplace. For example, a production operator won't learn how to become a team leader by being an operator. Dedicated off-job training is required.

Every year PaMPITO arranges a series of courses and tutorials, which are run by carefully selected training providers, so trainees can learn specific skills and knowledge.

**Courses** are a great way to learn new concepts and skills. They are directed by a tutor who presents information and instructs participants on the work they have to do to learn the skills.

**Tutorials** are guided workshops where participants and a subject matter expert share their knowledge and experiences. Participants are encouraged to be more self-directed in their learning and prepare questions and areas of discussion they'd like to engage in.

PaMPITO offers a range of discounts and rebates for courses and tutorials subject to participant numbers. Course and tutorial prices are all based on a minimum of 8 participants attending. We have three price categories:

- Standard price
- Early bird discounted price, for payment received prior to three weeks before the start date of the course
- 12+ rebate, where 12 or more people attend a course, PaMPITO provides a rebate worth approximately 30% of the course cost.

Courses are advertised on PaMPITO's website [www.pampito.org.nz/CourseCalendar.asp](http://www.pampito.org.nz/CourseCalendar.asp)



# Foundation Skills

Literacy, numeracy, as well as the ability to communicate well and to think critically, are skills that are often taken for granted. Yet without these skills employees are less able to develop the specialist and job-specific skills that increase their productivity. Employees are also less able to increase their incomes and their ability to adapt to changes in technology and in the economy without these skills.

Raising the literacy, language and numeracy skills of the workforce is a key government priority for tertiary education because these skills provide the essential base for building a competitive, highly-skilled and productive workforce.

Improvements in literacy, language and numeracy skills contribute to many business benefits such as improved product quality, reduced waste, improved health and safety, better workplace communications and progression to higher level skills. They also contribute to social benefits such as improved health, more active involvement by parents in their children's education, as well as increased workforce and community participation.

PaMPITO is committed to raising foundation skills within our industry sectors. We work closely with the Tertiary Education Commission and specialist literacy and numeracy training providers to keep building foundation skills of employees.

## Facts about foundation skills

In 1996 and in 2006 surveys of adult literacy and numeracy skills were undertaken in New Zealand. Whilst the 2006 survey showed that foundation skills are improving, a high concentration of adults with poor skills continues to be a concern.

Approximately 1.1 million New Zealanders (43% of adults aged 16 to 65) have literacy skills below those needed to participate fully in society. 51% of adults have numeracy skills lower than those needed to meet the complex demands of everyday life and work. Poorer literacy was also found to be concentrated within the Pacific Island, Maori and other ethnic minority groups, particularly those for whom English was not their first language.





## What are foundation skills?

<b>English language</b>	Understanding and responding to oral and written instructions, information and procedures in English, fluency of speech, increasing every day and workplace vocabulary.
<b>Verbal communication</b>	Speaking up at meetings, listening critically to instructions, communicating with co-workers.
<b>Reading and writing</b>	Completing workplace forms and documentation, reading and writing reports, understanding health and safety and other workplace signs.
<b>Numeracy</b>	Completing workplace calculations accurately, counting, measuring and estimating at work.
<b>Critical thinking</b>	Understanding what the company is trying to achieve and the employee's role in achieving team, department and organisational goals.

## Government funding for foundation skills

Employees may qualify for free training if they are a New Zealand citizen or permanent resident of working age and if they are considered to have no or low qualifications, or low literacy and numeracy skills.

In the workplace context, employees who are not always able to meet the reading, writing and numeracy demands of the job or who have insufficient English language to communicate at work would be eligible. This definition means there may be a broad range of people in your organisation who could qualify.

Government funding can support your employees to improve their foundation skills so they can go on to develop the necessary technical and job specific skills as well as achieve qualification outcomes.

## How PaMPITO can help

Most of PaMPITO's level 1 – 3 qualifications have the development of literacy skills embedded in them as well as technical and job specific skills. All employees embarking on any level 1 – 3 programme will complete a literacy assessment, which will identify whether they need any additional support and training.

PaMPITO works with several literacy providers and has teamed up with ITAT (a specialist training provider for the plastics industry) to offer foundation skills training that can also lead to the development of technical skills and nationally recognised qualifications.

## Free training

We can help you to access up to 40 hours of free training per employee to help lift their foundation skills, if the literacy assessment shows they need extra support. We will also make sure the training is pitched to address the specific skills they need for their work and to enable them to progress seamlessly into industry training.

# Recognition Programmes

PaMPITO's *How Are We DOING?* suite of programmes are specifically designed to assess how your company and your employees are doing against core skills standards.

In our *How Are We DOING?* programmes you'll find two core programmes that cover:

- Health and safety skills
- Lean manufacturing skills.

These programmes assess skills that we believe are fundamental to successful manufacturing operations.

Both of these programmes use nationally recognised qualifications as benchmarks for assessing employees' skills and competencies. They identify what employees already know and do in relation to these benchmarks and where they might need more training. By identifying the skills they already have you can assess what further action might be required.



## *How safe are we?* programme

Health and safety is of paramount importance in manufacturing sectors. That's why we believe every employee should participate in the *How SAFE Are We?* programme. There are three levels to choose from, which align to nationally recognised qualifications:

QUALIFICATION	DESIGNED FOR
National Certificate in Occupational Health and Safety (Workplace Safety) Level 1	All employees, no matter what their role is
The National Certificate in Occupational Health and Safety (Workplace Safety) Level 3	Employees in supervisory roles, health & safety reps or people with additional responsibilities for health and safety
The National Certificate in Occupational Health and Safety (Coordination) Level 4	Employees in a leadership role who have overall responsibility for co-ordinating and managing health and safety initiatives

The programme identifies what employees already know and do in relation to these benchmarks and where they might need more training. It also provides structure to companies' existing health and safety practices and a strong framework upon which to build a robust health and safety system.

This programme is free of charge. A small administration fee is applied to cover NZQA fees.

# How are we doing?™



## How lean are we?™ programme

*How LEAN Are We?* is for companies that have already implemented some lean principles in their business. The programme tells you how well you're doing and how well your employees have understood lean concepts.

Using internationally recognised competitive manufacturing qualifications as benchmarks, the *How LEAN Are We?* programme evaluates how successful your lean initiatives have been in relation to the standards incorporated in the qualifications. It ensures your employees have a good grasp of the theories that sit behind the practices that you may have implemented.

Throughout the *How LEAN Are We?* programme we will assist your employees to compile a portfolio of evidence to show their involvement in lean initiatives. This evidence will be used to demonstrate their competence against a national qualification in competitive manufacturing and reinforce the skills they have.

QUALIFICATION	DESIGNED FOR
National Certificate in Competitive Manufacturing (Introductory Strand) Level 2	Everyone
National Certificate in Competitive Manufacturing (Technical Strand) Level 3	Technical operators

Benefits of the *How LEAN Are We?* programme include:

- Reinforcement of the skills and knowledge gained from your lean initiatives
- Confidence that your employees really understand why they've adopted lean practices
- The ability to sustain your lean initiative over the longer term
- Recognition for your employees for the skills and knowledge they have individually gained
- Identification of further lean activities that would benefit your company.

# Training Philosophy

All training systems are based on a set of beliefs about what works and what doesn't when it comes to training.

At PaMPITO we believe it's best to spend your training budget on training for the skills you don't have, rather than on the skills you already have. We differentiate between '**learning new skills**' and '**recognising skills** that are already present'. Both of these approaches provide significant benefits.

**Learning new skills** is important for all employees and employers so we can continue to grow, both as individuals and for our company and the economy.

There is also real value in **recognising skills** that are already present. Formally recognising skills reinforces what has already been learned, it renews and reminds us of the skills we've already acquired and it helps us to apply them to new and different contexts. Credentialising existing skills also increases confidence, both for the individuals involved and for their companies. Being able to verify skills attained not only looks good on an employee's CV it also shows a company's commitment to continuous improvement and achieving standards.

PaMPITO's training philosophy includes recognising skills that are already present through a recognition of current competence system. We use an approach of assessing 'naturally occurring evidence'.

Being able to apply the ideas learned on-job or on a course is what training is all about. PaMPITO's training system includes **robust assessment** so we know your trainees can apply the skills they've learned.

Learning occurs in many places but the workplace is the most important setting for most of us. That's why most of PaMPITO's training is delivered on-job.



## **Naturally occurring evidence**

*is evidence that is collected from an employee's day-to-day work. It shows how an employee uses their competencies, skills and knowledge in the workplace.*

*Assessors can collect a combination of evidence to demonstrate an employee's competence:*

- *Observation of the skill in action*
- *Review of supporting documentation*
- *Verification by someone else of the skill requirements.*

# Training Programmes

In this section of the Training Guide you'll find more details on the training programmes on offer through PaMPITO. All the programmes covered are also shown on the Training Map on the next pages.

## How to use the Training Map

The Training Map assists employees in their career planning. It shows the programmes and qualifications you need to study to be able to undertake certain jobs. The starting point is in the centre of the map with the development of foundation skills. Safety skills are also at the heart of training. Once these skill sets are in place, employees can move out from the lower levels and select the disciplines they wish to follow.

## Apprenticeship programmes

Apprenticeship programmes usually consist of several qualifications combined together so that the apprentice can develop the broad range of skills required for a specific trade or role. A Plastics Technician, for example, learns his/her trade through an apprenticeship which is made up of three National Certificates in Plastics Processing Technology (Technical) Levels 2, 3 & 4.

There are two types of apprenticeship programmes:

- Modern Apprenticeships for 16-21 year olds. These programmes are a great way of learning skills whilst earning money.
- General Apprenticeships for those over 21 years old. They recognise the skills you have already developed through your work as well as developing new ones.

Apprenticeships generally last from 3-4 years with both the employer and employee making a commitment to undertake on-job training activities, some courses and some self-paced learning.

Apprenticeships can also be achieved by taking on one level of learning at a time.

## Other training programmes

Other training programmes offered by PaMPITO usually result in the achievement of a national certificate or national diploma. Trainees may also select to do smaller sets of learning or short courses to gain the specific skills they need.

# Quality

**Quality Assurance Manager**  
NC in Quality Management L4

**QA/QC/various Quality roles**  
Principles of Quality Management L3

**Glass Technician**  
Glass Container Manufacturing  
Apprenticeship L2-4

**Plastics Technician  
/Die Setter**  
Plastics Processing  
Technology Apprenticeship  
L2-4

**Plastics Fabricators**  
Plastics Fabrication  
Programme L1-L3

**Plastics Toolmaker/  
Engineer**  
Plastics Tool Maintenance  
Apprenticeship L2-4

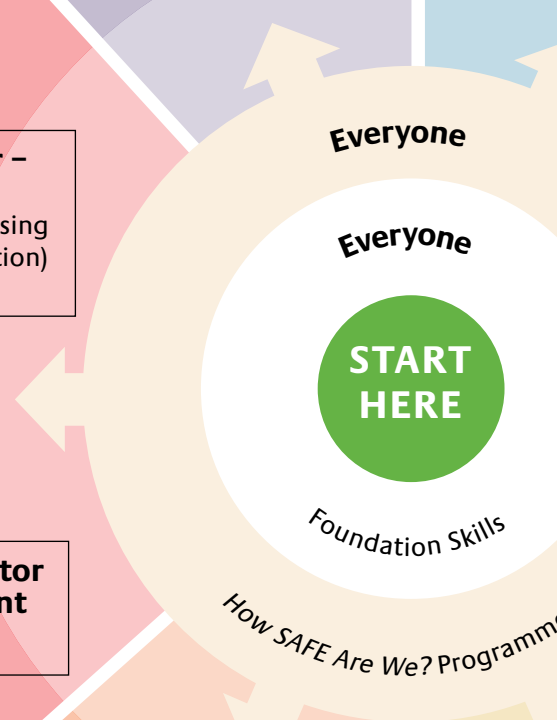
**Operator/Packer –  
Plastics**  
NC in Plastics Processing  
Technology (Production)  
L1-L3

**Production  
Operator – Paint**  
NC in Paint  
Manufacturing L2 & L3

**Production Operator  
– GMP environment**  
Principles of GMP L2

**Supervisor – GMP  
environment**  
GMP Documentation &  
Training programme L3

**Technical Manager**  
NC in Plastics Materials L5  
ND in Plastics Processing Technology L5



**Everyone**  
*How LEAN Are We? or NC in  
Competitive Manufacturing  
(Introduction) L2*

**Production Staff**  
NC in Competitive Manufacturing  
(Technical) L3

**Team Leader/Supervisor**  
NC in Competitive Manufacturing  
(Facilitation) L4

**Competitive  
Manufacturing Champion**  
ND in Competitive  
Manufacturing L5

# Competitive Manufacturing

# Technical and Production

# Warehousing & Distribution

# Management

**Logistics Manager**  
NC in Distribution L4

**Warehouse Manager/Team Leader**  
Distribution Apprenticeship L2-4

**Forklift Driver/Storeman/ Packer/ Picker**  
NC in Distribution L2&L3

**Operations Manager/ Project Manager**  
ND in Project Management L5

**Department Manager/ Various**  
ND in Business L5 (with strands)

**Team Leader/Project Operations Manager**  
NC in Project Management L4

**Team Leader**  
NC in Business – First Line Management L3 & L4

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4

LEVEL 5

**Trainer/Mentor**  
NC in Adult Education L4

**Workplace Assessor**  
Unit Standard 4098 L4

**Everyone**  
*How SAFE Are We? L1*

**Health & Safety Rep**  
*How SAFE Are We? L3*

**Health & Safety Manager**  
NC in Occupational Health & Safety L4

# Training & Assessing

**KEY**

NC – National Certificate  
ND – National Diploma



# Training Map

# Health & Safety

# List of Programmes

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National Certificate in Plastics Processing Technology (Technical) Levels 2 - 4	Technicians, Die Setters, Machine Setters	22
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## Management Programmes

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National Certificate in Project Management Level 4	Team Leaders, Project Managers, Department Managers	27
National Diploma in Project Management Level 5	Project Managers, Operations Managers, Production Managers	27

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National Diploma in Competitive Manufacturing Level 5	Production Managers, Operations Managers	31

# Apprenticeships

## Plastics Processing Technology Apprenticeship

<b>Who should do this programme?</b>	If you want to become a Plastics Technician, Die Setter, or have a similar role where you set up and maintain plastics production processes, you will need to undertake an apprenticeship in plastics processing technology.
<b>What you will learn</b>	<p>This apprenticeship covers three National Certificates in Plastics Processing Technology (Technical) levels 2, 3 &amp; 4. Participants can select a specific strand based on the plastics production process they wish to apply their apprenticeship to.</p> <p>At level 2 you will be introduced to basic engineering skills and principles; you will learn how to use engineering tools safely and you will be able to operate simple production processes under supervision. At level 3 you will develop these skills further to be able to work without supervision. At level 4 leadership skills and the ability to undertake production trials are developed.</p>
<b>How to achieve the programme</b>	The Plastics Processing Technology Apprenticeship typically takes at least 3 years to complete. Most of the learning is undertaken on-job with the support of a coach/mentor and an assessor. All of the on-job components are supported by workbooks, which help you focus on the tasks you need to perform to gain the necessary skills. There are also one or two short courses to attend at each level, which cover the skills you need that you can't learn from your day to day work.

## Plastics Tool Maintenance Apprenticeship

<b>Who should do this programme?</b>	If you want to work with tools and moulds or become a toolmaker within the plastics industry this apprenticeship will provide you with the mix of machining skills and understanding of plastics materials and processes.
<b>What you will learn</b>	This apprenticeship includes three National Certificates in Plastics Processing Technology (Technical) levels 2, 3 & 4 and a significant emphasis on machining, tool making principles, hydraulics and pneumatics. At level 2 drilling, turning and milling skills will be developed in a workshop setting. At level 3 hydraulics and pneumatics will be introduced and at level 4 machining skills will be further developed for a modern manufacturing environment.
<b>How to achieve the programme</b>	The plastics tool maintenance apprenticeship can be done in three distinct stages. Most of the skills are developed on-job with some short courses and practical workshop sessions. All of the on-job components are supported by workbooks. Short courses and workshops sessions are held at key times during each stage of the programme. Typically it takes 3 - 4 years to complete.



## Distribution Apprenticeship

<b>Who should do this programme?</b>	People who seek a career in a distribution facility to become a Warehouse or Logistics Manager would benefit from undertaking a distribution apprenticeship.
<b>What you will learn</b>	Starting with the basic skills to ensure safe and effective operations you will learn best practice principles of stock control, customer responsiveness, team leadership, organising and planning for a distribution facility.
<b>How to achieve the programme</b>	The apprenticeship comprises of three national certificates at level 2, 3 & 4, each taking up to a year to complete. At levels 2 and 3 apprentices learn skills on-job with the support of an external trainer who comes into the workplace to train and assess. At level 4 participants are also required to attend some off-job courses.

## Glass Container Manufacturing Apprenticeship

<b>Who should do this programme?</b>	People who seek a career in a glass manufacturing plant to become a Production Manager or Glass Processing Specialist would benefit from undertaking this apprenticeship.
<b>What you will learn</b>	<p>The apprenticeship programme takes 3 - 4 years to complete. At level 2 you will systematically develop specialised glass container manufacturing and related engineering skills and knowledge, such as measurement, selection and use of hand tools, safe working practices, and basic engineering drawing and design.</p> <p>At level 3 a broad range of engineering and glass container manufacturing skills and knowledge are developed. Skills include glass container quality analysis, safe processing skills, equipment, and production knowledge. You will develop skills to be able to work under limited supervision. In addition interpersonal skills are developed.</p> <p>At level 4 further technical expertise is developed so you can take on responsibility for activities related to processing, equipment and production. You will become either a forming specialist or a furnace process engineer. You will also develop significant supervision and quality assurance skills and knowledge.</p>
<b>How to achieve the programme</b>	This apprenticeship is learned on-job with the support of internal and external trainers. Off-job courses are also required, particularly at the higher levels.

# Technical and Production Programmes

## Plastics

### National Certificate in Plastics Processing Technology (Production) Level 1

<b>Who should do this programme?</b>	All employees who work in any plastics production environment will enhance and increase their ability to work safely and to company standards by undertaking the level 1 programme.
<b>What you will learn</b>	You will gain the underpinning skills and knowledge required to understand plastics production processes and to work safely with machinery and equipment. The skills and knowledge required to complete this programme are fundamental to successful plastics processing operations.
<b>How to achieve the programme</b>	<p>This programme can be achieved entirely on-job with the support of a workplace mentor/assessor. All of the on-job components are supported with workbooks to guide you through your learning. PaMPITO offers this delivery method completely free of charge at level 1. This programme can also be completed through recognition of current competence processes.</p> <p>Alternatively some parts of this programme can be completed with the support of a literacy and numeracy tutor or with on-site support from an external training provider. Typically this programme takes approximately 9 - 12 months to complete.</p>

### National Certificate in Plastics Processing Technology (Production) Level 2

<b>Who should do this programme?</b>	Plastics Production Operators and people who participate in a production team and who aspire to take on more responsibility will develop their skills and understanding of a plastics production environment.
<b>What you will learn</b>	You will be introduced to different plastics materials and how they behave in different processing conditions. You will develop further skills in running a specific production process and gain an understanding of effective production disciplines.
<b>How to achieve the programme</b>	<p>This programme can be achieved entirely on-job with the support of a workplace mentor/ assessor. All of the on-job components are supported with workbooks to guide you through your learning. This programme can also be completed through recognition of current competence processes.</p> <p>Alternatively some parts of this programme can be completed with on-site support from an external training provider. Typically this programme takes approximately 9 - 12 months to complete.</p>



## National Certificate in Plastics Processing Technology (Production) Level 3

<b>Who should do this programme?</b>	Team leaders, Leading Hands and people seeking to work as Advanced Operators with minimal supervision will benefit from undertaking this programme.
<b>What you will learn</b>	You will learn how to manage quality outcomes from a production process and develop your ability to troubleshoot issues to ensure quality is maintained.
<b>How to achieve the programme</b>	<p>This programme can be achieved entirely on-job with the support of a workplace mentor/assessor. All of the on-job components are supported with workbooks to guide you through your learning. This programme can also be completed through recognition of current competence processes.</p> <p>Alternatively some parts of this programme can be completed with on-site support from an external training provider. Typically this programme takes approximately 9 - 12 months to complete.</p>

## National Certificates in Plastics Processing Technology (Production) – Plastics Fabrication Level 1 - 3

<b>Who should do this programme?</b>	People who work in a plastics fabrication environment will increase their fabrication skills by undertaking this programme.
<b>What you will learn</b>	You will be introduced to welding and jointing techniques for different plastic products and materials. You will also learn how to draw and interpret sketches to be able to produce components from a drawing or sketch.
<b>How to achieve the programme</b>	At level 1 this programme can be achieved entirely on-job. A course on engineering materials and a drawing tutorial is introduced at level 2 and quality management is introduced at level 3. All of the on-job components are supported with workbooks to guide you through your learning. A workplace assessor is expected to support the on-job learning, which can also be completed through recognition of current competence processes.

# Technical and Production Programmes

## National Certificates in Plastics Processing Technology (Technical) Levels 2 - 4

<b>Who should do this programme?</b>	These programmes form part of the Plastics Processing Technology apprenticeship. Technicians, Die Setters and employees wishing to take on advanced production roles can undertake these programmes one at a time or undertake an apprenticeship.
<b>What you will learn</b>	You will develop the basic engineering skills and principles to run production processes autonomously. At level 2 you will be introduced to the skills needed to run machinery safely, at level 3 you will develop your ability to trouble shoot production problems and run production processes unsupervised. At level 4 you will develop leadership skills and the ability to trial new processes.
<b>How to achieve the programme</b>	Most of the learning is undertaken on-job with the support of a coach/mentor and an assessor. All of the on-job components are supported by workbooks, which help you focus on the tasks you need to perform to gain the necessary skills. There are also one or two short courses to attend at each level, which cover the skills you need that you can't learn from your day to day work. Typically each level takes approximately 9 - 12 months to complete.

## National Certificate in Plastics Materials Level 5

<b>Who should do this programme?</b>	People who have completed a Plastics Apprenticeship, and who wish to further develop their understanding of plastics materials would benefit from this programme. Product Development and other Technical Managers and specialists in the plastics industry may also wish to undertake this programme.
<b>What you will learn</b>	You will learn more about the properties of plastics materials and the effects production processes have on different types of plastic materials so you can determine which materials to use.
<b>How to achieve the programme</b>	<p>This programme is delivered through on-line learning modules with a series of 5 one-day tutorials with a polymer expert. You are expected to submit written assignments and, therefore, be able to undertake self-paced and self-directed learning with the support of an industry expert.</p> <p>This is a 9-month programme that leads to the National Diploma in Plastics Processing Technology level 5.</p>



## National Diploma in Plastics Processing Technology Level 5

### Who should do this programme?

People who have completed a Plastics Apprenticeship, and who wish to further develop their understanding of plastics materials and plastics production processes would benefit from this programme. It is aimed at Production Managers and people who are seeking responsibility for managing a plastics production plant or process.

### What you will learn

You will cover the same learning content as the National Certificate in Plastics Materials level 5 and develop knowledge and understanding of mechanical engineering planning, mechanical statics, electrical and electronic knowledge for a modern manufacturing environment. The programme also develops your ability to plan and cost organisational objectives and projects and the elective section of the diploma allows you to select specific leadership and training modules.

### How to achieve the programme

This programme is delivered through on-line and distance learning modules supported by tutorials with an industry expert. Participants are also required to attend a short course and they may choose trainer and assessor courses as part of the elective section. This is a two-year programme.

### ALEXANDER THAKUR

Plastics Processing Technology  
Apprenticeship Graduate, Alto Packaging Ltd,  
Auckland

*“My advice to others considering undertaking a qualification in the plastics industry is to take up any opportunity to start an apprenticeship or any training for that matter. It’s a great opportunity to be paid while you learn and come out with a qualification and no student loan.”*



# Technical and Production Programmes

## Good Manufacturing Practices (GMP) setting

### Introduction to Principles of GMP Programme Level 2

<b>Who should do this programme?</b>	Anyone who works in a GMP environment would benefit from undertaking this programme.
<b>What you will learn</b>	You will learn about the principles of GMP, how they came about and what their purpose is. You will compare and contrast GMP with other Quality Management systems such as ISO 9000. You will also have the opportunity to visit a leading pharmaceutical manufacturing plant to see GMP in action.
<b>How to achieve the programme</b>	This programme comprises of a two-day course and some short assessments to demonstrate that you have understood the principles and can apply them to your own work.

### GMP Documentation & Training Programme Level 3

<b>Who should do this programme?</b>	People who have responsibility for managing or overseeing and putting together a robust GMP system would benefit from undertaking this programme.
<b>What you will learn</b>	You will learn how to put together a good documentation system to demonstrate regulatory compliance, including establishing a document control system. You will also learn how to establish good training systems to ensure your company's policies, procedures and instructions are correctly practised.
<b>How to achieve the programme</b>	This programme comprises of a two-day course with some workplace assignments to demonstrate that you have understood what is required to set up a robust GMP system.



## Paint

### National Certificates in Paint Manufacturing Levels 2 & 3

<b>Who should do this programme?</b>	People who work for a paint manufacturing plant, particularly those who are involved in mixing raw materials, paint testing and handling hazardous materials would benefit from undertaking this programme.
<b>What will you learn?</b>	At level 2 you will be introduced to core engineering and paint manufacturing skills, such as safe operation of machinery, mixing, assembling and testing materials. At level 3 these skills are expanded and you will learn about the legislative requirements for handling hazardous substances, you will also develop an understanding of quality management and learn about matching and testing paint colours.
<b>How to achieve the programme</b>	These programmes are delivered entirely on-job with the support of a workplace trainer/assessor and with workbooks and assessment materials to guide you through your learning. Typically each programme takes approximately 9 - 12 months to complete.

### DEAN RENNER

Operations Manager, Convex Plastics,  
Hamilton

*“Investing in training for us means having more people involved in day-to-day problem solving, having skilled people who can contribute to the business and having more people looking at how they can make our company better and better.”*



# Management Programmes

## National Certificates in Business – First Line Management Levels 3 & 4

<b>Who should do this programme?</b>	People who are first line managers (team leaders, supervisors, or charge hands) or who aspire to undertake these roles, will find this programme highly beneficial. People in these roles are likely to be responsible for managing people, resources, or workplace operations.
<b>What you will learn?</b>	The level 3 programme covers the essential oral communication skills required to manage others. You will also explore quality management concepts and some basic business administration skills. The level 4 programme develops these skills further and expands on building relationship management skills to include managing staff performance, understanding business information systems and organisational principles.
<b>How to achieve the programme</b>	A range of providers offer these programmes in different formats, usually off-job. PaMPITO will assist you to select the most suitable option that meets your needs. Typically each level takes approximately 9 - 12 months to complete.

## National Diploma in Business Level 5

<b>Who should do this programme?</b>	People who seek management and leadership responsibilities, particularly for a large team or a business unit would gain the management and leadership skills required for these roles.
<b>What you will learn</b>	You will learn a range of business management skills, through a series of modules on leadership, teams, HR management, quality management, health and safety management, business management, business reporting, workplace training and business organisation.
<b>How to achieve the programme</b>	The modules are a day each and are sequenced over a two-year period. Several providers offer this programme and PaMPITO can assist you to customise it to your specific needs.



## National Certificate in Project Management Level 4

<b>Who should do this programme?</b>	Anyone who is part of a project team would learn to apply a range of project management techniques and skills to ensure all aspects of a project are managed appropriately.
<b>What you will learn?</b>	You will complete a series of modules that cover determining the scope of a project with techniques to ensure time, costs, quality, risks, procurement and resources are managed to achieve a successful project.
<b>How to achieve the programme</b>	Approximately eight one-day modules are held over a 12 - 18 month period. You will be required to undertake a workplace project as your assignment.

## National Diploma in Project Management Level 5

<b>Who should do this programme?</b>	Project managers and people who seek responsibility for managing projects and overseeing others in a project team would benefit from this programme.
<b>What you will learn</b>	This programme builds on the skills developed in the National Certificate in Project Management level 4 to expand your ability to take responsibility and oversee projects.
<b>How to achieve the programme</b>	A series of 12 one-day modules are held over a two-year period. One-on-one coaching is also included. You will be are required to manage multiple projects during this time.



# Warehousing and Distribution Programmes

## National Certificate in Distribution Level 2

<b>Who should do this programme?</b>	People who work in or who intend working in a distribution facility would benefit from undertaking this programme. It is for people who either have some experience or who are new to this environment.
<b>What you will learn</b>	You will cover the skills required for the safe processing and handling of goods and for the control and distribution of stock, as well as a range of interpersonal communication skills.
<b>How to achieve the programme</b>	This programme can be achieved through on-job training components combined with supported on-site learning with a provider. Where relevant, the programme recognises current competence. The provider will hold workshop sessions over a 6 - 9 month duration at times that suit (including night shift hours). Each session may last approximately 1½ hours.

## National Certificate in Distribution Level 3

<b>Who should do this programme?</b>	People who have gained some experience in a distribution facility and who seek additional responsibilities within this environment would benefit from undertaking this programme.
<b>What you will learn</b>	You will cover the skills required to direct others, problem solve, record and monitor movement of stock and maintain quality of stock.
<b>How to achieve the programme</b>	This programme can be achieved through on-job training components combined with supported on-site learning with a provider. Where relevant, the programme recognises current competence. The provider will hold workshop sessions over a 6 - 9 month duration at times that suit (including night shift hours). Each session may last approximately 1½ hours.

## National Certificate in Distribution Level 4

<b>Who should do this programme?</b>	People who are in or who seek management roles in a distribution facility such as a Logistics Manager would benefit from undertaking this programme.
<b>What you will learn</b>	You will cover the skills required to plan, organise and manage people and operations inside a distribution facility. It will assist you to establish and maintain robust systems.
<b>How to achieve the programme</b>	This programme can be achieved through a mix of short courses and on-job training components combined with supported on-site learning with a provider, if required. Where relevant, the programme recognises participants' current competence. Typically the programme takes 9 - 12 months to complete.

# Quality Management Programmes

## Principles of Quality Management programme Level 3

<b>Who should do this programme?</b>	Anyone who is involved in producing products that must conform to quality standards should undertake this programme. People in production roles and quality specific roles would particularly benefit from this programme.
<b>What you will learn</b>	You will learn about quality management principles, processes and tools that are often used to ensure quality outcomes.
<b>How to achieve the programme</b>	You will attend a two-day course and set up your own project to achieve quality improvements in your own workplace. This programme takes approximately 4 - 6 months to complete.

## National Certificate in Quality Management Level 4

<b>Who should do this programme?</b>	People who have undertaken the Principles of Quality Management programme may wish to expand their knowledge of quality management systems by undertaking this programme. It is intended for Quality Managers, Team Leaders and those with responsibility for quality, or who are integrating quality into their work.
<b>What you will learn</b>	You will build on the skills learned in the Principles of Quality Management programme and cover team work, supply chain relationships, auditing, quality management tools and data collection and analysis.
<b>How to achieve the programme</b>	Participants should undertake the Principles of Quality Management Programme first, and then undertake a further quality management course followed by workplace assignments. This programme takes approximately 9 - 12 months to complete.



# Training and Assessing Programmes

## Workplace Assessors Programme (Unit Standard 4098)

<b>Who should do this programme?</b>	People seeking to become a PaMPITO Workplace Assessor and assess candidates against unit standards should undertake this programme.
<b>What you will learn</b>	You will learn the methodology and terminology associated with assessing NZQA assessment standards. You will also learn about the specific assessment practices PaMPITO has adopted for a range of scenarios, such as recognition of current competence, and you will learn about the moderation processes required of assessors.
<b>How to achieve the programme</b>	This programme comprises of a one-day course followed by an assessment assignment. As a PaMPITO assessor you will also be required to undertake moderation activities and will be invited to access further professional development opportunities through the Workplace Training Network.

## National Certificate in Adult Education Level 4

<b>Who should do this programme?</b>	People who are already in assessor or trainer roles or who aspire to undertake such roles are encouraged to formalise their training and assessing skills by undertaking this programme.
<b>What you will learn</b>	You will learn about the principles of adult teaching and learning and how to cater for a range of cultural and other needs in order to establish a positive learning environment.
<b>How to achieve the programme</b>	This programme comprises of two courses delivered at intervals, each being followed by on-job training and assessing assignments. Typically it takes participants 6 - 9 months to complete the training assignments.

# Competitive Manufacturing Programmes

## National Certificates in Competitive Manufacturing (Introductory and Technical) Levels 2 & 3

<b>Who should do this programme?</b>	Any employee who is new to competitive manufacturing would benefit from undertaking the introductory strand (L2) of this programme. Those in more technical roles should undertake the technical strand (L3). Both strands cover the skills and knowledge required to achieve efficient and effective systems.
<b>What you will learn</b>	You will learn a range of recognised techniques that enable companies to increase their productivity. Areas such as reducing waste, improving quality, 5S and root cause analysis will be developed.
<b>How to achieve the programme</b>	The programme takes place on-job and requires teams to work together to achieve sustainable improvements in their work area. An on-site facilitator/coach supports the team to develop and apply their skills to their work. Typically a range of employees participate in the programme, each undertaking different levels of the programme, depending on their role in the organisation. On average the programme takes 12 - 15 months to complete.

## National Certificate in Competitive Manufacturing Level 4

<b>Who should do this programme?</b>	Team leaders, supervisors and those responsible for facilitating teams to undertake an improvement project would undertake the level 4 programme.
<b>What will you learn?</b>	You will develop the facilitation and training skills required to lead and build your team's ability to sustain improvements in their work practices.
<b>How to achieve the programme</b>	As described above, the programme takes place on-job. Participants undertaking the level 4 programme may be required to attend some additional coaching and workshop sessions to develop their own facilitation skills. Competitive Manufacturing programmes take on average 12 - 15 months to complete.

## National Diploma in Competitive Manufacturing Level 5

<b>Who should do this programme?</b>	Business Managers, Operations Managers and those who are required to act as change agents to implement a competitive manufacturing strategy in an organisation would benefit from undertaking this programme.
<b>What will you learn?</b>	You will develop the skills and knowledge to analyse a value stream, develop a balanced scorecard approach to measuring outcomes and lead a competitive manufacturing strategy in your organisation.
<b>How to achieve the programme</b>	The programme consists of a mix of on-job workplace assignments with some off job workshops run by a provider. Typically the programme takes 18 – 24 months to complete.







**PaMPITO**  
Plastics and Materials Processing  
Industry Training Organisation

**PaMPITO: Plastics and Materials Processing ITO**

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