



Workplace Assessors Newsletter

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December 2008

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*The PaMPITO team
at the PNZ Awards
night*

Success at PaMPITO

This year has seen some exciting challenges, changes and successes at PaMPITO. Following structural changes to the organisation in 2007, this year saw the introduction of new staff, new courses, and new processes which thankfully have set us on the path for continued success in 2009.

Courses

Having changed the structure for delivering industry training courses we can report that 22 courses ran this year in Auckland Christchurch and Wellington. Whilst we offered many more courses and many didn't attract the minimum number of participants to run, we are pleased to have provided a wide range of learning opportunities to employees in our industry sectors. The calendar of courses we implemented has given us a blueprint for future years.

Next year, as more people become familiar with the new course structures and content, we envisage a greater amount of courses running and more trainees entering the industry training world.

Audits

This year PaMPITO has been audited by three different external organisations for three different purposes. We passed each one with flying colours.

Moderation

We invited all Workplace Assessors and Accredited providers to participate in Moderation this year. Many Workplace Assessors and providers have participated in pre-assessment, check and post-moderation activities. In 2009 we will be increasing our efforts to support this system, including linking Workplace Assessor registration to moderation. More on this later in the newsletter.

Short Courses



*John Fullard receiving
his PaMPITO Award
for Services to
Training from Rt Hon
Helen Clarke at
Plastics NZ awards
evening*

Short Courses are a new vehicle for industry training that we trialled throughout 2008. While it was disappointing for us that all the courses did not run due to insufficient numbers we were glad to see that the courses that did run received great evaluations and provided us with the confidence to continue working with our providers to run short courses again in 2009!

This year we offered courses in Auckland, Wellington, and Christchurch. Hamilton courses did not receive enough numbers this year to run them in Hamilton.

We are currently confirming the course schedule for 2009 with the providers and will distribute these to you in **January 2009**.

The courses that ran this year in **Auckland** were:

GEN02 – Health & Safety in the Workplace
 GEN03 – Essential Communications
 GEN04 – Workplace Writing
 GEN06 – Quality Management
 GEN10 – Project Management
 ENG01 – Engineering Drawings
 ENG02 – Engineering Hand tools
 ENG03 – Engineering Materials Part 1
 ENG04 – Hydraulics & Pneumatics
 ENG05 – Precision Engineering
 PPT03 – Polymer Science
 PPT04 – Production trials

The Courses that ran this year in **Christchurch** were:

GEN02 – Health & Safety
 GEN03 – Essential Communications
 GEN04 – Workplace Writing
 ENG02 – Engineering Hand tools
 PPT01A – Introduction to Plastics
 PPT01B – Handling Plastics Materials
 PPT01C – Properties of Plastics Materials
 PPT02/03 – Chemical Properties & Polymer Science

The Courses that ran this year in **Wellington** were:

PPT01A – Introductory Plastics Materials
 PPT01B – Introductory Plastics Materials

Reviewing the Training Systems

As part of our ongoing commitment to Industry to ensure our training systems are top quality, we will be reviewing our PaMPITO distance learning units in 2009. We will also continue to monitor how well the courses run in 2009, we are always open to new ideas and your feedback into these processes is welcome. We will be inviting companies to tender to assist with reviewing the distance learning materials early in 2009.

For more information on our Short Courses please go to our website www.pampito.org.nz and click on “searchable course calendar” link. You can search course information and enroll directly from our website!

Audits

You may be aware that PaMPITO has to undergo rigorous checks and balances as the standard setting body for qualifications and as a recipient of government funding. This year we have been through three external audits. All of which we have engaged in with transparency and a desire to learn from the audit process to further improve our operations.

Annual Financial Audit

In February, Vida and Barbara, entertained the financial auditors who conducted the annual independent audit of our accounts. This audit was cleared with only minor procedural amendments to be made to our Quality Management System.

TEC Audit for ITO re-recognition



In October, Matiu and Barbara entertained the auditor from AuditNZ. AuditNZ was engaged by TEC to conduct an audit of our systems and processes that we use to ensure that we were still working within the scope of the Industry Training Act 1992 and entitled to a further re-recognition of our status as an Industry Training Organisation. This audit was passed, again, with only minor improvements to be made to the Quality Management Systems we use.

NZQA Quality Assurance audit



In November, the NZQA auditing team conducted their audit of our processes and quality management system in respect of our responsibilities to our Registered Workplace Assessors and the National External Moderation System. The Audit team, consisting of Dian Taumata and Warren Lewthwaite, provided us with an onsite report to say that we have met the requirements for National External Moderation however we still have a little bit of work to do with our Workplace Assessors to ensure they are supported appropriately. More on this later in the newsletter.

Upcoming Events

Please see below details of upcoming events over the next few months.

December 2008

All month:

- Matiu will be preparing evidence of moderation to report to the Chief Executive in January on **the outcomes of moderation for 2008**. If you haven't been check moderated yet, please contact your Moderator as soon as possible to enable this to occur.
- PaMPITO staff will be looking for industry representatives to participate in **Industry Advisory Groups** to review a large number of our unit standards and also our AMAP. If you are interested please contact Matiu on (09)263 3524.
- Barbara will be continuing to confirm agreements with our partner providers for 2009 courses.

19th Dec: PaMPITO offices close for 2008

25th Dec: Santa arrives for everyone who has been good this year!!

January 2009

5th Jan: PaMPITO office re-opens

15th Jan: Matiu will report to the Chief Executive on the outcomes of moderation in 2008

30th Jan: 2009 Course calendar issued to companies and published on our website.

February 2009:

6th Feb: Waitangi Day

13th Feb: Workplace Assessors Conference 2009 (Auckland)

27th Feb: PaMPITO will report to NZQA on the outcomes of Moderation in 2008



*Lunch at the last
Workplace Assessors
conference in
Manukau*

DECEMBER 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

PaMPITO Qualifications

Throughout 2008 we have been working to create a series of new PaMPITO certificate qualifications that can be used as stepping stones into larger and nationally recognized qualifications. To date, we can offer the following PaMPITO qualifications, sometimes referred to as Limited Credit Programs (LCPs)

Name of PaMPITO Certificate	Unit standards included
Certificate in Introductory Plastics Production – L1	497, 1277, 3503, 8817, 21912, 23128, 23129
Certificate in Introductory Manufacturing Fundamental Skills – L1	497, 2977, 3490, 3503, 4249, 12349
Certificate in Plastics Production – L2	497, 1277, 3503, 8817, 21912, 23128, 23129
Certificate in Engineering & Measurement – L2	2430, 2431, 2432, 4432, 4433, 4434, 4435
Certificate in Quality Management – L2	8077,8081, 8085, 8087
Certificate in Good Manufacturing Processes – L2	21073, 21361, 21369, 21370, 21943, 21944, 21945,
Certificate in Basic Plastics Engineering L2	2396, 2397, 21911, 21912, 21913, 20799, 23128
Certificate in Hydraulics and Pneumatics L2	17344, 17345, 20597, 20598, 20611, 20612
Certificate in Precision Engineering L3	2398, 2403, 4438, 22913
Certificate in Workplace Safety, Team Work and Communication – L2	1277, 2780, 7118, 9677, 17593

Talk to your Training Services Manager for more information or to enroll in one of these PaMPITO certificates. Further LCPs will become available throughout 2009.

National Qualifications

PaMPITO will continue to offer a range of National Qualifications in 2009. A common misconception is that PaMPITO only offers Glass, Plastics, Paint, and Pharmaceutical qualifications. We also offer qualifications in First Line Management, Competitive Manufacturing, Distribution, Adult Education & Training, OSH, Business Administration & Computing. We can become your one-stop shop for all your companies training requirements.

Glass Container Manufacturing Level 1-3
Engineering & Technology (Glass Container Mould Maintenance) Level 4
Engineering & Technology (Glass Containers) Levels 2-4
Paint Manufacturing Level 2-3
Plastics Processing Technology (Production) Level 1-3
Plastics Processing Technology (Technical) Levels 1-4
Engineering & Technology (Plastics Engineering) Level 3-4
Business (First Line Management) Level 3-4
Business Administration & Computing Levels 2-4
Distribution Level 2-4
Occupational Health & Safety Levels 1-3
Pharmaceutical & Allied products Manufacturing Levels1-2
Competitive Manufacturing Levels 2-4
Adult Education & Training Level 4

National Diploma in Plastics Processing Technology

After some analysis of our training statistics this year and low numbers of enrolments for the National Diploma courses we have decided to spend 2009 recruiting and promoting the Diploma courses for a 2010 start. This way we can avoid another year of cancelled courses due a lack of participants. Please contact us if you would like to discuss your enrolment or enrol someone new. We will be accepting 2010 enrolments towards the end of 2009, once the qualification has been reviewed.

The Diploma is undergoing a review of its content, to make sure it addresses current and future skills needs. Mark Hanlon, contracted by PaMPITO, has worked extensively with the Industry Advisory Group to review the content and present findings back to PaMPITO and to assist with re-registration with NZQA. We will communicate any changes to you just as soon as they are confirmed by NZQA.

Workplace Assessor Conferences 2009

Following a positive response from you all after our last Workplace Assessor Conference we can confirm that we will start 2009 with Workplace Assessors Conferences in Auckland, Hamilton, and Christchurch. We have tentatively booked 13th February for the Auckland conference which will be a full day workshop this time.

The two main topics for professional development will be:

- NZQA Audit outcomes and how they affect you
- Workplace Literacy – what you can do

For further information or to indicate your attendance please contact Matiu on (09) 263 3524 or by email matiu@pampito.org.nz

2009 registrations for Workplace Assessors will be dependent upon your participation in these workshops and also Moderation processes.

New PaMPITO Learning Units in 2009

PaMPITO will be updating many of our Distance Learning materials in 2009 to include additional information and also to update the assessment evidence collection that is required for moderation purposes.

We may be calling on many Workplace Assessors to assist with this update and we welcome and feedback you may have.

Literacy Workshops 2008/9

You may be aware that PaMPITO and Workbase have recently worked together to run a series of workshops designed to raise the profile of Workplace Literacy amongst employers, Workplace Assessors and Education providers. We will be offering further workshops and we will continue to provide information and support to companies and providers who work with our industry trainees. These workshops are all part of a TEC funded "Embedded Literacy" project. There is no additional cost to employers to attend these workshops.