

Trades

Your Competenz guide to awesome trades careers

2019

EARN
WHILE YOU
LEARN

Escape

the student
debt trap

Why **TRADES**
are the way to go!

Top tips to
FIND a job

GET AMONGST IT!

Trades in demand

What it's really like

ISSUE 4

\$9.50



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Contents



Apprenticeships available now

**No student loan –
earn while you learn**



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- Engineering
- Plastics
- Printing and packaging.

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skills for life

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Competenz

SKILLS FOR LIFE.



What is Competenz?

Competenz is an industry training organisation (ITO) which means we're one of a special group of businesses that has government authority to design on-the-job-training for people just like you. We work with more than 3,500 companies and more than 26,000 learners in 36 industries all over New Zealand. We work with trainees and apprentices, schools, employers, training providers and assessors around the country to help Kiwis learn while they earn.

What is on-the-job training?

On-the-job-training allows you to learn skills while you're working and getting paid. First you learn the basic skills, then as you progress you learn more advanced skills to do your job even better. The more you learn, the more career opportunities will come your way, for example things like promotions, pay rises, new job opportunities, new learning opportunities... and all these add up to having a really great career over your whole lifetime.

Why train on-the-job?

On-the-job training means you:

- » Earn while you learn – no student loan and you're getting paid from day one
- » Finish your training with a job instead of needing to look for one
- » Gain practical skills that employers really want (for even more job opportunities)
- » Get a nationally recognised qualification that proves you've got what it takes.

What types of on-the-job training are there?

On-the-job training can be done in a few different ways. What they all have in common is that you learn while doing the job and get a qualification that proves what skills you've learned.

Gateway programmes

These are work placements for senior school students (Year 11 and above). It is a formal arrangement between a school, a student and an employer to give you structured learning in a workplace and can count towards your NCEA.

Apprenticeships

These are a formal arrangement between an employer, a learner and an ITO just like Competenz. Apprenticeships are a three to four-year commitment for everyone involved. Apprenticeships teach you how to do a whole job and qualify you in a trade.

Traineeships

These are a formal arrangement between an employer, a learner and an ITO just like Competenz. Traineeships are shorter than apprenticeships, between six and 18 months. You learn important skills to do the job with structured training and you gain a qualification. Traineeships can begin at entry level to learn how to do a job. Traineeships can also be at advanced levels to develop additional skills in specific areas of work.

How does on-the-job training work?

First you will find a job then people in your workplace will teach you skills everyday. You may also attend classes at polytechnics or do some online learning. You will be assessed by your bosses and industry experts, who will sign off that you have achieved the required standard in your work. The good thing is that you will be assessed on things you have already learned.

How does Competenz help?

Competenz is the link between you, your employer, your industry and the New Zealand Qualifications Authority (NZQA). That's how you get a recognised qualification in the work that you do. Our job is to design the training you do, provide learning materials and check that you're fairly assessed at each stage of training to prove you have learned the necessary skills.

We:

- » Provide training materials and eLearning
- » Visit workplaces to check on progress
- » Arrange for learners to complete any off-job training they need (for example at a polytechnic)
- » Assess (or arrange assessments) to confirm learners have built their skills
- » Moderate assessments to make sure they are fair, valid and consistent across the country
- » Log your record of achievement with NZQA so you have a permanent record that everyone recognises proving you have met the required standard.

OUR INDUSTRIES

We work with the following industries.
You'll find out more about most of them
and the work they do in this guide.

Print, Packaging and Signmaking

Print
Packaging
Signmaking

Engineering and related trades

Fabrication
Mechanical Engineering
General Engineering
Machining
Fitting and Machining
Maintenance Engineering
Toolmaking
Fire Protection
Mechanical Building Services
Refrigeration and Air Conditioning
Locksmithing
Dairy Systems
Protective Coatings

Food and Beverage

Bakery
Butchery
Food and Beverage Manufacturing
Winery Cellar Operations

Forestry

Harvesting
Silviculture

Manufacturing

General Manufacturing
Steel Manufacturing
Wood Manufacturing
Glass Manufacturing
Furniture
Pulp and Paper
Solid Wood
Wood Panels
Plastics and Materials Manufacturing
Paint and Coatings
Apparel
Textiles

Transport

Maritime
Rail

Laundry and Drycleaning

Laundry
Drycleaning

EARLY PREPARATION

Thinking about on-the-job training?

On-the-job training can happen at any stage of your working life and there are lots of options to help you. There are many things you can do to make yourself more employable to the industry you want to work in and the employers who can help you get the skills you need.

At school

Gaining Level 1 or Level 2 NCEA is useful for many jobs but there are also jobs that have no minimum entry requirements. The Gateway programme is available for many industries and is a great way to experience what the job is like and start to develop good relationships with possible future employers.

Finished school?

Pre-trade training is available from polytechs or training companies and can be a good opportunity to learn more about the job and the industry. An achievement of 50 credits is a good sign to a future employer.

Already working?

Talk to your current boss about training opportunities. If they are interested in training you or offering you an apprenticeship (remember government funding is there to help) then they just need to talk to us.

Experienced worker?

If you've been working for a number of years but don't have any formal qualifications, then the Assessment of Prior Learning programme (APL) is a good way to have your skills assessed against industry standards and recorded with NZQA.

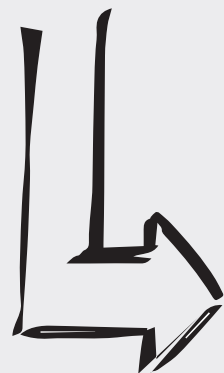
How to (HOOSE YOUR CAREER

Trades and services roles are quite varied. Even within one industry, different roles will suit different people.

School subjects and life experience always count. So the other three areas cover the type of person you are, the sorts of experience you have and the kind of work place that might appeal to you. You can browse through these qualities and then have a look at the jobs they relate to. You might be surprised at the range of jobs that are available for someone just like you.

Sound like you?

Every job in this guide shows you the kinds of qualities that employers might look for.



Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology
- » Food or Nutrition
- » Agriculture or Horticulture
- » Physical Education or Health
- » Creative Arts
(Visual/Textiles/Graphics/Performance/Music)
- » Computing/ICT/Information Management
- » Geography or Languages.

Attributes

- » Confident communicator
- » Strong eye for detail
- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good organisational skills
- » Good initiative/'can do' attitude
- » Good work habits/time management
- » Good at problem solving/creative.

Helpful experience

- » Administration, planning or organising things
- » Working with facts and figures
- » Customer service or helping people
- » Analysing, researching or problem solving
- » Making or fixing things
- » Selling or persuading people
- » Working with machinery
- » Working with computers
- » Creative work (writing, drawing, styling).

Preferred work environments

- » Inside (retail or shop)
- » Inside (office environment)
- » Inside (workshop or plant)
- » Outside (outdoors)
- » Outside (marine)
- » Outside (in vehicles)
- » One place every day
- » Different places from time to time
- » Lots of different places every day.

Vocational Pathways

Vocational Pathways help you plan your journey from school through to getting a job. Using the colour coded pathways, you can easily see how your skills and interests relate to the trades and industries Competenz.

For more information visit www.youthguarantee.net.nz/vocational-pathways



Pathway key

Four Vocational Pathways are represented across our jobs and trades. You can spot them on each job page with these symbols:

-  **Creative Industries**
-  **Manufacturing and Technology**
-  **Primary Industries**
-  **Services Industries**

your FUTURE (CAREER

Learning for life

On-the-job training with Competenz gives you nationally recognised qualifications that you can take anywhere. We know our employers are keen to keep their staff and in many cases see the benefit in providing ongoing and advanced training, even after you've completed your traineeship or apprenticeship. That means you will continue to earn, while you advance in your chosen career. Once you've completed your job training, we also offer training in skills like business administration, managing people, sales, lean manufacturing and all sorts of other skills that will help you and the business you work for get ahead.

Up-to-date skills

Part of our role is to ensure that your training is fit for purpose as industries and work specifics change. We review and update our qualifications in partnership with industry so your learning is always relevant to the job you do. Sometimes the names of the qualification will change as we build programmes to meet industry needs. For example; some of our qualifications are called New Zealand Certificates and others are called National Certificates but they all provide a nationally recognised qualification at the required level within the New Zealand Qualifications Framework (NZQF).

The skills you learn now in a real job will teach you skills for your whole life and every job you ever do. Get in. Get amongst it. Start learning and earning now.

Exciting career prospects

Every training pathway we manage includes a clear view of your future career options whether that's learning advanced skills in on-the-job specifics or learning to develop key business skills for supervisory or management roles.

All of our industries give you many opportunities to build rewarding careers. We use the term 'strands' to talk about areas you can choose to specialise in as your on-the-job training progresses so you can choose to do more of the things you like the most, and want to do in the future.

Why choose ON-THE-JOB TRAINING?

One of the great things about learning on-the-job is that you gain real skills while you're working. That means no student loans and you're paid while you learn. On-the-job training through Competenz is funded mostly by the employer and the Tertiary Education Commission (TEC) requiring minimal or no cost to you.

No student loans or debt

When you choose to earn while you learn, it's important to consider not just how much money you're making but how much you are saving with 'free training'. Avoiding a student loan gives you more financial freedom than your peers.

Two years 'fees-free'

Many Competenz apprenticeships and traineeships qualify for 'fees-free' funding – which means any costs usually paid by you or your employer could be covered for the first two years. Find out if you're eligible at feesfree.govt.nz.

Business skills and experience

As Kiwis, we have nearly 500,000 small businesses. That means nearly one person out of every three works in a small business. That's the single largest employment sector in the country. And learning a trade or service role can be the perfect base for having your own business down the track.

Unlocking your potential

On-the-job training means you can experience what a job is really like and you can choose to follow higher qualifications in areas that interest you or that you're good at. Often we don't know what we might be good at until we have an opportunity to try. That's where on-the-job training can unlock your potential.

Skills for the real world

While industries can look very different, you'll find that there are common areas that fit within more than one industry; more than one job. If you're creative – then industries as different as food manufacturing, engineering and print might all have jobs that allow you to use your creative talents. If you want to work in a different place every day; engineering, maritime, rail, locksmithing and signmaking, all give you opportunities for that.

Your trade, your choice

While using this catalogue, we encourage you to explore areas that you might think you know or might not have considered. Trades and services job are really exciting and can take you anywhere you want to go. The thing to remember is that it's your choice and all experience is good experience.

Lifelong career skills

Skills you learn in one job are very often able to be used in another. On-the-job training lets you find the things you're good at, and take those skills to new and different opportunities as your career progresses. If you learn to manage your time well in one job; that's a life skill that you can use for any job. If you can show you can learn new things; every future employer in any industry will find that a good point in your favour.

GETTING A JOB

The first step for on-the-job training is to get a job.
The main things employers are looking for are a good attitude and a drivers licence.



Show you're interested

Employers want to know you're interested in their industry and their business. So take the time to learn about the company before you approach them.

Be willing to learn

Show employers that you've mastered new skills in the past – and that you're keen to keep learning.

Show a great work ethic

Your employer wants to be able to rely on you. Turn up on time, follow instructions and work hard!

Be a team player

Employers are looking for people who fit in. Show them you're friendly, helpful and reliable.

Volunteer for work experience

It's a great way to show you're interested in an employer's business and motivated to get ahead. And you may even get a job offer.

Make a plan

And stick with it! It can take a while to find the right job. Persevering will pay off!

TOP TIP

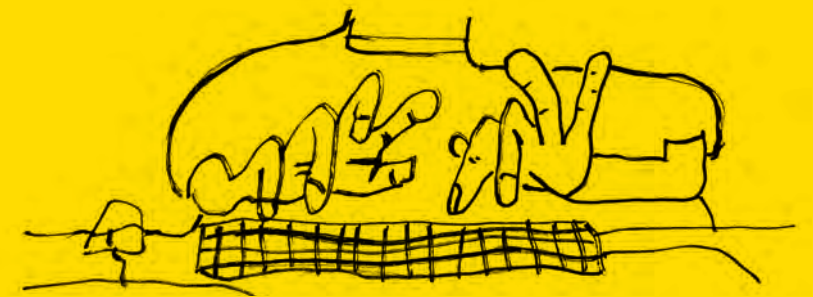
Ask your friends and family to connect you with people who work in the industry you're interested in. Call them or go and see them and ask lots of questions. If you're keen enough, they may be able to help you find a job.

START YOUR JOB SEARCH TODAY

Search for 'apprenticeships' on New Zealand job search websites like Trade Me and Seek, and check out the Competenz job board at www.competenz.org.nz/jobs

ATNZ is the country's largest employer of engineering apprentices – check out the vacancies at www.atnz.org.nz

WRITE



YOUR CV...

Writing your CV and covering letter

Your CV and covering letter are important tools. They show what you've done, what skills you already have and why the employer should choose you. There are plenty of templates available to help you.

What's most important is that you write it from an employer's point of view. Think about the skills they will be looking for and make them the top things you include.

Employers in different industries are often looking for similar skills. These are called transferable skills (that means they can be transferred from one type of work to another). These are really useful skills to concentrate on when you're starting out. Everybody has at least some of them.

Skills employers want

- » Communication skills
- » Customer service skills – in person, on the phone and online
- » Ability to work well in a team
- » Literacy and numeracy skills
- » Using computers and technology
- » Planning and organisational skills
- » Initiative and a can-do attitude
- » Problem-solving skills
- » Good work habits and independence
- » Health and safety skills

Job specific skills

When you're applying for jobs, look closely at the job description. That will tell you the things an employer is looking for. **Be honest.** If you don't have a skill they're looking for, tell them what you have done that's similar or tell them how keen you are to learn that skill. Don't be shy to tell them about your nearest matched skills.

For example:

What the job description says...

'Ideally you have commercial crewing experience.'

What you can say...

"While I don't have commercial crewing experience, I have crewed on private boats for family and friends and done lifesaving, first aid and boatmasters training and am very keen to learn."

TOP TIP

Don't just use one CV for all the jobs you apply for; write the CV for each and every job. Order your information to match the skills and experience they list in the job description.

INTERVIEW TIPS

First impressions count!

- » Dress smart – get a haircut if needed and wear clean, conservative clothing
- » Be positive, smile and show enthusiasm
- » Body language – be open and expressive, sit up and speak clearly
- » Arrive early for your interview
- » Ensure your mobile phone is on silent or switched off
- » Preparation – make sure you have researched your future employer
- » Practice – think of example answers for the questions below
- » Tidy up your social media account – your new boss might look you up online
- » Always ask questions – this is your chance to ask the employer anything you want to know about your employer and the job you are applying for.

sample interview questions

- » Can you tell us about yourself?
- » Why do you want to work for this organisation?
- » What made you apply for this particular job?
- » Have you done this kind of work before?
- » How will we benefit from taking you on?
- » What are your strengths and weaknesses?
- » Tell me about a time when you had to deal with conflict/experienced failure/resolved a problem/achieved a goal/took a leadership role within a group.

Before the interview

- » Research the organisation
- » Prepare questions about the role
- » Practice your interview skills with friends and family
- » Familiarise yourself with the role and job application
- » Write down all your skills and be confident with your ability to do the job
- » Plan your journey, allow for extra travel time, know where you are going to park.

At the interview

- » Smile and shake hands with your interviewer and maintain eye contact
- » Take time to think about your answer to every question. If you misunderstand the question don't be afraid to ask the interviewer to repeat the question
- » At the end of the interview, thank the interviewer for their time. You could ask the next steps in the recruitment process.

After the interview

- » If possible, email the interviewer and thank them for taking the time to see you. This shows that you are interested in the role and are professional
- » It may take several weeks before you hear back about your interview – if you haven't you can politely call or email the company
- » You may be asked to come back for a second or third interview. This is quite normal as recruiting can be a lengthy process.

Employability skills

GET READY FOR WORK

Employability skills are personal qualities or attitudes that make you ready for work. Below are the top skills New Zealand employers say are essential for the workplace*.

Positive attitude

Having a positive attitude is like showing up to your team's game ready to give it your best, excited and ready to go even if the chances of winning are low and it's going to be hard work.

Communication

You have good communication skills if you can listen well, you don't swear at work or have a bad attitude, you can ask for what you want clearly and you're not afraid to ask if you don't understand something.

Team work

Team work is just like when you're playing sport or performing in a band. You help each other to get what you want, you make sure you do your part, you get on with everyone and you respect your coach or manager.

Resilience

Maybe you've worked really hard on that NCEA project and got a Not Achieved and feel like giving up? Or your family moves to a new town, away from your friends? Resilience is accepting that life does get hard at times and does change. It's about being able to change, ask for help and keep going.

Self-management

When you manage yourself, you are in control of what you do and say in a way that doesn't harm yourself or others. You turn up to school or work on time, in the right clothes and ready to start, and people can rely on you.

Willingness to learn

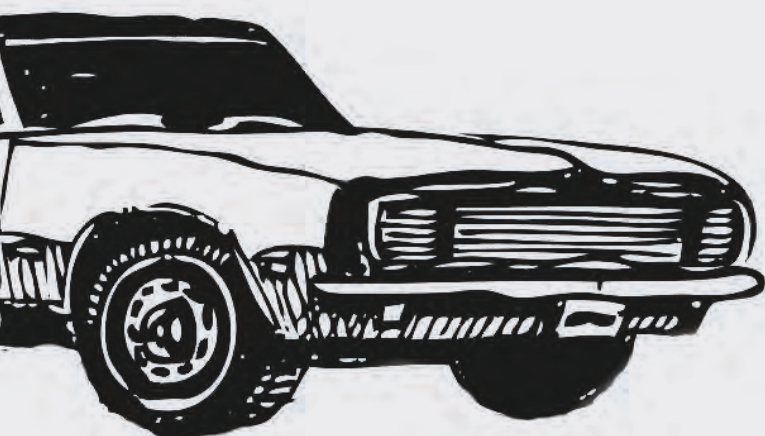
Willingness to learn is showing that you're happy to learn new things to do your job well. It also means that when, for example, your coach says that you need to work on your passes, or your kapa haka teacher says you need to improve your actions, you don't get too upset, but take it calmly and try hard to do better.

Thinking skills

Using thinking skills means to use your initiative – if you see a problem, don't wait for someone else to fix it, find a way to do it yourself. When you make a decision, such as what to do when you leave school, you think carefully about all your choices and ask for advice.

*Source: Careers NZ

Getting your DRIVERS LICENCE



Having a New Zealand Drivers Licence could increase your chances of getting a job, depending on the career you choose.

You can get your Learner Licence when you turn 16, which means you can drive an automatic or manual while you learn to drive, supervised by someone who holds a Full Driver Licence.

Once you have had your Learner Licence for six months you can apply for your Restricted Licence, which means you can drive on your own between 5am to 10pm.

When you have had your Restricted Licence for at least 18 months you can apply for your Full Licence which means you can drive an automatic or manual, without supervision, with passengers, at any time.

For more information about the process, see www.nzta.govt.nz

The roadmap for your car licence



RESEARCH CONFIRMS

apprentices earn more
than uni graduates
by age 28



Two separate sets of research* confirm that trainees and apprentices are earning and learning their way to financial success.

By avoiding student debt, apprentices and trainees earn significantly more in the early stages of their career and get a financial head start.

They buy a home earlier and for most of their careers, have a higher net financial position than graduates with a bachelors degree and above.

- » By the age of 28 an apprentice has earned \$165,000 more than BA, BCom and BSc graduates
- » By the age of 30 a mechanical engineer has earned \$185,998 more than an accountant.

Net assets at age 40

- » Apprentice \$489,827
- » Bachelors \$229,806
- » No further qualifications \$399,501.

Net assets at age 64

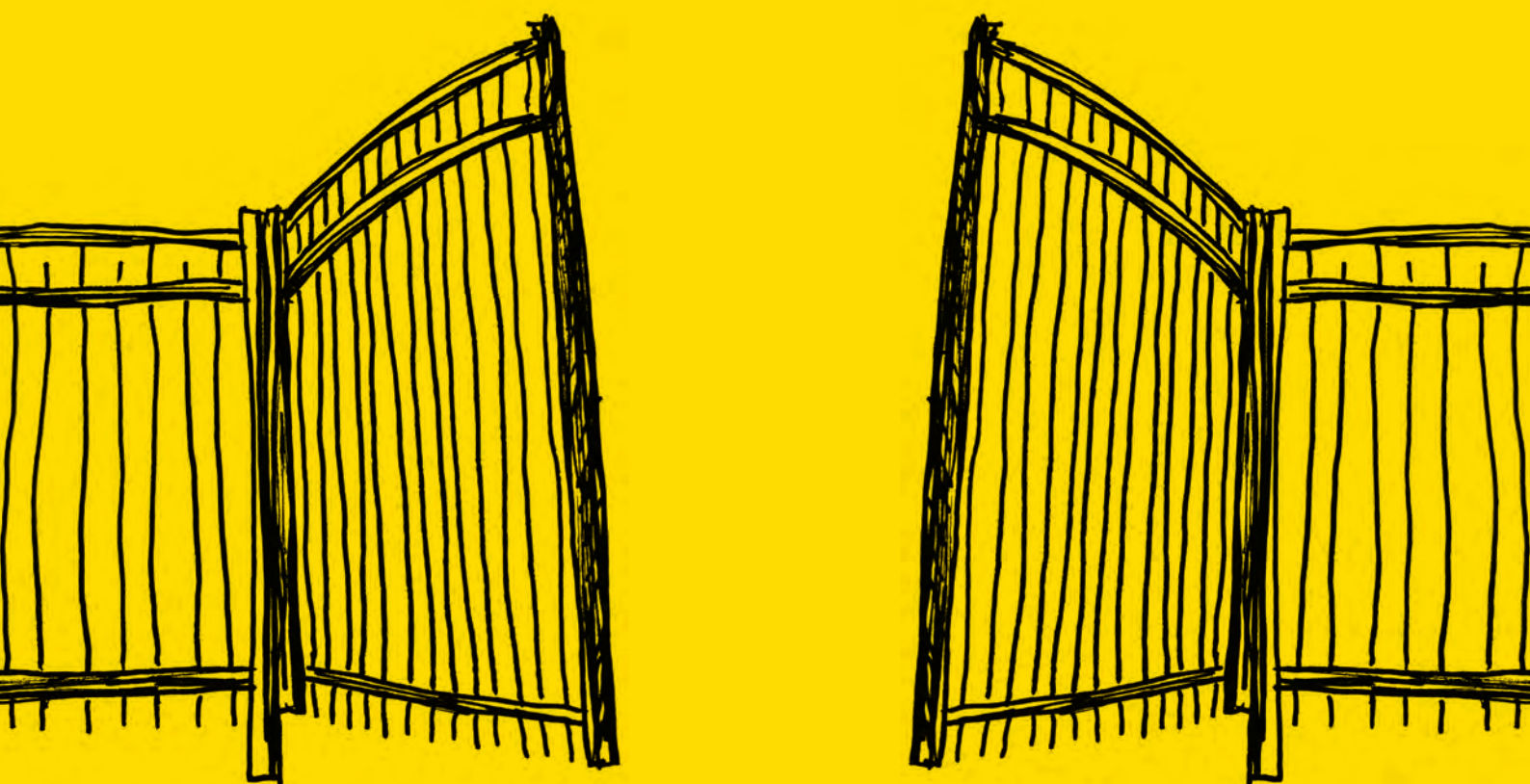
- » Apprentice \$1.85 million
- » Bachelors \$1.85 million
- » No further qualifications \$1.65 million.

By the age of 28 an apprentice has earned \$165,000 more than BA, BCom and BSc graduates.

By the age of 30 a mechanical engineer has earned \$185,998 more than an accountant.

*Scarlati research 2018 'Income outcomes' and BERL research 2017 'An apprenticeship or studying for a degree – which is the better choice for young people?'

GATEWAY



Gateway is a ten-week programme for Year 11 to 13 students and is a fantastic opportunity to experience what it's like to work in a trade.

You will be matched up with a local business and will most likely spend one day a week for ten weeks (or ten days during the school holidays) in the workplace completing basic unit standards and gaining NCEA credits.

Work placement is unpaid, but you can think of it as a ten-week job interview. If you make a good impression, it could lead to an apprenticeship job straight out of school.

We offer Gateway programmes in the following industries:

- » Baking
- » Butchery
- » Engineering
- » Furniture
- » Forestry

LITERACY AND NUMERACY Support

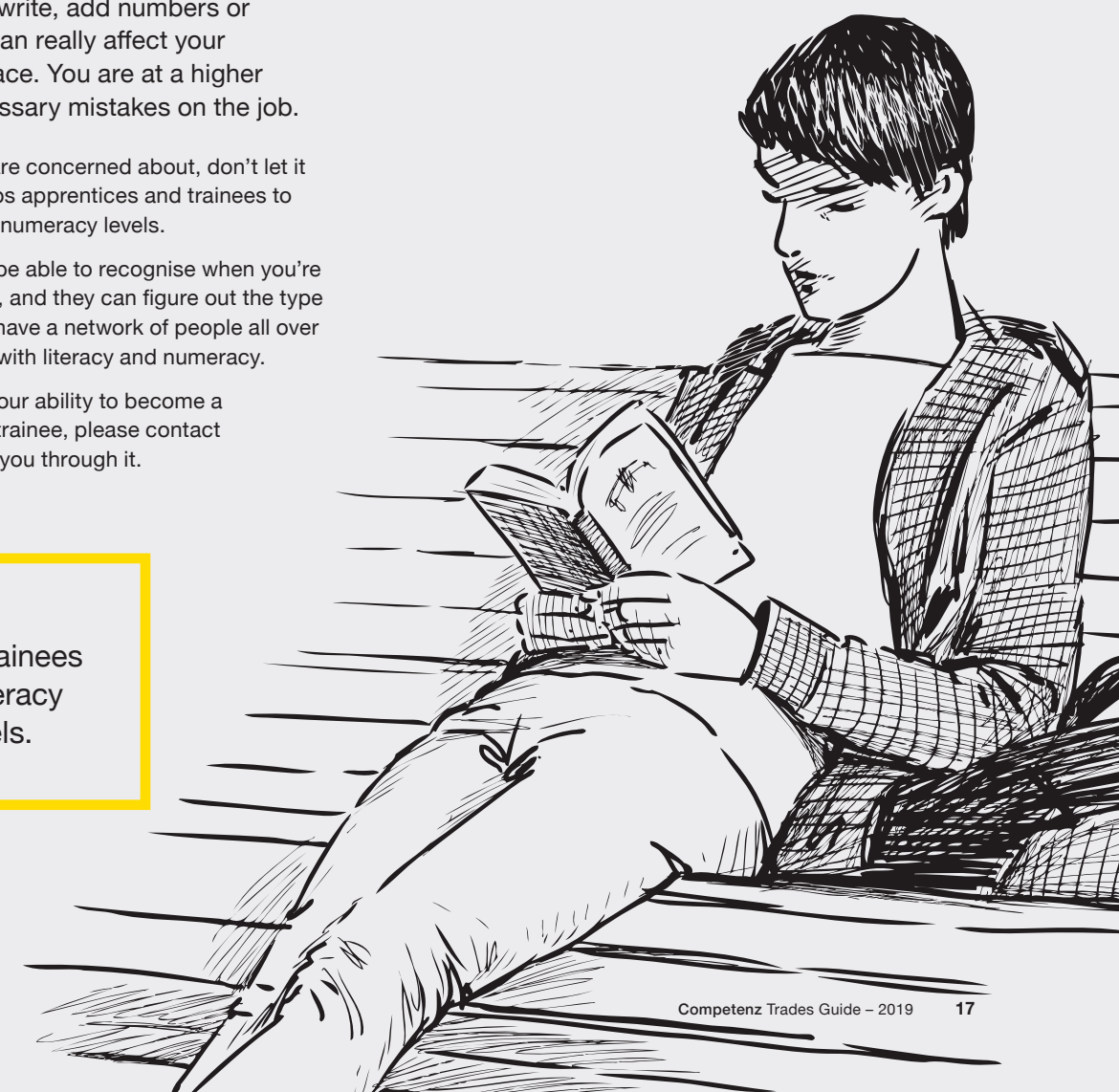
When you can't read, write, add numbers or measure correctly, it can really affect your learning in the workplace. You are at a higher risk of making unnecessary mistakes on the job.

But if it's something you are concerned about, don't let it stop you! Competenz helps apprentices and trainees to improve their literacy and numeracy levels.

Our training advisors will be able to recognise when you're finding things challenging, and they can figure out the type of support you need. We have a network of people all over New Zealand to help you with literacy and numeracy.

If you are worried about your ability to become a successful apprentice or trainee, please contact our team and we can talk you through it.

Competenz helps apprentices and trainees to improve their literacy and numeracy levels.



Engineering

What’s it really like?

What do engineers do?

Engineers keep New Zealand’s industries running with a broad range of skills like welding, manufacturing machined and formed parts, plus repairs and maintenance of all kinds of machinery and equipment. You’ll learn on-the-job and through training. For every university-trained engineer, New Zealand needs many more trades-qualified engineers and there are loads of opportunities!

Types of engineering roles

There are many types of engineers doing amazing work all over the country:

Role	Page
General Engineer	20
Machining Engineer	22
Fitting and Machining Engineer	24
Fabricator	26
Maintenance Engineer	28
Refrigeration and Air Conditioning Engineer	30
Mechanical Building Services Engineer	32
Dairy Systems Technician	34
Toolmaker	36
Locksmith	38
Fire Protection Engineer	40

Competenz connections

We work with more than 700 engineering companies across New Zealand that employ and train trades engineers, including employer Apprentice Training New Zealand (ATNZ).

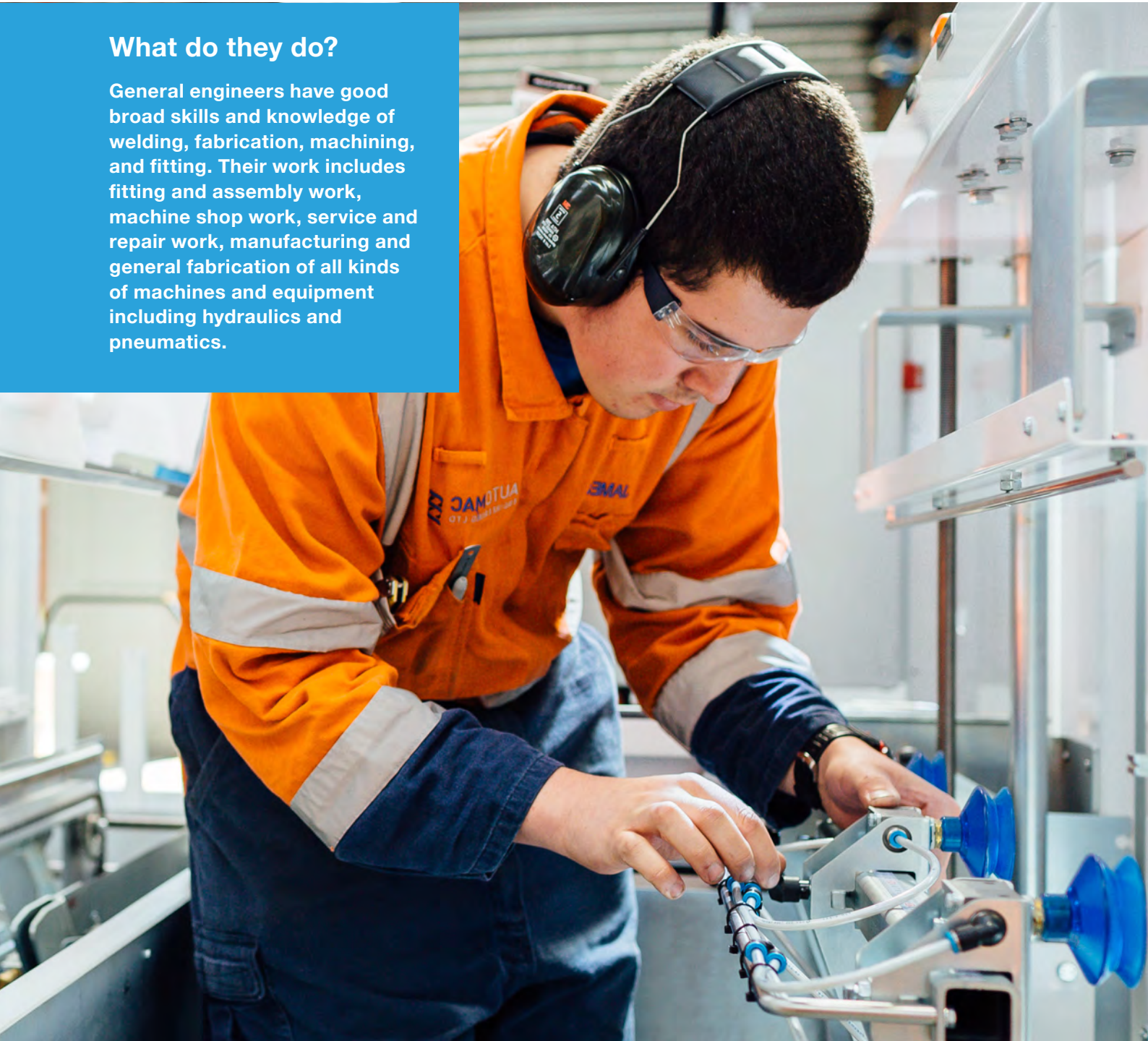
General Engineer

Kaipūhanga

Gateway programme available

What do they do?

General engineers have good broad skills and knowledge of welding, fabrication, machining, and fitting. Their work includes fitting and assembly work, machine shop work, service and repair work, manufacturing and general fabrication of all kinds of machines and equipment including hydraulics and pneumatics.



How to become a general engineer?

You train through an on-the-job apprenticeship to become a general engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Each day can be quite different; engineering work is varied, and can involve fitting, machining, welding, maintenance, repair, hydraulics, pneumatics and/or fabrication.

Generally, your training will be tailored to the type of work you do.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English Gateway programme available	» General Engineer	<ul style="list-style-type: none">» Specialist Engineer» Engineering Supervisor» Leading Hand» Workshop Supervisor» Welding Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Machining Engineer

Kaiūhanga Pūrere

Gateway programme available



What do they do?

Machinists make metal parts using a range of traditional methods and high-tech equipment. Machinists are able to manufacture precision componentry by engineering various materials using a wide range of machining and hand processes; in both large and small volumes.

How to become a machining engineer?

You train through an on-the-job apprenticeship to become a machining engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship 4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Each day can be quite different; machining work is varied and can include making and assembling metal parts.

Using Computer Numerical Controlled (CNC) machines, you could be making componentry in bulk or making small quantities of unique or special parts.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English Gateway programme available	<ul style="list-style-type: none">» Machining Engineer» Fitting and Assembly Work» Machine Shop» Fitter and Turner» CNC Programmer/Operator» Manufacturing Engineer	<ul style="list-style-type: none">» Specialist Engineer» Engineering Supervisor» Leading Hand» Workshop Supervisor» Welding Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Fitting and Machining Engineer

Kaipūhanga Whakarawe Pūrere

Gateway programme available

What do they do?

Fitting and machining engineers make and assemble components for plants and equipment used in New Zealand and overseas. They use modern engineering processes and machinery.



How to become a fitting and machining engineer?

You train through an on-the-job apprenticeship to become a fitting and machining engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required. Each day can be quite different; fitting and machining work is varied and can include the assembly, alignment and machining of components, plus installation of machines, hydraulic or pneumatic control systems.

Basic Computer Numerical Controlled (CNC) machinery operations are often involved and you could be involved in making prototypes for testing purposes.

Sound like you?

- Study areas**
- » English or Media or History
 - » Maths or Accounting or Economics
 - » Sciences or Workshop Technologies
 - » Computing/ICT/Information Management.
- Attributes**
- » Strong eye for detail
 - » Good literacy and numeracy
 - » Good organisational skills
 - » Good work habits/time management.
- Helpful experience**
- » Making or fixing things
 - » Working with machinery
 - » Working with computers.
- Preferred work environments**
- » Inside (workshop or plant)
 - » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English	<ul style="list-style-type: none">» Fitting and machining engineer» Fitter and turner» CNC programmer/operator» Manufacturing engineer	<ul style="list-style-type: none">» Specialist engineer» Engineering supervisor» Leading hand» Workshop supervisor» Welding supervisor	<ul style="list-style-type: none">» Foreman» Site supervisor» Business manager» Business owner
Gateway programme available			

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Fabricator

Kaimani Konganuku

Gateway
programme
available

What do they do?

Fabricators work with metals. They make steel parts and structures, from kitchen sinks (light fabrication) to steel tanks (heavy fabrication) or even a skyscraper (steel construction fabrication). They are also called sheet metal workers, steel construction workers, boilermakers and fitter-welders.



How to become a fabricator?

You train through an on-the-job apprenticeship to become a fabricator and you will learn a whole range of skills.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Fabrication work is varied and can include working with metals to create specific products, working from design engineers' drawings, measuring, cutting, bending and welding metals, and testing the finished products.

Training is tailored to the type of work you do; heavy fabrication, light fabrication or steel construction.

Sound like you?

- Study areas**
- » English or Media or History
 - » Maths or Accounting or Economics
 - » Sciences or Workshop Technologies
 - » Computing/ICT/Information Management.
- Attributes**
- » Reasonable strength and fitness
 - » Confidence with IT, computers, technology
 - » Good organisational skills
 - » Good work habits/time management.
- Helpful experience**
- » Making or fixing things
 - » Working with machinery
 - » Working with computers.
- Preferred work environments**
- » Inside (workshop or plant)
 - » Outside (outdoors)
 - » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English Gateway programme available	<ul style="list-style-type: none">» Fabricator (light, heavy or steel construction)	<ul style="list-style-type: none">» Specialist Fabricator» Supervisor» Leading Hand» Workshop Supervisor» Welding Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Maintenance Engineer

Kaipūhanga Whakatikatika

Gateway
programme
available



What do they do?

Maintenance engineers are responsible for making sure equipment and machines are reliable and run smoothly. They use computerised systems to oversee routine maintenance and organise repairs.

How to become a maintenance engineer?

You train through an on-the-job apprenticeship to become a maintenance engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include installing and maintaining machinery, shutting down maintenance work (e.g. within engineering, manufacturing, mining industries), making adjustments to meet production requirements, monitoring equipment condition, diagnosis and fault finding. You will usually be working onsite at a production/manufacturing business.

Sound like you?

- Study areas**
- » English or Media or History
 - » Maths or Accounting or Economics
 - » Sciences or Workshop Technologies
 - » Computing/ICT/Information Management.

Attributes

- » Reasonable strength and fitness
- » Confidence with IT, computers, technology
- » Good organisational skills
- » Good work habits/time management
- » Good literacy and numeracy skills
- » Strong eye for detail.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers
- » Analysing, researching and problem solving.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English Gateway programme available	<ul style="list-style-type: none">» Maintenance Engineer» Machine Building and Installation Engineer» Fluid Power Technician	<ul style="list-style-type: none">» Specialist Fabricator» Supervisor» Leading Hand» Workshop Supervisor» Welding Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Refrigeration and Air Conditioning Engineer

Kaipūhangaa Pouaka Makariri and Pūrere Whāhauhau

Gateway programme available



What do they do?

Refrigeration and air conditioning engineers manufacture, install and maintain the systems used to store and transport perishable items such as food and medicine. Your work environment can change one day to the next from a shipping container to an apartment block.

How to become a refrigeration and air conditioning engineer?

You train through an on-the-job apprenticeship to become a refrigeration and air conditioning engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include installing and maintaining refrigeration and air conditioning systems in office buildings, hospitals and factories, through to refrigeration engineering in warehouses, ships, containers and trucks.

You are likely to work in many different locations from day to day.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good organisational skills
- » Good work habits/time management.

Helpful experience

- » Analysing, researching or problem solving
- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English	<ul style="list-style-type: none">» Refrigeration and Air Conditioning Engineer» Air Conditioning Systems Designer» Industrial Refrigeration Engineer» Commercial Refrigeration Engineer» Transport Refrigeration Engineer	<ul style="list-style-type: none">» Specialist Engineer» Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner
Gateway programme available			

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Mechanical Building Services Engineer

Ratonga Hanga Pūkaha



What do they do?

Mechanical building services engineers install and maintain the heating, ventilation, air conditioning and environmental control systems used in offices, hospitals, supermarkets and other businesses.



How to become a mechanical building services engineer?

You train through an on-the-job apprenticeship to become a mechanical building services engineer and you will learn a whole range of skills.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include installing and maintaining air conditioning and heating systems in office buildings, hospitals and factories.

You are likely to work in a huge variety of locations.

Sound like you?

- Study areas**
- » English or Media or History
 - » Maths or Accounting or Economics
 - » Sciences or Workshop Technologies
 - » Computing/ICT/Information Management.

- Attributes**
- » Strong eye for detail
 - » Good literacy and numeracy
 - » Good organisational skills
 - » Good work habits/time management.

- Helpful experience**
- » Analysing, researching or problem solving
 - » Making or fixing things
 - » Working with machinery
 - » Working with computers.

- Preferred work environments**
- » Inside (workshop or plant)
 - » Outside (outdoors)
 - » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English Gateway programme available	<ul style="list-style-type: none">» Mechanical Building Services Engineer» System Designer» Commercial Engineer» Industrial Engineer	<ul style="list-style-type: none">» Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Dairy Systems Technician

Kaipūhanga Pūnaha Miraka Kau



What do they do?

Dairy technicians install and maintain milking systems, farm water or effluent systems. They play an essential role in supporting New Zealand's biggest industry.

How to become a dairy technician?

You train through an on-the-job apprenticeship to become a dairy technician and you will learn a whole range of skills.

On-the-job training

Apprenticeship 3 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes outside normal hours if there is a breakdown.

Each day can be quite different; working in a workshop one day and on a farm the next.

You will install, maintain, test, diagnose faults and make recommendations for milking systems, farm water and/or farm dairy effluent systems to keep them running smoothly.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Agriculture or Horticulture

Attributes

- » Good literacy and numeracy
- » Good work habits/time management
- » Good at problem solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Working with machinery.

Preferred work environments

- » Inside (workshop or plant)
- » Outside (outdoors)
- » Different places from time to time.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English	<ul style="list-style-type: none">» Dairy Systems Engineer» Milking Machine System Technician» Pump Technician» Farm Water System Technician» Dairy Effluent System Technician	<ul style="list-style-type: none">» Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Toolmaker

Kaimahi Taputapu

Gateway
programme
available



What do they do?

Toolmakers make moulds, dies, gauges, jigs, tooling and fixtures for industrial processes. Many common household items such as aerosol cans and plastic bottles are produced from tooling. Tooling is typically used in injection moulding, blow moulding, extrusion, and pressure die-casting operations.

How to become a toolmaker?

You train through an on-the-job apprenticeship to become a toolmaker and you will learn a whole range of skills.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Normally an eight-hour day; sometimes working longer may be required.

Work can include design and manufacturing moulds, dies or casts for mass-produced product containers (for example paint and aerosol cans) as well as designing and manufacturing one-off tools needed within an industry.

You'll learn computer-aided design/ computer-aided manufacturing (CAD/ CAM) programs and also computer numerical control (CNC) or electrical discharge machining (EDM) using computers.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers.

Preferred work environments

- » Inside (workshop or plant).

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English Gateway programme available	<ul style="list-style-type: none">» Toolmaker» Machine Shop» CNC Programmer/Operator» Research and Development Manufacturing	<ul style="list-style-type: none">» Specialist Toolmaker» Supervisor	<ul style="list-style-type: none">» Foreman» Site Supervisor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Locksmith

Kaimahi Raka

Gateway
programme
available

What do they do?

Locksmiths provide security for homes, businesses and other assets. Locksmiths secure premises and provide security advice as well as open jammed or broken locks, make replacement keys, unlock vehicles, buildings or safes and help law enforcement agencies with evictions, repossessions, search warrants and forensic investigations.



How do you become a locksmith?

You train through an on-the-job apprenticeship to become a locksmith and you will learn a whole range of skills with different electives available in your final year.

On-the-job training

Apprenticeship
4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Sometimes an eight-hour day; sometimes on shift work rosters or on call.

Work can include discussing clients' security needs through to replacing lost keys or cracking a safe. Typically, you travel to the client's location so you're often on the move. Your clients could be private owners or law enforcement agencies depending on the company.

You may also be involved in providing security advice, for example alarm systems.

Sound like you?

Study areas

- » English or Media or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technologies
- » Computing/ICT/Information Management.

Attributes

- » Strong eye for detail
- » Confidence with IT, computers, technology
- » Good work habits/time management
- » Good at problem solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things.

Preferred work environments

- » Inside (retail or shop)
- » Lots of different places every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English Gateway programme available	<ul style="list-style-type: none">» Locksmith	<ul style="list-style-type: none">» Specialist Locksmith» Team Leader» Supervisor	<ul style="list-style-type: none">» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Fire Protection Engineer

Kaipūhanga Papare Ahi

What do they do?

Fire protection engineers deal with fire safety equipment used in commercial buildings. They survey, select, install, commission and maintain hand-operated firefighting equipment and protection and detection systems.



How do you become a fire protection engineer?

You train through an on-the-job apprenticeship to become a fire protection engineer and you will learn a whole range of skills.

On-the-job training

Traineeship
2 - 4 years

Apprenticeship
3 - 4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Sometimes an eight-hour day; sometimes on shift work rosters or on call.

Work can include discussing clients' fire protection needs and surveying their fire risk as well as selecting, commissioning and maintaining firefighting and fire safety equipment (from hand-operated tools to entire protection and/or detection systems).

Sound like you?

- Study areas**
- » English or Media or History
 - » Maths or Accounting or Economics
 - » Sciences or Workshop Technologies
 - » Computing/ICT/Information Management.

- Attributes**
- » Strong eye for detail
 - » Confidence with IT, computers, technology
 - » Good work habits/time management
 - » Good at problem solving/creative.

- Helpful experience**
- » Customer service or helping people
 - » Making or fixing things.

- Preferred work environments**
- » Inside (retail or shop)
 - » Inside (office environment)
 - » Inside (workshop or plant)
 - » Lots of different places every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
Ideally NCEA Level 2 in: <ul style="list-style-type: none">» Maths» Science (physics)» Technology (metal work)» English	» Fire Protection Engineer	» Team Leader » Supervisor	» Business Manager » Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Forestry

What’s it really like?

What do forestry workers do?

Forestry workers produce 98% of all the wood New Zealand uses. Most of the work is outdoors in the forests but there are also engineering, research, planning and management jobs available. There are jobs you can do straight from school or you might choose to gain higher qualifications. Forestry work is varied and there are loads of opportunities.

Types of forestry workers

There are many people working in forestry doing great jobs all over the country. Some of these people work in the forest growing and harvesting the trees:

Role	Page
Forestry and Logging Worker	44

Competenz connections

We work with forestry companies across New Zealand that employ and train forestry workers. That means we can guide you through every step of the process and give you all the help you need.

Forestry and Logging Worker

Kaimahi Ngahere

Gateway
programme
available

What do they do?

Forestry and logging workers plant, prune, measure, cut and clear trees from forests. They have good knowledge of trees and timber types, knowledge of tree pruning, felling, cutting and trimming methods, good mechanical operations skills (from chainsaws to heavy vehicles) along with firefighting, and health and safety skills.



How to become a forestry and logging worker?

You train on-the-job gaining specific forestry skills as well as related skills such as first aid, chainsaw and equipment skills, heavy vehicle handling and firefighting depending on where you complete your training.

On-the-job training

Traineeship
1 - 4 years

Apprenticeship
2.5 - 3.5 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Often a ten-hour working day; sometimes weekend work is required. There are a mix of jobs to do from preparing the ground, planting, pruning, measuring tree growth, selecting and cutting down trees through to using harvesting machinery, operating loaders, cutting and grading logs and maintaining equipment.

You'll need to be safety conscious, practical and work well in a team.

Sound like you?

Study areas

- » Sciences or Workshop Technologies
- » Agriculture or Horticulture
- » Physical Education or Health.

Attributes

- » Reasonable strength and fitness
- » Good initiative/'can do' attitude
- » Good work habits/time management.

Helpful experience

- » Making or fixing things
- » Working with machinery.

Preferred work environments

- » Outside (outdoors)
- » Different places from time to time.

Pathway Primary Industries

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
<ul style="list-style-type: none">» Good NCEA Level 1 passes in:» Maths» English	<ul style="list-style-type: none">» Forestry Worker» Logging Worker	<ul style="list-style-type: none">» Crew Manager» Contractor	<ul style="list-style-type: none">» Forest Manager» Business Owner
Gateway programme available			

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Food and beverage

What’s it really like?

What do food and beverage workers do?

Work in the food and beverage industry includes food manufacturing and specialist craft roles. Some jobs are based in factories and others are in smaller businesses which involve customer service. There are also opportunities to work in quality control, sales and production management.

Types of food and beverage workers

Role	Page
Craft Baker	48
Plant Baker	50
Butcher	52
Food Manufacturing Worker	54
Cellar Hand	56

Competenz connections

We work with companies across New Zealand that employ and train people in baking, butchery, food manufacturing and cellar work.

Craft Baker

Kaiwhakarākei Parāoa

Gateway
programme
available

What do they do?

Craft bakers can work in small bakeries, patisseries, cafes, supermarkets and restaurants. They bake and decorate a range of food products and can specialise in a specific type of baking.



How to become a craft baker?

You learn to be a craft baker through an apprenticeship where you complete your training while working on-the-job.

On-the-job training

Apprenticeship
3.5 - 4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Typically, an eight-hour day starting early or shift work.

Bakers can mix, prepare and bake breads, biscuit, cakes and pastries. They understand food hygiene and may also clean equipment, handle and order ingredients.

Craft bakers also learn to decorate baked goods.

Sound like you?

Study areas

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Food or Nutrition
- » Physical Education or Health.

Attributes

- » Reasonable strength and fitness
- » Good organisational skills
- » Good work habits/time management
- » Good at problem solving/creative.

Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Selling to/or persuading people
- » Working with machinery.

Preferred work environments

- » Inside (retail or shop)
- » One place everyday.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
<ul style="list-style-type: none">» NCEA Level 1 could be useful» Food Technology – Health and Safety» Baking <p>Gateway programme available</p>	<ul style="list-style-type: none">» Craft Baker	<ul style="list-style-type: none">» Specialist Baker» Specialist Technical Advisor» Food Researcher» Food Stylist» Team Leader» Supervisor	<ul style="list-style-type: none">» Production Manager» Plant Supervisor» Teacher/Tutor» Business Manager» Business Owner

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.

Plant Baker

Kaitunu Ahumahi

Gateway programme available

What do they do?

Plant bakers work in factories preparing and baking large volumes of baked goods such as bread, biscuits, cakes and pastries. They use production machinery to safely and hygienically prepare large volumes of food products and may learn maintenance skills for minor repairs.



How to become a plant baker?

You learn to be a plant baker through an apprenticeship where you complete your training while working on-the-job.

On-the-job training

Apprenticeship
3.5 - 4 years

Your training will depend on your employer, the job you do and your current skill level at every stage.

A typical day

Typically, an eight-hour day starting early or shift work.

Plant bakers undertake training on specialist equipment to set up, control and shut down manufacturing procedures and ensure quality control. They also learn about the science of baking in large volumes.

Sound like you?

- Study areas**
- » English or Media Studies or History
 - » Maths or Accounting or Economics
 - » Food or Nutrition
 - » Physical Education or Health.
- Attributes**
- » Reasonable strength & fitness
 - » Good organisational skills
 - » Good work habits/time management
 - » Good at problem solving/creative.
- Helpful experience**
- » Customer service or helping people
 - » Making or fixing things
 - » Selling or persuading people
 - » Working with machinery.
- Preferred work environments**
- » Inside (workshop or plant)
 - » One place every day.

Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
<ul style="list-style-type: none">» NCEA Level 1 could be useful» Food Technology – Health and Safety» Baking	<ul style="list-style-type: none">» Plant Baker	<ul style="list-style-type: none">» Test Bakery Technician» Specialist Technical Advisor» Team Leader» Supervisor	<ul style="list-style-type: none">» Production Manager» Plant Supervisor» Teacher/Tutor» Business Manager» Business Owner

Gateway programme available

Interested? Call 0800 526 1800 or visit competenz.org.nz to look at the specific qualification options that are right for you.