

# Butcher

Kaitapahi Miti

Gateway programme available

## What do they do?

Butchers are responsible for deboning carcasses, curing and smoking, and preparing cuts of meat and poultry for sale in a safe and hygienic way. Butchery requires strength and precision, but also customer service and presentation skills. Butchers work in supermarkets, local butcher's shops, large production plants or freezing works.



## How to become a butcher?

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

## On-the-job training

**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

Typically, an eight/ten-hour day, sometimes longer and weekend work is common.

Butchers cut up and prepare meat for sale, which involves packaging and presenting different cuts of meat in an appealing way.

It also involves cleaning and maintaining equipment and sharpening knives. In smaller shops and some supermarkets, you may be involved in curing and smoking meat or creating specific meat products.

## Sound like you?

- Study areas**
- » English or Media Studies or History
  - » Maths or Accounting or Economics
  - » Food or Nutrition.

- Attributes**
- » Confident communicator
  - » Reasonable strength & fitness
  - » Good literacy and numeracy
  - » Good work habits/time management.

- Helpful experience**
- » Customer service or helping people
  - » Making or fixing things
  - » Selling 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
<b>NCEA Level 2 could be useful</b> <b>Gateway programme available</b>	<ul style="list-style-type: none"><li>» Meat Processing Worker</li><li>» Supermarket Butcher</li><li>» Butcher</li></ul>	<ul style="list-style-type: none"><li>» Butchery Manager</li><li>» Meat Inspector</li></ul>	<ul style="list-style-type: none"><li>» Production Manager</li><li>» Supermarket Management</li><li>» Teacher/Tutor</li><li>» Business Manager</li><li>» Business Owner</li></ul>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Food Manufacturing Worker

Kaimahi Tukatuka Kai

## What do they do?

Food and beverage manufacturing workers make flour products (miller), beer products (brewery worker) or food products. They typically work in factories or on large production lines and with more experience can become production managers in their area of expertise.



## How to become a food manufacturer worker?

You learn to be a food manufacturing worker on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

Traineeship  
from 4 months

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 or shift work.

Food manufacturing workers work on different parts of the production line, learning specific skills for each role.

You may also undertake training on specialist equipment and may learn to make minor repairs and maintain the equipment you use.

## Sound like you?

### Study areas

- » English
- » Economics
- » Food or Nutrition
- » Physical Education or Health.

### Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Good initiative/‘can do’ attitude
- » Good work habits/time management.

### Helpful experience

- » Customer service or helping people
- » Working with machinery
- » Working with computers.

### Preferred work environments

- » Inside (workshop or plant)
- » One place everyday.

## Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning	Senior jobs Higher learning
<b>There are no minimum entry requirements</b>  » Food Technology – Health and Safety	 » Process Worker » Miller » Brewery Worker	 » Team Leader » Specialist Technical Advisor » Plant Supervisor » Production Manager » Teacher/Tutor	 » Business Manager » Business Owner

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# Cellar Hand

Kaimahi Waina

## What do they do?

Cellar hands process picked grapes and ensure wine production is high quality and ready for bottling. They work alongside the winemaker who manages and monitors all stages of the winemaking process.



## How to become a cellar hand?

You learn to be a cellar hand on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

**Traineeship from 4 months**

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 or shift work.

During the vintage from February to April, they evaluate grape quality, operate crushers and pressers, and manage the first stage of wine processing. During the rest of the year they filter, operate cross flows, control chemical additions and work with the winemakers to ensure the blend of the wine meets specification.

## Sound like you?

### Study areas

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

### Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Good initiative/‘can do’ attitude
- » Good work habits/time management.

### Helpful experience

- » Customer service or helping people
- » Working with machinery
- » Working with computers.

### Preferred work environments

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

## Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning	Senior jobs Higher learning
<b>There are no minimum entry requirements</b>	» Cellar Hand	» Cellar Master/Cellar Supervisor » Specialist Technical Advisor » Winemaker » Production Manager	» Teacher/Tutor » Business Manager » Business Owner

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# Print, Packaging and Signmaking

What's it really like?

## What do they do?

### Print

Print workers produce a range of printed items that we see, read and use every day. There are many types of printing work, using different print technologies. Some roles are more technical and others are more customer focused.

### Packaging

Packaging workers produce the printed packaging for a whole range of goods. Some roles are more creative and others are more technical using specialist equipment to create the finished product.

### Signmaking

Signmakers design, print and install signs in a range of materials, for indoor and outdoor use (e.g. billboards, buildings and vehicles). They often work closely with customers to design signs and understand maintenance and installation requirements.

## Types of print, packaging and signmaking roles

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Signmaker .....	64

Print, Packaging and Signmaking are evolving industries with huge potential for additional job opportunities.

## Competenz connections

### Print and Packaging

We partner with PrintNZ and the wider industry. Talk to us.

### Signmaking

We partner with the New Zealand Sign and Display Association (NZSDA) and the wider industry. Talk to us.



# Print Designer/ Prepress Operator

Kaihoa Whakaahua/Mua Tānga



## What do they do?

Designers/prepress operators design eye-catching printed material; often discussing ideas with customers and then ensuring all digital files are ready for print and contain all the elements needed for a quality result.

## How to become a print machine operator?

You learn to be a print machine operator on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

**Traineeship**  
**1 - 2 years**

**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

Typically, an eight-hour day. Sometimes, longer days or weekend work is required.

Designers/prepress operators create designs ready to print. They use specialist software tools and have knowledge about design as well as print process requirements.

## Sound like you?

### Study areas

- » Sciences or Workshop Technology
- » Creative Arts (Visual/Textiles/Graphics/Performance/Music)
- » Computing/ICT/Information Management.

### Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/‘can do’ attitude.

### Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers
- » Creative work (writing, drawing, styling).

### Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

# Print Machine Operator

Kaimahi Pūreretā



## What do they do?

Print machine operators work independently and in teams to produce many types of printed communications in different formats. They have knowledge of different machines, inks and solvents and use different types of presses to complete the jobs.

## How to become a print machine operator?

You learn to be a print machine operator on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

**Traineeship**  
**1 - 2 years**

**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

Typically, an eight-hour day.

Print machine operators maintain and clean presses, set up and adjust printing machines, mix inks and solvents, and adjust flow to produce a variety of high quality printed products.

## Sound like you?

### Study areas

- » Sciences or Workshop Technology
- » Creative Arts – (Visual/Textiles/Graphics)
- » Computing/ICT/Information Management.

### Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/‘can do’ attitude.

### Helpful experience

- » Making or fixing things
- » Working with machinery
- » Working with computers
- » Creative work (writing, drawing, styling).

### Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

## Pathway Creative 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"><li>» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics</li><li>» Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)</li></ul>	<ul style="list-style-type: none"><li>» Print Designer</li><li>» Prepress Operator</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Supervisor</li><li>» Production Planner</li></ul>	<ul style="list-style-type: none"><li>» Business Manager</li><li>» Operations Manager</li><li>» Business Owner</li></ul>

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## Pathway Creative 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"><li>» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics</li><li>» Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)</li></ul>	<ul style="list-style-type: none"><li>» Sheet Fed Offset Printer</li><li>» Reel Fed Printer</li><li>» Screen Printer</li><li>» Dry Offset Printer</li><li>» Digital Printer</li><li>» Pad Printer</li><li>» Direct Mail Printer</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Production Planner</li></ul>	<ul style="list-style-type: none"><li>» Business Manager</li><li>» Operations Manager</li><li>» Business Owner</li></ul>

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# Print Finisher

## Kaiwhakaoti Tānga



### What do they do?

Print finishers use a range of hand and machine skills to put the finishing touches on a printed product including gluing, stapling, folding, embossing and gold foiling. They can also assist with troubleshooting, production planning and estimating.

### How to become a print finisher?

You learn to be a print finisher on-the-job and gain qualifications to support your skills and experience.

### On-the-job training

**Traineeship**  
**1 - 2 years**

**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

Typically, an eight-hour day.

Print finishers prepare job components and equipment to complete print finishing, machine bookbinding or hand bookbinding and maintain quality control throughout production.

### Sound like you?

#### Study areas

- » Sciences or Workshop Technology
- » Creative Arts (Visual/Textiles/Graphics)
- » Computing/ICT/Information Management.

#### Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/‘can do’ attitude.

#### Helpful experience

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

#### Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

# Packaging Machine Operator

## Kaimahi Pūrere Tākai



### What do they do?

Packaging machine operators use specialist machines to create attractive, protective paperboard packaging for things like food, beauty products, household appliances and beverages. They also check that packaging meets specifications

### How to become a packaging machine operator?

You learn to be a packaging machine operator on-the-job and gain qualifications to support your skills and experience.

### On-the-job training

**Traineeship**  
**10 - 18 months**

**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

Typically, an eight-hour day.

Packaging machine operators set up and run machines that use substrates, glue and fold elements to create packaging products that meet specific quality standards.

### Sound like you?

#### Study areas

- » Sciences or Workshop Technology
- » Creative Arts (Visual/Textiles/Graphics)
- » Computing/ICT/Information Management.

#### Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/‘can do’ attitude.

#### Helpful experience

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

#### Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

### Pathway Manufacturing and Technology

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"><li>» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics</li><li>» Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)</li></ul>	<ul style="list-style-type: none"><li>» Print Finisher</li><li>» Bindery Operator</li><li>» Guillotine Operator</li><li>» Folder Operator</li><li>» Gluer Operator</li><li>» Collator</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Production Planner</li></ul>	<ul style="list-style-type: none"><li>» Business Manager</li><li>» Operations Manager</li><li>» Business Owner</li></ul>

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### Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
<b>No minimum entry requirement</b> <ul style="list-style-type: none"><li>» Printing Production (Digital Processes, Screen, Sheet Fed, Reel Fed, Pad Printing, Binding and Finishing)</li></ul>	<ul style="list-style-type: none"><li>» Packaging Machine Operator</li><li>» Fibreboard Manufacturer</li><li>» Forme Die Maker</li><li>» Die Cutter</li><li>» Glue Operator</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Production Planner</li></ul>	<ul style="list-style-type: none"><li>» Business Manager</li><li>» Operations Manager</li><li>» Business Owner</li></ul>

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# Signmaker

Kaihanga Tohu

## What do they do?

The signmaking industry is a diverse industry incorporating designing, building, painting, signwriting, applying graphics and installation. A career in signmaking allows you to get creative and use a variety of materials such as perspex, vinyl, plastic, metal, glass and wood. Various methods are used to produce signs, for example computer-controlled routers for 3D lettering and shapes from various materials, cutting and applying lettering or digital imagery to panels, banners and vehicles.



## How to become a signmaker?

You learn to be a signmaker on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

**Apprenticeship**  
**3.5 to 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 (possibly shift work).

The nature of the work will vary with the employer, but it could involve machining, colour vinyl wrapping vehicles, printing, hand decorating, spray-painting and screen-printing.

## Sound like you?

### Study areas

- » English or Media Studies or History
- » Sciences or Workshop Technology
- » Creative Arts (Visual/Textiles/Graphics)
- » Computing/ICT/Information Management.

### Attributes

- » Confident communicator
- » Strong eye for detail
- » Confidence with IT, computers, technology.

### 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
- » Lots of different places everyday.

## Pathway Creative Industries

School Unit standards in schools	Entry level jobs Apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
» NCEA English, Maths, Visual Arts, Technology, Computing or Graphics may be useful	» Signmaker	» Specialist Signmaker » Senior Signmaker » Team Leader » Manager	» Business Manager » Business Owner

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# Transport

## What's it really like?

### What do maritime workers do?

Maritime workers operate vessels on lakes, rivers and coastal waters in New Zealand and internationally. Vessels include ferries, passenger ships, superyachts, fishing vessels, charter boats, freighters, tankers and warships.

Career options include crew, ships officers and marine engineers. Some roles are people focused and others are more technical so there are huge opportunities to do what you're best at.

### What do rail workers do?

Rail industry workers support every industry in New Zealand moving people and freight around the country. Some roles are more people focused and others are more technical. You will be employed by a rail operator and they will provide the training you need to do the job.

#### Types of transport workers

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Transport workers are in demand with many different opportunities to progress your career at home or internationally.

#### Competenz connections

Depending on the role you have there are many training options available to you.



# Maritime Crew

Kaumoana

## What do they do?

Maritime crew may assist in vessel operations, fishing and taking care of passengers. Crew work on all kinds of vessels – passenger vessels, superyachts, commercial fishing vessels, charter boats, coastal freight ships, tankers and navy ships. Larger passenger boats have specialist hospitality crew. Fishing vessel crew may also operate fishing gear and large fishing vessels have crew who process the fish.



## How to become a maritime crew member?

Certificates are available at any stage of your maritime career depending on the type of work you do, the size of the vessel you work on and whether it's coastal or international. Crew on vessels must hold Maritime New Zealand certificates. You will work with your employer to gain these at each stage of your career.

## On-the-job training

### Traineeship 1 - 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 shift work of varying hours and weekend work is common.

Deck crew assist with vessel operations, maintenance, cargo and emergency procedures. Fishing crew assist with fishing, cleaning and processing fish. Passenger crew look after passengers, including preparing and serving of meals.

## Sound like you?

### Study areas

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

### Attributes

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

### Helpful experience

- » Customer service or helping people
- » Making or fixing things
- » Working with machinery
- » Coastguard boating courses
- » Lifesaving
- » Experience on boats.

### Preferred work environments

- » Outside (marine).

## Pathway Service Industries

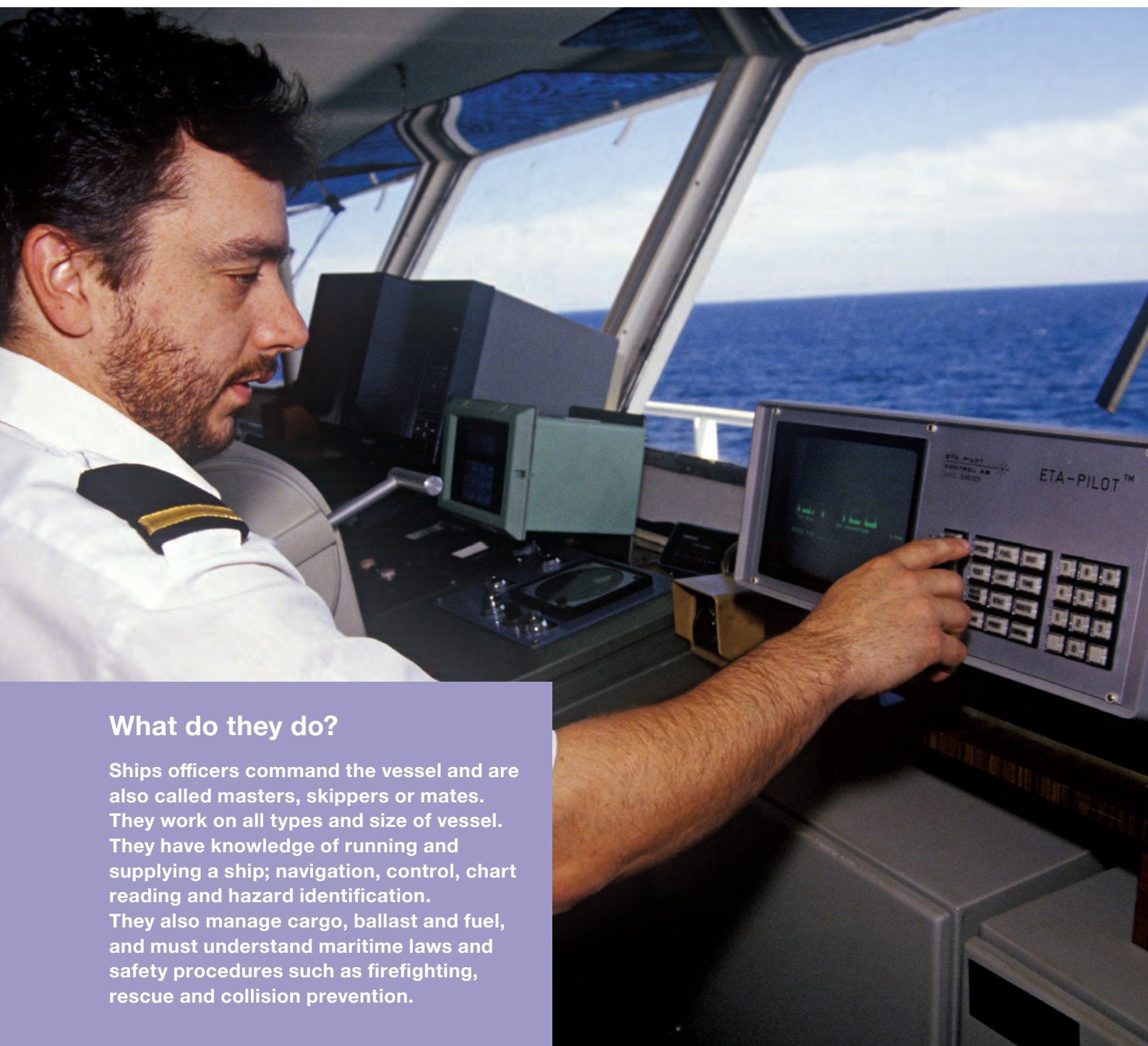
School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning
No minimum entry requirement	<ul style="list-style-type: none"><li>» Deck Crew</li><li>» Passenger Crew</li><li>» Engineering Crew</li><li>» Fishing Crew</li><li>» Watch Ratings</li></ul>	<ul style="list-style-type: none"><li>» Mate/Master/Skipper</li><li>» Electro-Technical Officer</li><li>» Marine Engineer</li></ul>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Ships Officer

Āpiha ahumoana



## What do they do?

Ships officers command the vessel and are also called masters, skippers or mates. They work on all types and size of vessel. They have knowledge of running and supplying a ship; navigation, control, chart reading and hazard identification. They also manage cargo, ballast and fuel, and must understand maritime laws and safety procedures such as firefighting, rescue and collision prevention.

## How to become a ships officer?

Ships officers on vessels must hold Maritime New Zealand certificates. These are available at each stage of your career depending on the type of work you do, the size of the vessel you work on, and whether it's coastal or international. You will work with your employer to gain these certificates.

## On-the-job training

### Traineeeship 1 - 6 years

Your training will depend on your employer, the job you do and your current skill level at every stage. You could start as crew or study full time.

## A typical day

Typically shift work on the vessel.

Ships Officers may navigate and control ships, take charge of ships when on watch, arrange repairs, fuel and supplies, supervise the loading, unloading and storage of cargo, organise crew activities on deck and organise ship security.

## Sound like you?

### Study areas

- » Maths, Accounting or Economics
- » Sciences or Workshop Technology
- » Computing, ICT, Information Management.

### Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good initiative/'can do' attitude.

### Helpful experience

- » Administration, planning or organising things
- » Working with facts and figures
- » Working with computers
- » Boating experience or crewing.

### Preferred work environments

- » Outside (marine).

## Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning	Senior jobs Higher learning
<b>NCEA Level 2 recommended in:</b> <ul style="list-style-type: none"><li>» English</li><li>» Maths</li><li>» Physics</li></ul>	<ul style="list-style-type: none"><li>» Skipper Inshore</li><li>» Watchkeeper Deck</li><li>» Mate</li><li>» Chief Mate/Master</li></ul>	<ul style="list-style-type: none"><li>» Skipper Coastal</li><li>» Chief Mate</li><li>» Master Coastal</li></ul>	<ul style="list-style-type: none"><li>» Master Foreign Going</li><li>» Business Manager</li><li>» Business Owner</li></ul>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Marine Engineer

Kaipūhanga Ahumoana



## What do they do?

Marine engineers run and maintain a ship’s systems including the engines, pump and electrical equipment. They have knowledge of mechanical engineering, pneumatic and hydraulic machinery, electronic equipment, safety regulations and procedures, firefighting, first aid and port regulations.

## How to become a marine engineer?

Qualifications are available at any stage of your maritime career, depending on the type of work you do, the size of the vessel you work on whether it’s coastal or international.

Marine engineers on vessels must hold Maritime New Zealand certificates. You will work with your employer to gain these at each stage of your career.

## On-the-job training

**Traineeship**  
**1 - 6 years**

Your training will depend on your employer, the job you do and your current skill level at every stage. You could start as crew or study full time.

## A typical day

Usually shift work on the vessel but may be an eight-hour day.

Marine engineers may fabricate, repair, maintain and diagnose machinery, maintain controls and alarms, maintain services at sea, supervise other crew and train them in routine and emergency duties.

## Sound like you?

- Study areas**
- » Maths, Accounting or Economics
  - » Sciences or Workshop Technology.
- Attributes**
- » Confident communicator
  - » Strong eye for detail
  - » Reasonable strength and fitness
  - » Good at problem solving/creative.
- Helpful experience**
- » Making or fixing things
  - » Working with machinery
  - » Working with computers
  - » Crewing in an engine room.
- Preferred work environments**
- » Inside (workshop or plant)
  - » Outside (marine).

## Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning	Senior jobs Higher learning
<b>NCEA Level 2 recommended in:</b>			
» Maths			
» Science (Physics)			
» Technology (Metal Work)			
» English			
» Marine Engineer Class 5 and 6		» Marine Engineer Class 3 and 4	
		» Electro-Technical Officer	
		» Marine Chief Engineer Class 1 and 2	

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# Train Driver

Kaihautū Rerewhenua



### What do they do?

Train drivers drive passenger and freight trains. They know operating codes and signals, understand rules and regulations for safe operation and understand radio protocols and shunting (pushing and pulling wagons or carriages using a locomotive).

### On-the-job training

**Traineeship**  
**1 - 2 years**

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

### A typical day

Typically, train drivers work shifts but may have a ten-hour day.

Train drivers identify faults, read route updates and comply with safety rules in emergency or breakdowns.

### Sound like you?

#### Study areas

- » Maths or Accounting or Economics
- » Computing/ICT Information Management.

#### Attributes

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

#### Helpful experience

- » Customer service or helping people
- » Working with machinery
- » Interest or experience with trains.

#### Preferred work environments

- » Outside (in vehicles)
- » Different places from time to time.

# Train Manager

Mataaro Pūkaha



### What do they do?

Train managers are responsible for rail passenger comfort and safety. They manage passenger loading and unloading, provide passengers with information and may issue tickets, handle money and operate emergency equipment.

### On-the-job training

**Traineeship**  
**1 - 2 years**

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

### A typical day

Typically, train managers work shifts but may have a ten-hour day.

Train managers manage fares and tickets, attend to passengers, conduct safety checks, operate carriage doors, supervise boarding and passenger safety, and ensure carriages are clean and safe.

### Sound like you?

#### Study areas

- » Maths or Accounting or Economics
- » Computing/ICT Information Management.

#### Attributes

- » Good literacy and numeracy
- » Confidence with IT Computers, technology
- » Good work habits
- » Time management.

#### Helpful experience

- » Customer service or helping people
- » Working with machinery
- » Interest or experience with trains,
- » Working with people.

#### Preferred work environments

- » Outside (in vehicles)
- » Different places from time to time.

## Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning
No minimum entry requirement	<ul style="list-style-type: none"><li>» Train Driver</li><li>» Infrastructure Maintenance Worker</li><li>» Signals and Communications Technician</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Manager</li></ul>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

## Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning
No minimum entry requirement	<ul style="list-style-type: none"><li>» Train Manager</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Manager</li></ul>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Manufacturing

## What’s it really like?

### What do manufacturing workers do?

Manufacturing workers are employed in all kinds of industries making the things we buy and use every day, such as steel, furniture, pulp and paper, solid wood, wood panels, paints and coatings, pharmaceuticals and plastics. There are many jobs in manufacturing with plenty of opportunities to build a successful career.

#### Types of manufacturing workers

Role	Page
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Manufacturing workers are in demand – and the skills you learn can take you anywhere!

#### Competenz connections

We partner with businesses and industry associations to help recruit and build talented employees.

# General Manufacturing Operator

Kaiwhakahaere Waihangatanga

## What do they do?

General manufacturing operators work in processing, production, assembly or distribution, usually in large businesses or factories. They can become highly skilled in their specific areas and there is room for advancement into team leader, supervisory and management roles.



## How to become a general manufacturing operator?

You learn to be a general manufacturing operator on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

**Traineeship**  
**6 - 12 months**

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 or shift work.

General manufacturing workers work on different parts of the processing, production, assembly or distribution lines, learning specific skills for each role. You may also undertake training on specialist equipment and learn to make minor repairs and maintain the equipment you use.

## Sound like you?

### Study areas

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

### Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good initiative/‘can do’ attitude
- » 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 Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
<b>NCEA Level 2 recommended</b>	<ul style="list-style-type: none"><li>» Process Worker</li><li>» Production Worker</li><li>» Assembly Worker</li><li>» Distribution Worker</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Supervisor</li><li>» Plant Supervisor</li><li>» Production Manager</li><li>» Teacher/Tutor</li></ul>	<ul style="list-style-type: none"><li>» Business Manager</li><li>» Business Owner</li></ul>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Furniture and Cabinet Maker

Kaihanga Taonga

Gateway programme available

## What do they do?

Furniture and cabinet makers make furniture from wood and other materials, upholster furniture with fabrics and leathers, and finish furniture with paint, stains and lacquers.



## How to become a furniture and cabinet maker?

You learn to be a furniture and cabinet maker on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

**Traineeship**  
12 - 18 months

**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

Typically, an eight-hour day or shift work.

A typical day on-the-job might involve selecting timber and other materials for fabrication, cutting materials to size, sanding, polishing or painting, attaching fittings, preparing cost estimates, operating and programming machinery and designing furniture.

## Sound like you?

### Study areas

- » Sciences or Workshop Technologies
- » Creative Arts (Visual/Textiles/Graphics)
- » Computers, IT (CNC and CAD)

### Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Good initiative/'can do' attitude
- » Good at problem solving/creative.

### Helpful experience

- » Making or fixing things
- » Working with machinery and hand tools
- » Working with computers
- » Creative work (writing, drawing, design).

### 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 Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
<b>NCEA Level 2 recommended</b> <b>Gateway programme available</b>	<ul style="list-style-type: none"><li>» Cabinet Maker</li><li>» Upholstery Maker</li><li>» Furniture Finisher</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Supervisor</li><li>» Production Manager</li><li>» Teacher/Tutor</li></ul>	<ul style="list-style-type: none"><li>» Business Manager</li><li>» Business Owner</li></ul>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Sawmill Operator and Manager

Kaimahi & Kaiwhakahaere Mira Kani Rākau



## What do they do?

Sawmill operators and managers work in sawmills processing wood. They operate sawmill machinery, log loaders and forklifts. They sort, stack and grade timber, trim timber to standard lengths, and record timber size and grades. They understand timber characteristics as well as strict health and safety requirements.

## How to become a sawmill operator and manager?

You learn to be a sawmill operator or manager on the job and gain qualifications to support your skills and experience.

## On-the-job training

**Traineeship**  
6 - 12 months

**Apprentice**  
2 - 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 or shift work.

A typical day on-the-job involves operating sawmill machinery, operating log loaders and forklifts, trimming timber, operating and monitoring kilns and treatment processing, grading timber and operating scanners.

## Sound like you?

### Study areas

- » Sciences or Workshop Technologies
- » Physical Education or Health
- » Computing/ICT/Information Management.

### Attributes

- » Strong eye for detail
- » Reasonable strength and fitness
- » Good literacy and numeracy
- » Good initiative/'can do' attitude.

### Helpful experience

- » Analysing, researching or problem solving
- » 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 Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Sawmill Operator	» Team Leader » Supervisor	» Sawmill Manager » Business Owner

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Finger Jointer

Whiringa Rākau



Gateway programme available

### What do they do?

Finger jointers set, operate and maintain finger jointing machinery. They also diagnose product and joint defects and put in place corrections to meet production quality requirements.

### On-the-job training

Traineeship  
1 - 2 years

Apprenticeship  
2 - 3 years

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

### A typical day

Typically, eight to ten-hour days. Weekend work may be required.

Finger jointers grade the quality of wood arriving at the machine, assemble wood for processing, check glue specification and ratio, test and inspect finger joint quality and maintain the machine.

### Sound like you?

**Study areas**

- » Maths or Accounting or Economics
- » Computing/ICT/Information Management.

**Attributes**

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

**Helpful experience**

- » Customer service or helping people
- » Working with machinery.

**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 Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended Gateway programme available	» Finger Jointer	» Team Leader	» Business Manager

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

# Saw Doctor

Kaiwhakatika Kani



Gateway programme available

### What do they do?

Saw doctors align and maintain bandsaws and circular saws used in wood manufacturing operations, and calibrate saw benching machinery. They know the requirements of equipment used in wood manufacturing operations.

### On-the-job training

Traineeship  
1 - 2 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

Typically, eight to ten-hour days. Weekend work may be required.

They set and calibrate sawmill saw centres, monitor saw alignment, grind or sharpen saws and guards to specification.

### Sound like you?

**Study areas**

- » Maths or Accounting or Economics
- » Computing/ICT/Information Management.

**Attributes**

- » Confident communicator
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good work habits/time management.

**Helpful experience**

- » Customer service or helping people
- » Working with machinery.

**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 Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended Gateway programme available	» Saw Doctor	» Team Leader » Supervisor	» Business Manager » Business Owner

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

# Timber Machinist

Kaimahi Pūrere Mahi Rākau



Gateway programme available

### What do they do?

Timber machinists are responsible for the safe and efficient operation of timber machining plants and equipment. They are also responsible for maintenance and are capable of troubleshooting and making decisions to maintain productivity.

### A typical day

Typically, eight to ten-hour days. Weekend work may be required. They grind knives to specification, operate specialised equipment, set up and operate planers and other timber machines. They also identify and diagnose machine defects.

### Sound like you?

- Study areas**
- » Maths or Accounting or Economics
  - » Computing/ICT/Information Management.
- Attributes**
- » Confident communicator
  - » Good literacy and numeracy
  - » Confidence with IT, computers, technology
  - » Good work habits/time management.
- Helpful experience**
- » Customer service or helping people
  - » Working with machinery.
- Preferred work environments**
- » Inside (workshop or plant)
  - » Different places from time to time.

### On-the-job training

Traineeship  
6 - 12 months

Apprenticeship  
2 - 4 years

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

### Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended Gateway programme available	» Timber Machinists	» Team Leader	» Business Manager

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

# Pulp and Paper Operator

Kaimahi Kaikaha and Pepa



### What do they do?

Pulp and paper operators use machinery and equipment to make pulp and paper. They understand both manual and computer-controlled systems and processes and monitor, maintain and make minor repairs to ensure consistent quality throughout the production process.

### A typical day

Typically, an eight-hour day or shift work. A typical day involves, monitoring and operating waste treatment plants to ensure environmental compliance, operating chemical plants, set and operate woodchip machinery, operate refiners, boilers and large complex dryers and pulp converting machinery.

### Sound like you?

- Study areas**
- » English
  - » Maths or Accounting or Economics
  - » Sciences or Workshop Technology
  - » Computing/ICT/Information Management.
- Attributes**
- » Good literacy and numeracy
  - » Confidence with IT, computers, technology
  - » Good organisational skills
  - » Good initiative/'can do' attitude.
- Helpful experience**
- » Working with facts and figures
  - » Analysing, researching or problem solving
  - » Working with machinery
  - » Working with computers.
- Preferred work environments**
- » Inside (workshop or plant)
  - » One place every day.

### On-the-job training

Traineeship  
6 - 12 months

Apprenticeship  
3 - 4 years

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

### Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advancing jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Pulp and Paper Operator	» Team Leader	» Manager

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Wood Panel Worker

Papa Rākau



## What do they do?

Wood panel workers process wood chips or logs into manufactured products by binding or fixing the strands, particles, fibres, veneers or boards of wood together with adhesives. These products are made to precise design specifications that are tested to meet national or international standards.

## How to become a wood panel worker?

You learn to be a wood panel worker on-the-job and gain qualifications to support your skills and experience.

## On-the-job training

**Traineeship**  
**6 - 12 months**

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 or shift work.

They prepare logs, wood chips and other raw materials for production, monitor and control computerised panel pressing machinery, operate sanding and stacking lines and grade product to specification.

## Sound like you?

### Study areas

- » English
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology
- » Computing/ICT/Information Management.

### Attributes

- » Strong eye for detail
- » Good literacy and numeracy
- » Confidence with IT, computers, technology
- » Good at problem solving/creative.

### Helpful experience

- » Working with facts and figures
- » Analysing, researching or problem solving
- » Working with machinery
- » Working with computers.

### Preferred work environments

- » Inside (workshop or plant)
- » One place every day.

## Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning	Senior jobs Higher learning
NCEA Level 2 is recommended	» Wood Panel Worker	» Team Leader	» Manager

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Plastics Operator

Kaimahi Parahitiki

Gateway  
programme  
available



## What do they do?

Plastics operators produce the containers, pipes, bottles and other moulded plastic products that we use every day. They also produce components for commercial use such as in the medical, dairy, aeronautical and animal health industries.

## How to become a plastics operator?

You learn to be a plastics operator on-the-job and gain qualifications to support your skills and experience. You will gain knowledge on how to use specific plastics processing equipment and make basic engineering calculations.

## On-the-job training

**Traineeship**  
9 - 24 months

**Apprenticeship**  
2 - 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 which can involve shift work.

Plastics operators prepare raw materials and machinery for production, run and monitor the machines, identify, resolve and report on routine processing problems.

## Sound like you?

- Study areas**
- » Sciences
  - » Workshop Technology.
- Attributes**
- » Strong eye for detail
  - » Good literacy and numeracy
  - » Good initiative/‘can do’ attitude
  - » Good work habits/time management.
- Helpful experience**
- » Analysing, researching or problem solving
  - » Making or fixing things
  - » Working with machinery.
- Preferred work environments**
- » Inside (workshop or plant)

## Pathway Manufacturing and Technology

School Unit standards in schools	Entry level jobs Traineeship or apprenticeship	Advancing jobs Higher learning	Seniorjobs Higher learning
<ul style="list-style-type: none"><li>» NCEA level 2 Maths and English is recommended</li><li>» Practical subjects such as Technology or Workshop Skills is recommended</li></ul>	<ul style="list-style-type: none"><li>» Plastics Operator</li><li>» Plastics Technician</li><li>» Plastics Engineer</li><li>» Plastics Die Setter</li></ul>	<ul style="list-style-type: none"><li>» Team Leader</li><li>» Manager</li><li>» Factory Manager</li><li>» Operations Manager</li><li>» Production Manager</li></ul>	<ul style="list-style-type: none"><li>» Business Owner</li></ul>
Gateway programme available			

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.



# Plastics Engineer

Kaipūhanga Parahitiki

Gateway  
programme  
available



## What do they do?

Plastics engineers manage, optimise, and maintain the processing of plastic products. They work with a variety of plastics processing machines and there are senior and specialist roles that you can progress to and qualify in.

## How to become a plastics engineer?

You learn to be a plastics engineer on-the-job and gain qualifications to support your skills and experience. You will learn advanced knowledge of plastics materials and understand the mechanics of plastics processing.

## On-the-job training

**Traineeship**  
9 - 24 months

**Apprenticeship**  
2 - 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 which may include shift work.

Plastics engineers operate one or more plastics processing machines, run trials, make recommendations to improve production processes, troubleshoot and resolve processing problems, and quality assure.

## Sound like you?

### Study areas

- » Sciences
- » Workshop Technology.

### Attributes

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

### Helpful experience

- » Administration, planning or organising things
- » Analysing, researching or problem solving
- » Making or fixing things.

### Preferred work environments

- » Inside (workshop or plant)

## Pathway Manufacturing and Technology

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"><li>» NCEA level 2 Maths and English is recommended</li><li>» Practical subjects such as Technology or Workshop Skills is recommended</li></ul>	<ul style="list-style-type: none"><li>» Plastics Operator</li><li>» Plastics Technician</li><li>» Plastics Engineer</li><li>» Plastics Die Setter</li></ul>	<ul style="list-style-type: none"><li>» Factory Manager</li><li>» Operations Manager</li><li>» Production Manager</li></ul>	<ul style="list-style-type: none"><li>» Business Owner</li></ul>
Gateway programme available			

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

# Laundry and Drycleaning

What’s it really like?

## What do laundry and drycleaning workers do?

Laundry and drycleaning workers operate specialist equipment to launder and dryclean a wide range of items from personal clothing to bulk hotel linens. They use a wide range of machinery and understand how to sort, dry, finish and pack laundered items.

### Types of laundry and drycleaning workers

Role	Page
Launderer .....	96
Drycleaner .....	97

Skilled launderers and drycleaners are in demand with ongoing career opportunities.

### Competenz connections

We work with many laundry and drycleaning businesses that employ and train people. Talk to us.



# Launderer

Kaimahi Horoi Kākahu



### What do they do?

Launderers use a wide range of machinery to sort, wash, dry, process and dispatch a variety of clothing and linen for business customers or private homes.

### On-the-job training

**Traineeship**  
**1 - 2 years**

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

### A typical day

Typically a six to ten-hour day which can involve shift work. Tasks include sorting and washing laundry, processing large volumes of linen and garments, and preparing them for dispatch and collection.

### Sound like you?

**Study areas**

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology.

**Attributes**

- » Confident communicator
- » Strong eye for detail
- » Good work habits/time management.

**Helpful experience**

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

**Preferred work environments**

- » Inside (retail or shop)
- » Inside (workshop or plant)
- » One place every day.

# Drycleaner

Kaiwhakamohani Kākahu



### What do they do?

Drycleaners clean and process a range of clothing and linen for business customers or private homes. Some drycleaners also carry out repairs and alterations.

### On-the-job training

**Traineeship**  
**1 - 2 years**

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

### A typical day

Typically, eight/ten-hour work days which can involve shift work. Tasks include developing dye recipes and matching colours, carrying out dyeing processes, using a range of dyeing and wet-finishing processes, equipment and materials to dye and finish textiles.

### Sound like you?

**Study areas**

- » English or Media Studies or History
- » Maths or Accounting or Economics
- » Sciences or Workshop Technology.

**Attributes**

- » Confident communicator
- » Strong eye for detail
- » Good work habits/time management.

**Helpful experience**

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

**Preferred work environments**

- » Inside (retail or shop)
- » Inside (workshop or plant)
- » One place every day.

## Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning	Senior jobs Higher learning
» NCEA Level 2 Maths and English is recommended	» Laundry Processor	» Team Leader » Quality Manager » Production Manager	» Business Manager

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

## Pathway Service Industries

School Unit standards in schools	Entry level jobs Traineeship	Advancing jobs Higher learning	Senior jobs Higher learning
» NCEA Level 2 Maths and English is recommended	» Drycleaning Production Assistant	» Drycleaner » Team Leader » Quality Manager » Production Manager	» Business Manager

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

# Career development skills

## What are career development skills?

When you finish your apprenticeship or traineeship, career development skills can help you to take the next step in your career. Competenz has designed special traineeships to help you learn specialised business skills.

### How do they work?

Like an apprenticeship; in most cases the training still happens on-the-job at your workplace. We help you gain the skills your industry really needs, so you can make a real difference to the business you work in. Sometimes you will learn quite specialised skills and might need someone outside your business to help train you. We have many connections, so we will be able to help you find the right training provider.

### Types of career development skills

Role	Page
Sales .....	100
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Project Management .....	102
Health and Safety .....	103

These types of skills along with your increasing experience will open up even more opportunities.



# Sales

Hokohoko



### What will you learn?

These courses teach you everything from customer service and retail, to sales fundamentals and how to manage a sales team. It is all about providing a professional standard of customer service and sales and might include knowledge about personal presentation, positive customer service, in-store displays and merchandising, stock management, theft and fraud prevention, sales team management and strategic sales. Different qualifications are available depending on your experience, the sort of work you do and your employer's requirements.

### On-the-job training

**Traineeship**  
**6 - 12 months**

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

### Who is this best suited for?

These traineeships are best suited for people in trades and service roles who have customer interaction. They are ideal for customer service, retail or sales staff looking to be more successful in sales and/or wanting to progress to more senior roles.

Entry level jobs	Advancing jobs	Senior jobs
<div>» Customer Service Officer</div> <div>» Shop Assistant</div> <div>» Trade Counter Assistant</div> <div>» Café Assistant</div> <div>» Front of House</div> <div>» Customer Service and Retail Training</div>	<div>» Trades Sales Rep</div> <div>» Sales Rep</div> <div>» Account Manager</div> <div>» Estimator</div> <div>» Sales Training</div>	<div>» Sales Team Leader</div> <div>» Sales Team Supervisor</div> <div>» National Account Manager</div> <div>» Sales Manager</div> <div>» Department Manager</div> <div>» Business Manager</div> <div>» Business Owner</div> <div>» Sales Management Training</div>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

# People Management

Kaiwhakahaere Tangata



### What will you learn?

These courses teach you how to effectively manage and lead people. Businesses often identify people as good potential leaders because we all work better with the right kind of management in charge. So these courses are about developing the qualities you need to lead a team so everyone becomes more successful. They include industry specific skills with a clear focus on the skills you need to become a great leader, depending on the sort of work you do and your employer's requirements.

### On-the-job training

**Traineeship**  
**6 - 18 months**

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

### Who is this best suited for?

These traineeships are best suited for people who've finished their apprenticeship and who have been identified as potential leaders or who are already leading or supervising teams.

Entry level jobs	Advancing jobs	Senior jobs
<div>» 2IC (Second in Charge)</div> <div>» Team Leader</div> <div>» Leading Hand</div> <div>» Emerging Team Leader Training</div>	<div>» Site Management</div> <div>» Supervisor</div> <div>» Project Manager</div> <div>» Emerging Team Leader Training</div>	<div>» Sales Team Leader</div> <div>» Sales Team Supervisor</div> <div>» National Account Manager</div> <div>» Sales Manager</div> <div>» Department Manager</div> <div>» Business Manager</div> <div>» Business Owner</div> <div>» People Management for Technical Managers Training</div>

Interested? Call 0800 526 1800 or visit [competenz.org.nz](https://competenz.org.nz) to look at the specific qualification options that are right for you.

# Project Management

Whakahaere Kaupapa



# Health and Safety

Ratonga Oranga



### What will you learn?

These courses help you learn how to more effectively manage projects for the company you work for. It's about understanding how to manage workflow so that projects are completed on time and on budget. Your training will include tools, templates and strategies to make sure projects stay on track. You will also learn about time management, cost, project scoping, risk and communications. Your training will depend on your role and your employer's requirements.

### On-the-job training

**Traineeship**  
**12 months**

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

### Who is this best suited for?

These traineeships are best suited for people who have finished their apprenticeship and are looking to progress into more senior roles where they will supervise project delivery.

Entry level jobs	Advancing jobs	Senior jobs
<ul style="list-style-type: none"><li>» Leading Hand</li><li>» Estimator</li><li>» Supervisor</li></ul>	<ul style="list-style-type: none"><li>» Project Manager</li><li>» Lead Estimator</li><li>» Site Manager</li><li>» Planner</li></ul>	<ul style="list-style-type: none"><li>» Department Manager</li><li>» Business Manager</li><li>» Business Owner</li></ul>

### What will you learn?

These traineeships teach you about health and safety in the workplace. Health and safety qualifications give you the knowledge required for effective and safe operations in your industry including best practice, the rules and laws, and how to protect your people at work. Your training will depend on your role, your industry and your employer's requirements.

### On-the-job training

**Traineeship**  
**6 - 18 months**

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

### Who is this best suited for?

Most businesses have health and safety champions, if your career progresses and you gain responsibilities for health and safety then these training courses are perfect for you.

Entry level jobs	Advancing jobs	Senior jobs
<ul style="list-style-type: none"><li>» Health and Safety Representative</li><li>» Site Supervisor</li><li>» Leading Hand</li><li>» Team Leader</li></ul>	<ul style="list-style-type: none"><li>» Health and Safety Advisor</li><li>» Health and Safety Committee Member</li><li>» Health and Safety Coordinator</li></ul>	<ul style="list-style-type: none"><li>» Health and Safety Officer</li><li>» Health and Safety Manager</li></ul>

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