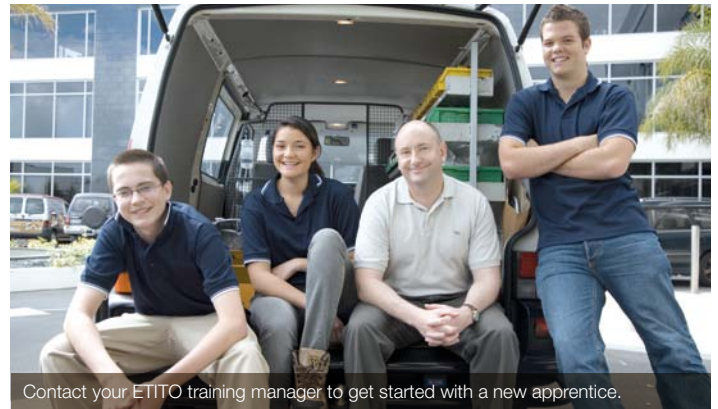


Start the new year with a fresh prescription for training success

If you're starting with a new apprentice this year – good for you! Not only will you be investing in skills, you'll also be paying it forward and introducing someone to a worthwhile career. ETITO has been helping employers train apprentices for almost 20 years. In that time we've noticed that firms who train effectively tend to use the same strategies. If your New Year's resolution was to get more from your apprenticeship programme – don't leave it up to chance – consider some of these best-practice tips.



1. Make the effort to recruit right. The trades are infamous for using word of mouth as a recruitment tool. That's fine if it's getting you the right sort of candidates, but if you're not casting a wide enough net, you could be missing out on your next star employee. Draw in a large pool of potential candidates and put them through a thorough interview process [you can find an aptitude test in the 'Downloads' section of the ETITO website]. Look at their NCEA results – will they be able to cope with their off-job theory? Will they be a good fit with the team? Do they have family or other social support to keep them motivated? You can avoid issues down the track by answering these questions in advance.

2. Consider Gateway. More and more firms are getting involved with the Gateway programme, run by secondary schools around the country. It's about a student considering an apprenticeship spending one day every week with a local employer to get some workplace experience,

complete some basic on-job unit standards, and to find out if it's really for them. Aside from performing a valuable service in your community, it could form a key part of your recruitment strategy as a number of firms have already discovered. Contact your local school to find out more.

3. Effective communication is paramount. Sit down with your apprentice regularly to ensure the right level of supervision and training is taking place. Establish clear expectations and milestones around their performance and review these often to ensure they're being met.

4. Challenge and motivate. Wherever possible, vary the tasks your apprentice is given to ensure their training is well rounded and they're being challenged on the job. Aside from building their skills faster, it'll also mean they're engaged with their work. Take an interest. Ask them what they're learning in their off-job training and discuss

how it relates to what they're doing practically – you might find it a helpful refresher for yourself!

5. Be aware of training provider choices. Employers usually send their apprentices to the same providers year in and year out. However, it may be that there are more suitable options to consider in your area. For instance, some providers require apprentices to leave town for block courses while others do not. ETITO has an updated list of training providers with information on costs and training delivery in the 'Downloads' section of our website.

6. Consider what other skills you could build: Since the debut of ETITO's Business Administration qualification for electrical office staff, and our First Line Management qualification for staff in supervisory roles, more employers are building non-vocational skills in their business.

To find out more about our new courses, talk to your ETITO training manager or visit www.skillsplus.co.nz.

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