

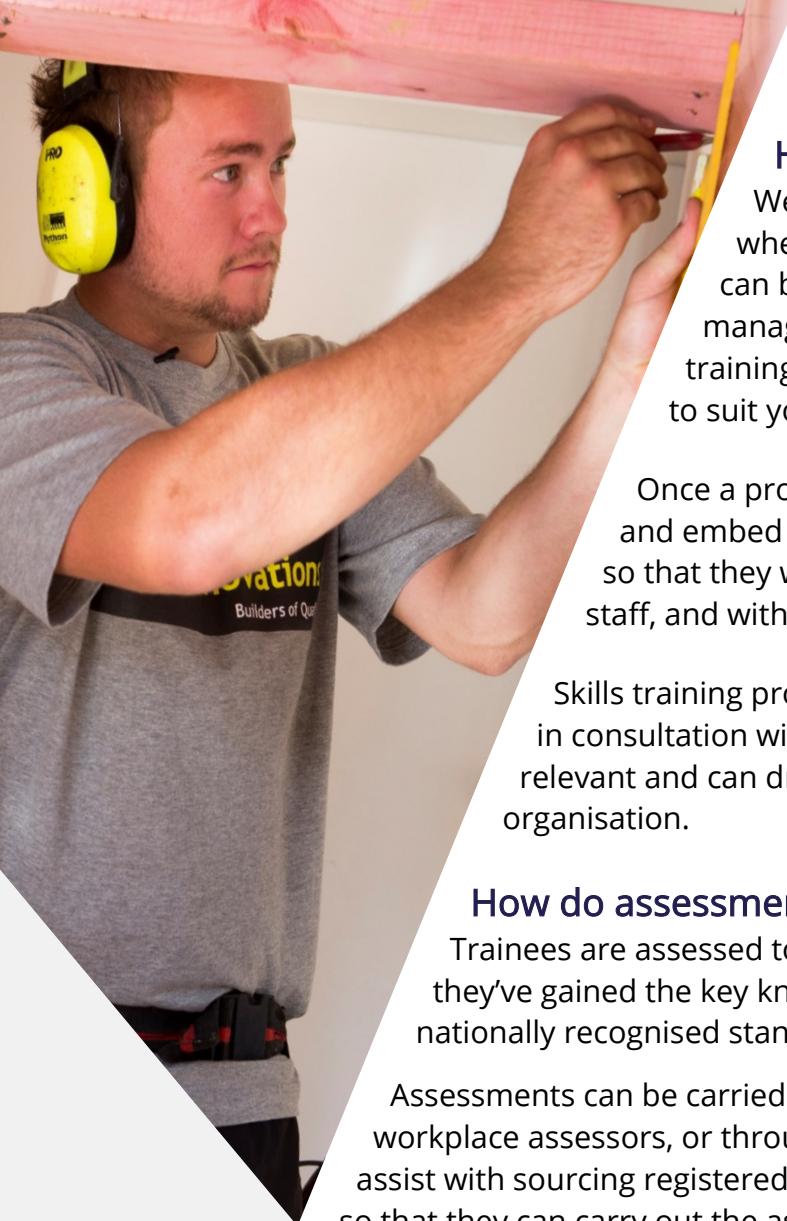
HOW TRAINING WITH SKILLS WORKS



Equip yourself and your staff with the skills
needed to take your business to the next level.



skills.



How does training with Skills work?

We work with businesses like yours to map out where weaknesses in skill sets lie, and how training can be used strengthen them. Our account managers will then work with you to select the right training programmes (and if required, customise them) to suit your needs.

Once a programme is chosen our team helps you to set up and embed the training programmes in your organisation, so that they work seamlessly with the daily activities of your staff, and with minimal disruption.

Skills training programmes and course materials are developed in consultation with industry representatives to ensure they are relevant and can drive consistent performance and growth in your organisation.

How do assessments work?

Trainees are assessed towards the end of their training to make sure they've gained the key knowledge/competencies they need to meet the nationally recognised standards.

Assessments can be carried out in the workplace by trained and registered workplace assessors, or through accredited training providers. Skills can assist with sourcing registered assessors or in training up your internal staff so that they can carry out the assessments in-house.

What are alignments and how do they work?

If your company already has internal training that is of a really high standard, you could look into doing an alignment. An alignment involves making a few changes to the way your training is carried out, so that staff who do your internal training receive a nationally recognised certificate.

Skills account managers will map out your training and everyday work and compare it to the competencies needed to gain a national qualification. They will then recommend tweaks and inclusions you can make to your training so that staff can get the formal recognition they deserve.

What support is available once we've signed up?

The support from Skills doesn't just stop once your company is setup with a training programme or aligned to a national standard. We offer a wide range of resources, tools and dedicated staff to advise and support you on a continuing basis.

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How do staff get their certificates?

When your staff complete their training, Skills will submit the evidence of their competencies to NZQA so that they can be awarded their national certificate.

This evidence of competencies can be gathered from assessments, observing normal day-to-day work and from verification by team leaders and managers.

What are the differences between unit standards, credits, qualifications and certificates?

Nationally recognised qualifications are made up by a number of unit standards, which are set at different levels. The level of the unit standard indicates its degree of difficulty. This allows people entering into a qualification to start at a lower level, with easier to achieve unit standards, and work their way up to the higher levels as their knowledge grows with training.

When a trainee completes a unit standard, they earn credits for that particular unit. Once all the required credits have been achieved for that qualification, the trainee will be awarded either a National Certificate or a New Zealand Certificate.

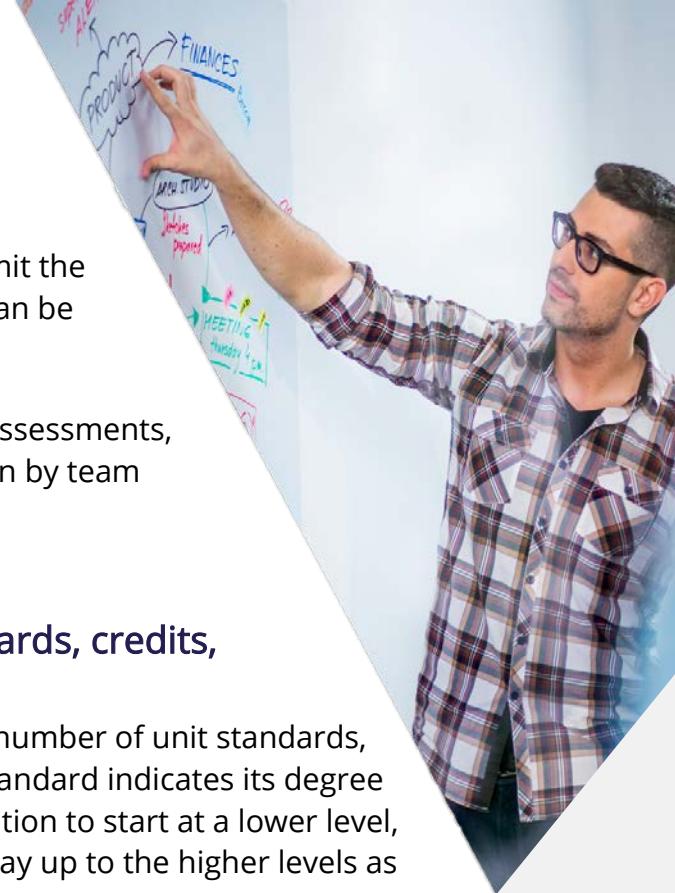
Note: NZQA has reviewed its qualification systems and decided to update it to meet changing industry and technology needs. As a result the old National Certificates are being phased out and replaced with New Zealand Certificates which are the updated versions of the old qualifications.

What are the benefits of training staff to national standards?

Helping your staff to receive national recognition for the skills and training they do in their everyday work is something that pays for itself in no time at all. Here's why:

- ▶ It ensures consistency in training, so that regardless of the trainer, your staff are learning the key information they need to succeed in their roles.
- ▶ It ensures consistency in performance as everyone receives the same level of training and ends up with a similar level of expert knowledge.
- ▶ It reduces error rates and re-work, which saves your business money and protects your brand name.
- ▶ It reduces staff turnover rates as staff feel more valued and are more engaged. Lower turnover rates protect organisational knowledge and reduce recruitment and training costs. It also helps to boost morale and improve company culture.

Find out more about how Skills can help your team get ahead by talking to us today. Call us on 0508 SKILLS (05080 754 557) or email us on support@skills.org.nz



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