



**TURN YOUR *TALENT*  
INTO *CAPABILITY***

# *Is this you?*

As an employer you know building the skills and capability of your staff is vital, but it's hard to know where to start or even where to turn for advice, so it keeps sliding down your to-do list.

Use this guidebook to help you develop your company's capability and improve your bottom line.

# *Topics*

- 1.** How can we help, are you ready to adapt?
- 2.** Now is the time to start \_\_\_\_\_
- 3.** Train the talent you need \_\_\_\_\_
- 4.** Training for your organisation's life \_\_\_\_\_
- 5.** Our people work with you \_\_\_\_\_
- 6.** Business partner services \_\_\_\_\_
- 7.** Funding opportunities for your business



**Enable your business to grow by unlocking the value of your most important asset – your workforce.**

# ***This is for you***

## **Mechanical engineering**

General engineering  
Machining  
Fitting and machining  
Maintenance  
Toolmaking  
Metal forming and casting  
Dairy systems  
Locksmithing

## **Fabrication**

Light fabrication  
Heavy fabrication  
Steel construction

## **HVAC-R**

Refrigeration and air conditioning  
Air conditioning installation  
Mechanical building services

## **Fire**

Fire protection

## **Manufacturing**

Furniture  
General manufacturing  
Plastics  
Wood manufacturing  
Wood panels

## **Print, packaging and signmaking**

Packaging  
Print  
Signmaking

## **Food and beverage**

Baking  
Food and beverage processing

## **Forestry**

Harvesting  
Silviculture

## **Transport**

Rail

## **Distribution**

Distribution

## **Business growth**

Business (leadership)  
Workplace health and safety  
Competitive systems and practices

# 1.

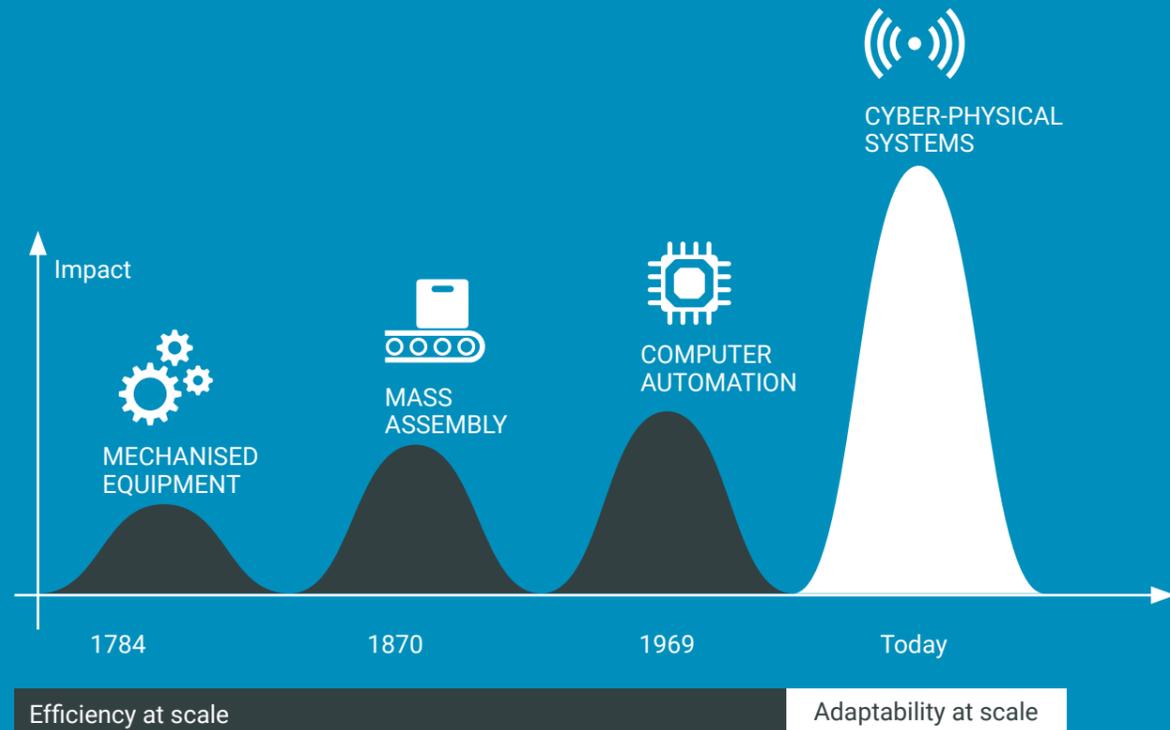
## How can we help, are you ready to adapt?

Skills development is designed to prepare your business to adapt to change.

Our apprenticeships, traineeships and accredited qualifications address specific needs and technology, but underlying all learning is the need for workforces to have the capability to adapt.

Change will speed up, and the nature of the changes will disrupt categories and require flexibility.

The new normal is, and will be, an opportunity to upskill and develop capability *as demonstrated below*.



# 2.

## Now is the time to start

Changes to work can leave many people fearful of becoming obsolete and losing their jobs. Work is such a big part of our identity and friendships that any change may feel threatening.

World events have proven that we have the capacity to adapt and change, and more importantly, demonstrate the ability to take tangible action.

Introducing skills development into your business is a sign of confidence and progress, and shows a willingness to invest in your people. It is proven to lead to improved morale and increased productivity. It also builds your business's culture and ability to flex in the face of uncertainty.



To a workforce - continual skills development means:

***we make the future, the future doesn't happen to us***

Technology is creating unique opportunities for New Zealand industries to prosper.



# An adaptable workforce may be our best asset



## Modular manufacturing

Respond to increasing demand for customised solutions.



## Machine learning

Let people focus on the strategy.



## Internet of things

Transparent product movement.

# 3.

## Train the talent you need

### The right skills will turn talent into capability

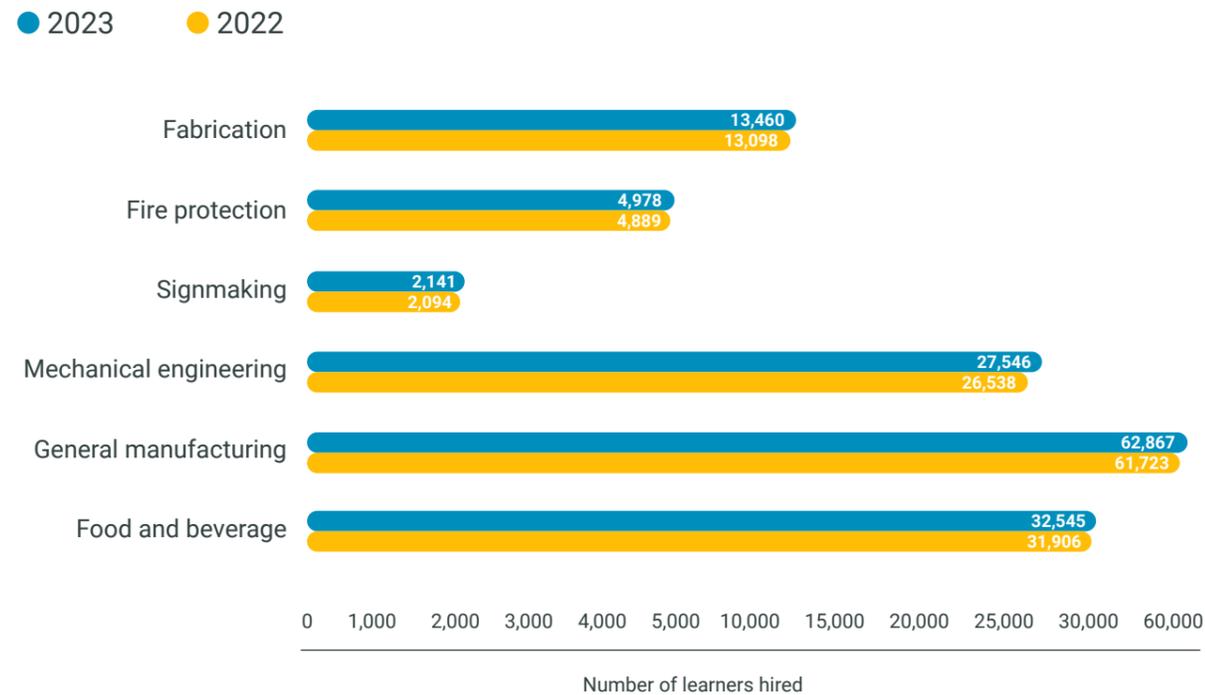
While technology is the driver of change, the skills needed to succeed are not always technical. Technology will automate more complex and repetitive tasks, meaning trade skills and lateral thinking will be more valuable in the workplace.

Digital technology will also continue to develop systems and networks that connect previously independent industries, elevating the importance of collaboration and communication skills.

Employers who embed digital tools alongside skills development into the daily habits of their workforce will not only weather future storms but gain a competitive edge. **Your workforce is full of talent in areas that matter. We can help you recognise that talent and upskill for success.**



## Industry growth areas



## Growth and workforce development

In 2023, the manufacturing sector employed 165,471 people, representing a highly diverse workforce.

To support growth and productivity, the sector will need to fill over 15,000 roles by 2029—an average of 3,000 new workers each year (Infometrics 2024).

With increasing global competition for technical talent, building a robust workforce pipeline is crucial. This involves fostering diversity, engaging underrepresented groups, and developing sustainable career pathways to secure the future of the industry.

# Organisations are already recognising the benefits of upskilling

Buckley Systems' investment in people is two-fold: succession and training.



We promote within the business, and have a strong commitment to upskilling at every level. This investment has resulted in significant global market share, and the skill set, IP and knowledge base that we hold.

We have less than one percent turnover of staff.

With an average tenure of 15 years, people simply don't leave.

The supply of a skilled workforce has always been a challenge for us, which is why we focus so heavily on training internally, running one of the largest engineering apprenticeship programmes in the country.



*Arron Sands, Buckley Systems CEO*





## SUCCESS STORY

# Driving innovation and growth through apprenticeship training

McAlpine Hussmann, a leader in New Zealand's refrigeration and air conditioning (RAC) sector, relies on apprenticeship training to drive business success and innovation. With 45 Competenz apprentices nationwide, including 12 in its Mt Wellington branch, the company ensures a steady pipeline of skilled talent to meet growing demand for energy-efficient cooling solutions.

Northern Regional Manager Matt Gray highlights how apprenticeships strengthen the business by fostering in-house expertise and reducing reliance on subcontractors. "Apprentices allow us to deliver superior customer experiences while staying at the forefront of industry advancements like sustainable CO2 refrigerants," says Matt.

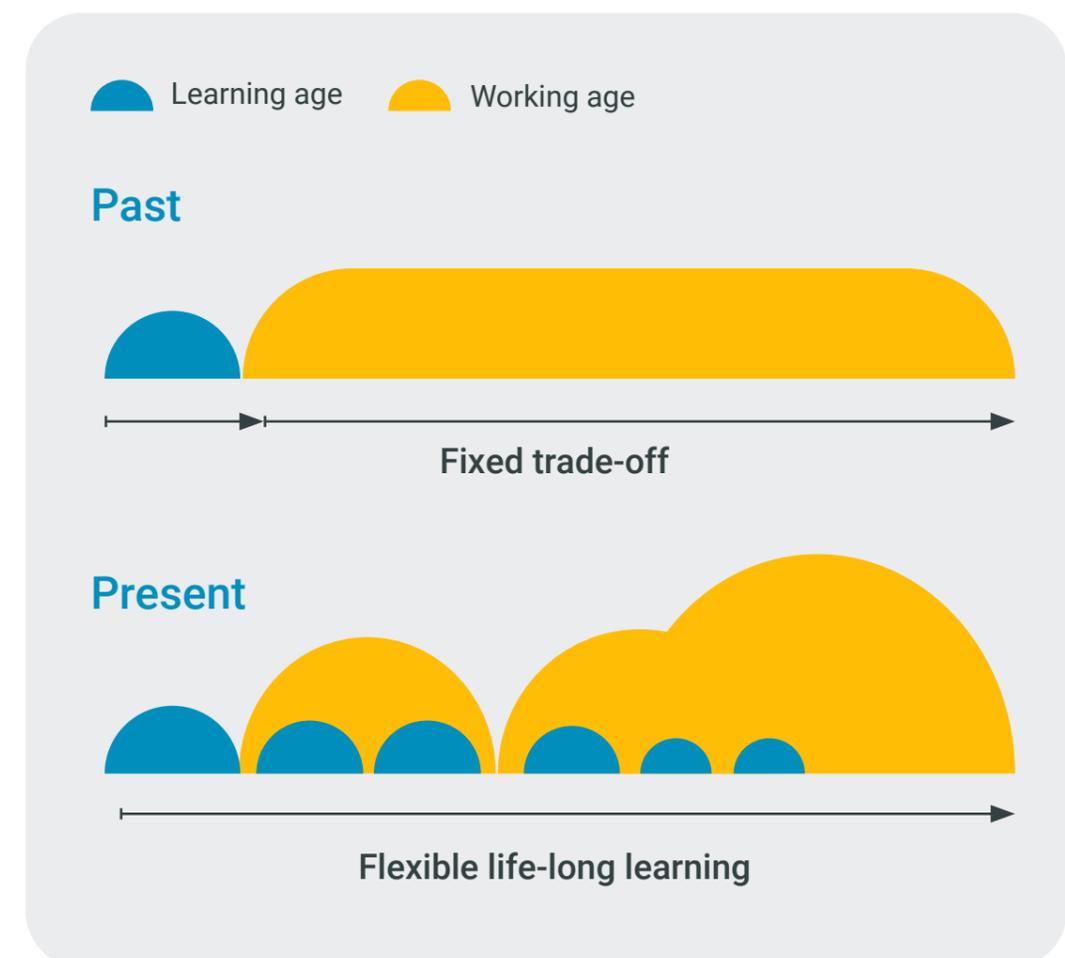
By upskilling staff through apprenticeships, McAlpine Hussmann not only enhances service quality but also secures its position as an industry leader in a rapidly evolving market.

# Turning talent into capability requires a shift in mindset, from fixed jobs to flexible roles



## From concrete ability to growing new strengths

Successful businesses are those that adopt a training strategy to keep up with continuous change. It's about learning to adapt and moving from 'set and forget' education to ongoing learning.



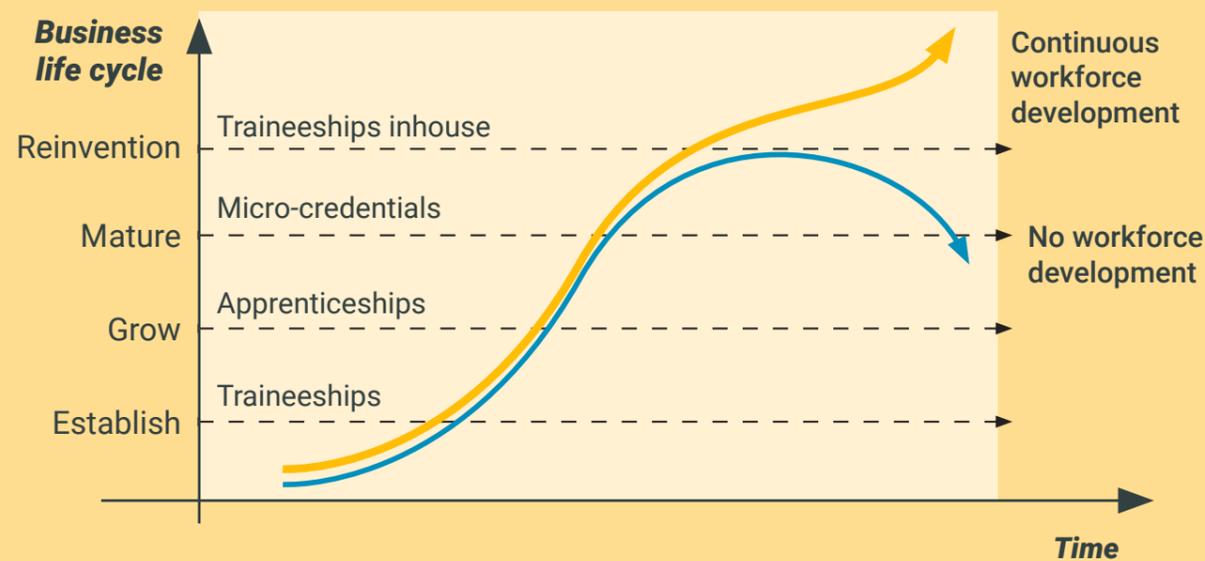
# 4.

## Training for your organisation's life

### Technical skills as well as soft skills

Our Workforce Development team work with you to establish which combination of these training solutions is best for your business.

#### Skills development for your company's life stage



### Training solutions

There are many training pathways available to upskill your workforce.

#### Micro-credentials

These formal 'chunks' of learning are typically targeted towards a set of skills which may be required by your industry but aren't covered by a full qualification. They are between 5 to 40 credits and are registered with the New Zealand Qualifications Authority (NZQA) – so they are nationally recognised.

#### Traineeships

These are perfect for entry-level training that lets learners move through pathways, from level 2 to level 5, to more advanced levels. They are ideal for getting people onto the training ladder and are nationally-recognised New Zealand qualifications.

#### Apprenticeships

These premier vocational pathways typically involve a structured training programme, over three to four years, which results in a level 4 trade qualification.



## Apprenticeships explained

A Competenz apprenticeship is a structured programme which combines practical and technical training. An apprenticeship takes three to four years to complete.

### Who can do an apprenticeship?

Learners need to be 16 years of age or older and be a New Zealand citizen, or have New Zealand residency and the right to work in New Zealand. Employees already working in your business without formal qualifications can have their skills formally recognised.

### Why should I consider an apprenticeship?

Attraction and retention of staff who have the skills that are needed today and in the future is an ongoing challenge for many industries. Demonstrating a commitment to training your people to achieve industry-approved qualifications has numerous benefits for your people and your business.

### Keeping the costs manageable

Your business may be eligible for government funding which subsidises the costs of apprenticeships for employers.



“

Despite the negative stories in the media, changes to the way we work rather than mass job loss is the most likely outcome for the vast majority of workers.

”

**Fewer than five percent of jobs will be completely automated.**

*The Upside of Automating Part of Your Job Machines will do the things you didn't want to do anyway. Harvard Business Review - March 16, 2016*

## Traineeships explained

A traineeship is a structured programme which combines practical and technical training. Traineeships typically take 6-18 months to complete and range from entry-level to advanced.

Traineeships lead to a nationally recognised New Zealand qualification.

### Who can do a traineeship?

Learners need to be 16 years of age or older and be a New Zealand citizen, or have New Zealand residency and the right to work in New Zealand. Employees already working in your business without formal qualifications can have their skills formally recognised.

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### Keeping the costs manageable

Your business may be eligible for government funding which subsidises the costs of traineeships for employers.

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### Traineeship options

We have different models of delivery to support traineeships in your business.

# 5.

## Our people work with you

### We believe making a start doesn't have to be complicated

Our traineeship team work with you to create a plan for re-skilling and upskilling your workforce. You'll develop tools to establish a work environment of continuous learning and be able to take advantage of new technology in your sector.



### Building a training plan to support your business

Our account managers or training advisors will work with you to understand your business and the skills you need. You can then agree on a tailored training plan with you to help your employees gain those skills. Most of this learning for your people takes place on-the-job.

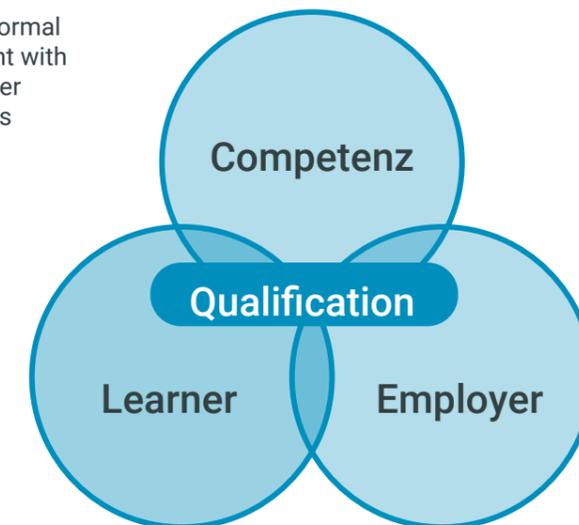
#### Confirming your employees' skills

We arrange assessments to confirm your employees have built their skills, and register their success with the NZQA.

#### Supporting your employees' learning

We provide training and assessment materials, online learning support, as well as regular workplace visits to check on progress and arrange for any off-job training required.

Competenz creates a formal three-party arrangement with the employer and learner to ensure learning goals are achieved.



# The seven step road map



# 6.

## Business partner services

### Simplify your hiring process

Our easy-to-use, self-service job board takes the hassle out of hiring. With a simple step-by-step builder, you can create and post job ads in minutes, connecting with the right candidates faster. Let us help you find the talent you need with ease! Head to our website to find out more.

### Support future talent

Are you interested in supporting future apprentices to begin their trades career journey? We work with schools and other organisations to provide hands-on experiences which develop skills for those interested in entering our industries.

### Supporting your employees

If one of your team members needs support with language, literacy, numeracy, or other areas of learning, we're here to help.

At Competenz, we provide support services to help businesses build skilled, confident teams by addressing learning challenges and empowering employees to get started with qualifications and thrive.

Our programmes are designed to support and enhance language, literacy, and numeracy skills, equipping your team with the tools they need to succeed. We partner with specialist providers to help unlock the potential of your employees.

# 7.

## Funding opportunities for your business

### Now is the perfect time to invest in upskilling your team

Take advantage of available funding options, including Fees Free for apprenticeships and targeted traineeships, and Government wage subsidies. Curious about the funding your business could be eligible for when hiring an apprentice?

Scan the QR code for more detailed information and support.





## Ready to take the next step?

For more information head to:  
[competenz.org.nz/contact-us](https://competenz.org.nz/contact-us)

“

We've trained over 700 apprentices, and there's a definite benefit as our employees end up with a higher skill level, and that transfers through the business. I couldn't advocate training highly enough.

”

**Rob Kirwan**

*Managing Director of heavy engineering business Culham Engineering.*



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