

# 2018 Teachers Guide



**Competenz**

Earn while you learn

# Contents

About Competenz .....	3
Vocational pathways .....	4
What is Gateway? .....	5
How Gateway is delivered .....	6
Finding a work placement .....	6
Responsibilities .....	7
Who can do Gateway? .....	8
How to sign up .....	8
Supporting your student .....	8
<b>Gateway packages .....</b>	<b>9</b>
<b>Industry unit standards.....</b>	<b>13</b>
Apparel .....	14
Baking .....	18
Engineering .....	20
Forestry .....	24
Furniture .....	26
Printing .....	30
Wood manufacturing .....	34
The Toolbox Challenge .....	37
Quality assurance .....	38
FAQ's .....	40

## About Competenz

Competenz helps Kiwis build skills, careers and businesses. We work with more than 26,000 learners and 3,500 employers across 36 industry sectors.

As an Industry Training Organisation (ITO) we set skill standards and develop New Zealand qualifications for our industry sectors. We also arrange for the delivery of on-the-job (practical) and off-the-job (theoretical) training.

Our relationship with learners starts at school. We provide Gateway programmes consisting of recommended unit standards and assessment guides; handpicked to give students a feel for on-the-job training and specific careers in New Zealand's trades and services.

We also make industry unit standards available to schools. And, our dedicated careers team works alongside teachers, students and employers to guide and assist in the delivery of our offering for schools.

### Competenz provides

- » Gateway programmes
- » Industry unit standards
- » Assessment guides
- » Dedicated careers advisors
- » Options regarding consent to assess
- » Support for students looking to pursue a career in one of our industries.

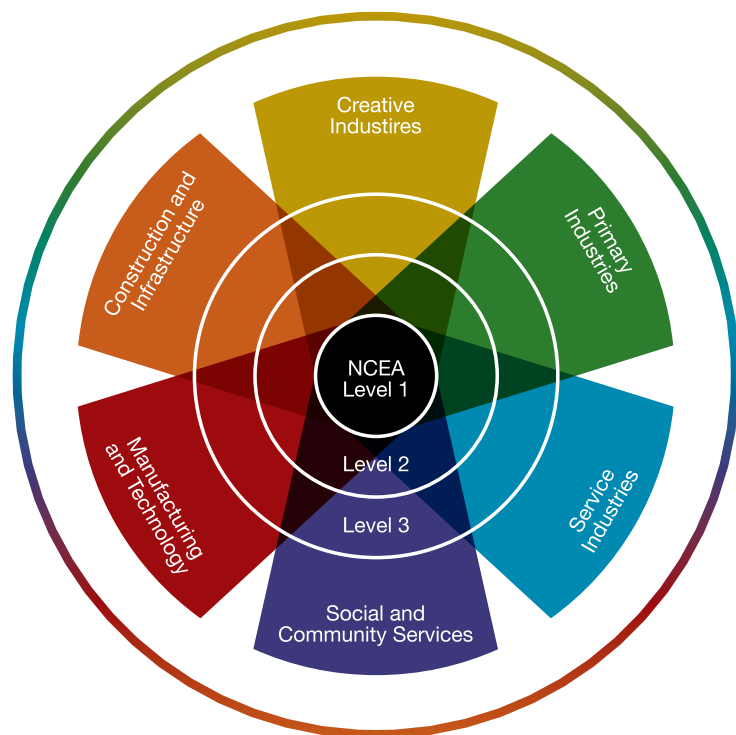
**[competenz.org.nz](http://competenz.org.nz)**

This guide provides all the information you need to get started and support your students in our Gateway programmes.

## Vocational pathways

The Vocational Pathways provide ways to achieve NCEA Levels 1, 2 and 3 and develop pathways that progress to further study, training and employment.

The Vocational Pathways provide a framework for students to show how their learning and achievement is valued in the workplace by aligning learning to the skills needed for industry. Each has been colour-coded for ease of recognition to help students and teachers plan study programmes.



### Key



## What is Gateway?

Gateway is a government initiative to establish a pathway from secondary school to on-the-job training. The national programme enables senior students to undertake structured learning and assessment in the workplace, while they continue to study at school.

Unlike standard work experience, Gateway involves clearly defined learning and assessment as part of a formal agreement between the school, student and employer.

Managed by participating schools via a designated Gateway coordinator, the programme is funded by the Tertiary Education Commission (TEC) to cover the costs of arranging and managing on-the-job training and assessment.

Schools can deliver Gateway directly or engage a broker to provide all of the programme.

### For students

Gateway provides senior students who are interested in a trade with the opportunity to get hands on experience within an industry while gaining credits. It introduces senior students to an alternative form of tertiary education; one that involves being able to learn on-the-job.

Students will most likely spend one-day a week for ten-weeks (or ten-days during the school holidays) in the workplace of a local employer completing basic unit standards, with the corresponding credits going towards NCEA.

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

### For teachers

Gateway helps secondary schools equip senior students with the necessary skills for work; creating better alignment with vocational pathways and broader scope for achievement through NCEA.

As a teacher, you'll develop a better understanding of on-the-job training and careers in New Zealand's trades and services.

With only 28 percent of school leavers going on to study at university, it's essential that students are aware of all the options available to them.

### For employers

Gateway can play a pivotal role in recruitment. It connects employers to a local pool of talent and lets them trial a student in the workplace.

It's important for employers and schools to maintain an ongoing relationship. Try to get to know local businesses. If you know and understand their business, you can put forward suitable candidates.

## How Gateway is delivered

### Self-managed

This model allows schools to manage the Gateway programme end to end, from finding a work placement through to assessing and reporting unit standards.

Schools have consent to assess some Level 2 and 3 unit standards. Schools can also apply for consent to assess. Refer to page 40 for more information.

### Assisted

The school will work with a Competenz advisor and an external assessor. Your student will also have two visits from your Competenz advisor throughout the student's ten week placement. This will include a visit at the start of the placement and follow up visits when the student is ready to be assessed.

No matter which option you choose, you will have an experienced Competenz advisor on hand to answer your questions.

## Finding a work placement

You should contact local companies to see if they are interested in taking on a Gateway student. We have a helpful Gateway brochure for employers which you can give to the employer.

If you are not successful finding your student a placement, Competenz have a large database of employers we work closely with, and if you would like assistance placing a student with a company, contact Competenz's Customer Service team on 0800 526 1800 who will be able to assist. The important thing is to find your student a placement within the industry they show an interest in.

Once you have confirmed a work placement for your student, contact Competenz's Customer Service team on 0800 526 1800 who will be able to assist.

## Responsibilities

### Student

- » To gain knowledge of the industry
- » To complete all learning material in a timely manner and return to Competenz for assessment
- » To ensure health and safety requirements are adhered to.

### School

- » Check if the school has consent to teach and assess the unit standards within the Gateway package
- » To support the student during their placement and ensure their welfare and interest at all times
- » For the health and safety of the student under the Health and Safety at Work Act 2015
- » To develop effective relationships with employers and industries to support the student's work placement
- » To ensure all student assessments are completed and sent to Competenz (assessor)
- » Employers taking part in a Gateway Programme need to be registered with Competenz. To find out if the company is registered or to register the company contact Competenz.

### Employer

- » For the health and safety of the student under the Health and Safety at Work Act 2015
- » Providing the student a range of work that they can be assessed against according to their Gateway programme.

### Competenz

- » To meet with the Gateway student, school and employer to explain the Gateway placement, resources and process for assessing
- » To provide Gateway resources
- » To regularly send student progress reports to school and employer. This will include which unit standards have been reported to NZQA
- » To report completed unit standards to school
- » To provide support (if required) with finding a work placement for the student.
- » Assisting schools select which elective unit standards would be best as part of their Gateway package
- » Provide student with a certificate of completion.

## Who can do Gateway?

Students from year 11 to 13 can apply to take part in the Gateway programme. For students to get the most out of their Gateway placement, they would also benefit from displaying the following:

- » A strong interest in the industry they are going to be placed in
- » Good numeracy and literacy
- » A good attendance record – students need to turn up to work on time
- » Organisational skills – students will need to be able to balance school, work and assessments
- » Motivation, positive attitude and a willingness to learn in the workplace
- » Capability to undertake a structured work placement, and achieve credits in the workplace.

## How to sign up

1. Speak to your Competenz advisor to put together your Gateway package and discuss employment options for your student.
2. Once you have confirmed your student's place of employment, they are ready to be signed into a Gateway placement. Download the Gateway agreement from the Competenz website and email **info@competenz.org.nz**
3. Competenz will process your agreement and invoice you
4. Once your invoice has been paid, Competenz will send you the Gateway pack. This will include The Teacher's Guide, your student's Gateway pack and a Employer Guide for you to give to the Gateway employer.

## Supporting your student

- » Check in regularly with your Gateway student. Check how their placement is going, ask what sorts of jobs they are doing and how they are managing their workbooks. The key to a successful Gateway placement is the hands on experience they are gaining during their work placement.
- » Ask how they are doing managing their workload between school, their work placement and home life.

# Gateway packages

## Baking – POA

### Core units

Unit	Level	Credits	Title
9955	2	2	Thaw and prove frozen doughs
14721	2	6	Prepare and apply icings and glazes to bakery products using manual production methods
14723	2	6	Prepare and apply toppings to bakery products using manual production methods
<b>Elective units</b>			
14709	2	4	Freeze products for batch baking
14708	2	8	Retard products for batch baking
14724	2	6	Prepare and apply fillings to bakery products using manual production methods
14722	2	6	Prepare to, and decorate bakery products using manual production methods

## Butchery – POA

### Core units

Unit	Level	Credits	Title
26267	3	4	Select and mince sheep meat
26272	3	6	Select and mince beef meat
26277	3	4	Select and mince pork meat
26281	2	2	Select and mince poultry meat
17236	2	2	Demonstrate knowledge of refrigeration for meat retailing

## Engineering – POA

### Core units

Unit	Level	Credits	Title
21911	2	2	Demonstrate knowledge of safety on engineering worksites
2395	2	4	Demonstrate and apply knowledge of the selection, use, and care of engineering hand tools
4433	1	2	Select, use and care for simple measuring devices used in engineering
4435	2	3	Select, use and care for engineering dimensional measuring equipment
2396	2	4	Select, use and maintain portable handheld engineering power tools
<b>Elective units</b>			
2387	2	2	Assemble mechanical components under supervision
21912	2	2	Apply safe working practices on an engineering worksite
21905	2	6	Demonstrate knowledge of trade calculations and units for mechanical engineering trades
21909	2	2	Demonstrate knowledge of safety on engineering worksites
4436	2	4	Select, use and care for engineering marking-out equipment

### POA – Price On Application

Call Competenz's Customer Service Team on 0800 526 1800 or email [info@competenz.org.nz](mailto:info@competenz.org.nz)

## Forestry – POA

### Core units

Unit	Level	Credits	Title
6916	2	5	Demonstrate knowledge of the rules relating to chainsaw use
17769	2	5	Demonstrate knowledge of general health, safety, and environmental requirements in forestry
22994	3	10	Demonstrate knowledge of factors that affect the performance of forestry workers

## Furniture – POA

### Core units

Unit	Level	Credits	Title
497	1	3	Demonstrate knowledge of workplace health and safety requirements
2199	2	4	Use and maintain hand tools for furniture making
2220	2	4	Set and operate a single boring machine to bore holes in furniture components
18915	2	3	Use fixing hardware in furniture making
25550	2	3	Operate a straight cutting saw to cut square profiled furniture components
25667	2	2	Plan own career path within the furniture manufacturing industry

### POA – Price On Application

Call Competenz's Customer Service Team on 0800 526 1800 or email [info@competenz.org.nz](mailto:info@competenz.org.nz)

# Industry unit standards



# Apparel

## Kākahu



Apparel involves the design, production and sale of garments, including womenswear, menswear, childrenswear and accessories.

Unit*	VP	Level	Credits	Domain	Title
1540**	—	2	3	Apparel cutting and sewing	Set up, adjust and operate a domestic lockstitch sewing machine.
2846**	●	2	3	Apparel cutting and sewing	Demonstrate knowledge of industrial apparel cutting and sewing.
4838	●	2	3	Apparel cutting and sewing	Demonstrate knowledge of clothing materials in the clothing industry.
5302	N/A	2	3	Apparel cutting and sewing	Cut single-ply material by shears in the clothing industry.
5305	●	2	9	Apparel cutting and sewing	Lay-up fabrics by hand in the clothing industry.
17822**	●	2	6	Apparel cutting and sewing	Make a single size marker for plain fabric by hand under supervision, lay markers and explain cutting methods.
17915	—	2	6	Apparel and textile manufacturing – workplace skills	Demonstrate knowledge of safe working practices in the apparel or textile industry.
20342	—	2	7	Apparel cutting and sewing	Thread and operate an industrial lockstitch sewing machine in a learning environment.
20343	—	2	5	Apparel cutting and sewing	Thread and operate an industrial overlock sewing machine in a learning environment.
23843	●	2	6	Apparel cutting and sewing	Demonstrate knowledge of production stages for an apparel manufacturing company.
25240**	●	2	3	Apparel cutting and sewing	Demonstrate knowledge of the factors that influence the cost of a garment.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz.  
Current training and assessment materials are available from Competenz.

\*\* No workbooks available for these units.

All secondary schools have base scope accreditation for Level 2 apparel, cutting and sewing domain



## Apparel

Unit*	VP	Level	Credits	Domain	Title
The following unit standards are only available after successful application to Competenz and NZQA for Consent to Assess					
2626**	N/A	3	3	Apparel cutting and sewing	Hand press a garment.
2832**	N/A	3	3	Apparel design and patternmaking	Measure people for outerwear fitment.
2834	N/A	3	6	Apparel cutting and sewing	Demonstrate knowledge of garment construction in a learning environment.
2835**	N/A	3	6	Apparel design and patternmaking	Construct pattern blocks for children's clothing.
2839**	N/A	3	3	Apparel design and patternmaking	Grade patterns for adults' trousers and skirts.
2847	N/A	3	3	Apparel cutting and sewing	Demonstrate knowledge of clothing production, finishing and storage systems.
13387**	N/A	3	6	Apparel design and patternmaking	Construct pattern blocks for women's outerwear.
13388**	N/A	3	6	Apparel design and patternmaking	Construct pattern blocks for men's outerwear.
17817	N/A	3	6	Apparel cutting and sewing	Assemble and sew a complete garment from cut components.
17818	N/A	3	3	Apparel cutting and sewing	Sew collars on garments.
17819	N/A	3	3	Apparel cutting and sewing	Sew pockets in garments.
17820	N/A	3	3	Apparel cutting and sewing	Sew sleeves in garments.
17821	N/A	3	3	Apparel cutting and sewing	Sew zips in garments.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

\*\* No workbooks available for these units.

Pre-order your

# New 2018 Trades Guides now



# Baking

## Taka kai



Baking involves the preparation and sale of baked goods, including cakes, biscuits, bread and pastries.

Unit*	VP	Level	Credits	Domain	Title
7755	●	2	2	Food processing - Health and safety	Apply safe working practices in the food or related product processing workplace.
9955	● ●	2	2	Baking	Thaw and prove frozen doughs.
14708	● ●	2	8	Baking	Retard products for batch baking.
14709	● ●	2	4	Baking	Freeze products for batch baking.
14721	● ●	2	6	Baking	Prepare and apply icings and glazes to bakery products using manual production methods.
14722	● ●	2	6	Baking	Prepare to, and decorate bakery products using manual production methods.
14723	● ●	2	6	Baking	Prepare and apply toppings to bakery products using manual production methods.
14724	● ●	2	6	Baking	Prepare and apply fillings to bakery products using manual production methods.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

# Engineering

## Pūkaha



Engineering is a branch of science and technology that involves the design, construction and use of engines, machines and structures.

Unit*	VP	Level	Credits	Domain	Title
4433	▲▲	1	2	Engineering – measurement	Select, use and care for simple measuring devices used in engineering.
22923	▲▲▲	1	12	Mechanical engineering technology	Demonstrate basic engineering skills under close supervision.
22924	▲▲▲	1	10	Mechanical engineering technology	Develop a simple product using engineering materials.
22926	▲▲▲	1	2	Mechanical engineering technology	Demonstrate knowledge of safety procedures in a specific engineering workshop.
2387	●	2	2	Mechanical assembly	Assemble mechanical components under supervision.
2395	▲●	2	4	Engineering core skills	Select, use and care for engineering hand tools.
2396	▲●	2	4	Engineering core skills	Select, use and maintain portable handheld engineering power tools.
2430 <sup>1</sup>	●	2	4	Engineering drawing and design	Manually produce and interpret engineering sketches under supervision.
2431	●	2	8	Engineering drawing and design	Manually produce and interpret simple engineering component drawings under supervision.
2432 <sup>1</sup>	●	2	3	Engineering drawing and design	Manually construct plane geometric shapes for engineering.
2433	●	2	6	Engineering drawing and design	Produce simple engineering component drawings using CAD software.
4435	●	2	3	Engineering – measurement	Select, use and care for engineering dimensional measuring equipment.
4436	●	2	4	Engineering – measurement	Select, use and care for engineering marking-out equipment.
20917 <sup>1</sup>	▲●	2	2	Engineering – materials	Demonstrate basic knowledge of engineering materials.
21905 <sup>1</sup>	●	2	6	Engineering core skills	Demonstrate knowledge of trade calculations and units for mechanical engineering trades.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

<sup>1</sup> Unit standards expire in December 2021 – contact Competenz for more information.



## Engineering

Unit*	VP	Level	Credits	Domain	Title
21906 <sup>1</sup>	●	2	12	Engineering core skills	Perform basic mechanical engineering machining operations under supervision.
21907	▲●	2	3	Welding	Demonstrate and apply knowledge of safe welding procedures under supervision.
21908 <sup>1</sup>	●	2	3	Engineering core skills	Demonstrate knowledge of basic mechanics for mechanical engineering trades.
21909 <sup>1</sup>	●	2	1	Engineering core skills	Demonstrate knowledge of fasteners used in mechanical engineering.
21911	●	2	2	Engineering core skills	Demonstrate knowledge of safety on engineering worksites.
25075	●	2	12	Engineering – fabrication	Perform basic fabrication operations under supervision.

The following unit standards are only available after successful application to Competenz and NZQA for Consent to Assess

2436**	N/A	3	5	Engineering drawing and design	Create three-dimensional engineering models under supervision.
4797	N/A	3	5	Engineering – materials	Demonstrate knowledge of the composition of common engineering metals.
20799**	N/A	3	4	Engineering – materials	Demonstrate knowledge of common engineering metals.
20802**	N/A	3	6	Engineering drawing and design	Produce detailed two-dimensional drawings using CAD software under supervision.
21910** <sup>1</sup>	N/A	3	5	Engineering drawing and design	Interpret mechanical engineering drawings.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

\*\* No workbooks available for these units

<sup>1</sup> Unit standards expire in December 2021 – contact Competenz for more information.

All secondary schools have base scope accreditation for Level 1 and Level 2 engineering domains  
Excluding unit standard 21907 – Demonstrate and apply knowledge of safe welding procedures under supervision.

# Want a career in engineering?

## Apprenticeships available now



[atnz.org.nz/apprentices](https://atnz.org.nz/apprentices)


**atnz**  
apprentice training

---

# Forestry

Mahinga ngahere

For more information about this industry including available unit standards, please contact Competenz's Customer Service team on 0800 526 1800.

A photograph of two forestry workers in a mill. They are wearing white hard hats, safety glasses, and high-visibility orange and black jackets. The woman on the right is smiling and pointing at a large log. The background is filled with stacks of lumber.

Forestry involves the art and science of planting, managing and harvesting forests.



# Furniture

## Ngā rawa



Furniture involves the design, production and sale of moveable articles in a room or establishment to make it fit for living or working.

Unit*	VP	Level	Credits	Domain	Title
2216	●	2	2	Furniture making	Recognise and confirm furniture job specifications.
2199	●●	2	4	Furniture making	Use and maintain hand tools for furniture making.
2220	●●	2	4	Furniture making	Set and operate a single boring machine to bore holes in furniture components.
9785	●●	2	4	Furniture making	Set and operate a flat-bed sander to sand wooden furniture components.
9786	●●	2	2	Furniture making	Set and operate a sanding machine to sand shaped furniture components.
14995	▲●●	2	2	Furniture making	Construct freehand drawings for use in furniture making.
16230	●●	2	2	Furniture making	Demonstrate knowledge of and use of adhesives in furniture making.
16231	●●	2	3	Furniture making	Calculate lengths, areas and costs, and percentages of waste for furniture making.
16232	●●	2	4	Furniture making	Use portable power tools for furniture making.
16235	●●	2	4	Furniture operations	Demonstrate knowledge of manufactured boards used in furniture operations.
18909	●●	2	2	Furniture making	Set and operate a basic planning machine to produce simple wooden furniture components.
18915	●●	2	3	Furniture making	Use fixing hardware in furniture making.
18917	●●	2	3	Furniture making	Construct hand joints for furniture.
18918	●●	2	6	Furniture making	Construct a furniture carcass.
20047	●●	2	4	Furniture making	Hand-turn wood to produce furniture making articles.
25536	●●	2	3	Furniture making	Operate a bandsaw to produce furniture components.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

## Furniture

Unit	VP	Level	Credits	Domain	Title
25550	●●	2	3	Furniture making	Operate a straight cutting saw to cut square profiled furniture components.
25551	●●	2	2	Furniture making	Operate a dimension saw to produce square profiled furniture components.
25569	●●	2	6	Furniture operations	Demonstrate knowledge of timber types and insect attack in furniture operations.
25570	●●	2	4	Furniture operations	Demonstrate knowledge of abrasives used in furniture production.
25667	—	2	2	Furniture operations	Plan own career path within the furniture manufacturing industry.

The following unit standards are only available after successful application to Competenz and NZQA for Consent to Assess

9792	N/A	3	2	Furniture making	Operate a dovetailing machine to dovetail wooden drawers.
14996	N/A	3	6	Furniture making	Construct working drawings for use in furniture making.
14997	N/A	3	6	Furniture making	Construct perspective drawings for use in furniture making.
14998	N/A	3	4	Furniture making	Construct isometric and oblique drawings for use in furniture making.
25557**	N/A	3	4	Furniture making	Assemble and fit traditional drawers to a cabinet using wooden runners.
25559**	N/A	3	4	Furniture making	Assemble solid wood show wood shelving units.
25562**	N/A	3	3	Furniture making	Fit doors to cabinet using adjustable hinges.
25572	N/A	3	6	Furniture operations	Demonstrate knowledge of hardware used in furniture making and its application.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

\*\* No workbooks available for these units.

**GOT A TRADE?  
GOT IT MADE!™**

**EARN WHILE YOU LEARN**

SEE WHY YOU'LL HAVE IT MADE AT  
**GotaTrade.co.nz**

Keep a look out on the website for details on  
**Got a Trade 2018**



# Printing

## Te tā

Printing involves the production of newspapers, magazines, books and other printed material, such as packaging and promotional collateral.



Unit*	VP	Level	Credits	Domain	Title
340	● ●	2	5	Printing production	Demonstrate knowledge of safe working practices in the print industry.
2281	● ●	2	7	Printing production	Demonstrate knowledge of the print industry.
5129**	● ●	2	4	Printing – screen	Reclaim screens using a pressure gun for screen printing.
5131	● ●	2	4	Printing – screen	Wash up for screen printing.
20058	● ●	2	5	Printing production	Demonstrate understanding of trade calculations for the print industry.
23554	● ●	2	5	Digital processes for print	Demonstrate knowledge of safe working practices in a digital print environment.

The following unit standards are only available after successful application to Competenz and NZQA for Consent to Assess

365	N/A	3	5	Printing – sheet fed	Wash up a sheet-fed offset printing press.
3644**	N/A	3	6	Binding and finishing	Use hand skills for print finishing and bookbinding.
3673**	N/A	3	5	Printing production	Undertake packing and despatch for print production.
16509	N/A	3	5	Printing – sheet-fed	Demonstrate knowledge of, calculate requirements for, and handle and store substrates used for sheet-fed printing.
16526	N/A	3	5	Printing – reel-fed	Demonstrate knowledge of, calculate requirements for, and handle and store substrates used for reel-fed printing.
20097	N/A	3	15	Digital processes for print	Produce black and white and colour printed documents using a digital copier.
21328	N/A	3	12	Printing – screen	Demonstrate industry knowledge for screen printing.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

\*\* No workbooks available for these units.

## Printing

Unit*	VP	Level	Credits	Domain	Title
24988**	N/A	3	7	Pad printing	Demonstrate industry knowledge for pad printing.
25398	N/A	3	20	Digital processes for print	Demonstrate knowledge of digital photography, operate a camera and prepare images for production.
26311	N/A	3	5	Printing – reel-fed	Wash up a reel-fed printing press.
26315	N/A	3	15	Printing – reel-fed	Demonstrate industry knowledge for reel-fed printing.
26321	N/A	3	15	Printing – sheet-fed	Demonstrate industry knowledge for sheet-fed printing.
27881	N/A	3	20	Digital processes for print	Create simple jobs using digital processes for printing.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

\*\* No workbooks available for these units.

# Apprenticeships available now

## No student loan – earn while you learn

Choose an ATNZ  
apprenticeship to  
kick-start your  
career in:

- Engineering
- Printing and packaging
- Plastics moulding

Browse current vacancies,  
sign up for job alerts  
and apply now at

**atnz.org.nz**

0800 692 869  
info@atnz.org.nz

**atnz**  
apprentice training

# Wood manufacturing

## Hanga rākau



Wood manufacturing involves three major categories – sawed timber; woodwork products like doors and trims; and wood derivative products like veneers and plywood.

Unit*	VP	Level	Credits	Domain	Title
156	● ●	2	3	Foundation skills	Demonstrate knowledge of phytosanitary standards in the wood manufacturing industry.
159	●	2	5	Foundation skills	Demonstrate knowledge of environmental issues in wood manufacturing industries.
160	●	2	7	Foundation skills	Demonstrate knowledge of the principles of sawmilling.
162	● ●	2	5	Foundation skills	Demonstrate knowledge of the principles of wood drying.
164	● ●	2	3	Timber yarding	Tally timber.
165	● ●	2	3	Timber yarding	Handle, sort and stack timber.
729	● ●	2	5	Foundation skills	Measure moisture content of wood products.
736	● ●	2	5	Foundation skills	Demonstrate knowledge of physical characteristics of wood.
15774	● ●	2	5	Foundation skills	Demonstrate knowledge of timber machining.
16244	● ●	2	5	Foundation skills	Demonstrate knowledge of wood preservation.
17971	● ●	2	5	Foundation skills	Demonstrate knowledge of solid wood manufacturing industry.
22969	●	2	3	Foundation skills	Take and record measurements and make calculations in wood manufacturing.
22970	●	2	10	Foundation skills	Demonstrate employment and interrelationship foundation skills in a wood manufacturing operation.
22973	● ●	2	10	Foundation skills	Demonstrate knowledge of factors that affect the performance of wood manufacturing workers.

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

## Wood manufacturing

Unit	VP	Level	Credits	Domain	Title
22977	●	2	5	Foundation skills	Demonstrate knowledge of workplace risks in a wood manufacturing operation.
24607**	●	2	3	Manufacturing skills	Wrap wood products manually.
27074	●●	2	5	Foundation skills	Demonstrate knowledge of timber grading.

The following unit standard are only available after successful application to Competenz and NZQA for Consent to Assess

155	N/A	3	10	Foundation skills	Demonstrate knowledge of the properties of wood.
-----	-----	---	----	-------------------	--

\* 2018 Unit standards available to schools. This list is subject to change without notice from NZQA or Competenz. Current training and assessment materials are available from Competenz.

\*\* No workbooks available for these units.

# ToolboxChallenge

Interschool

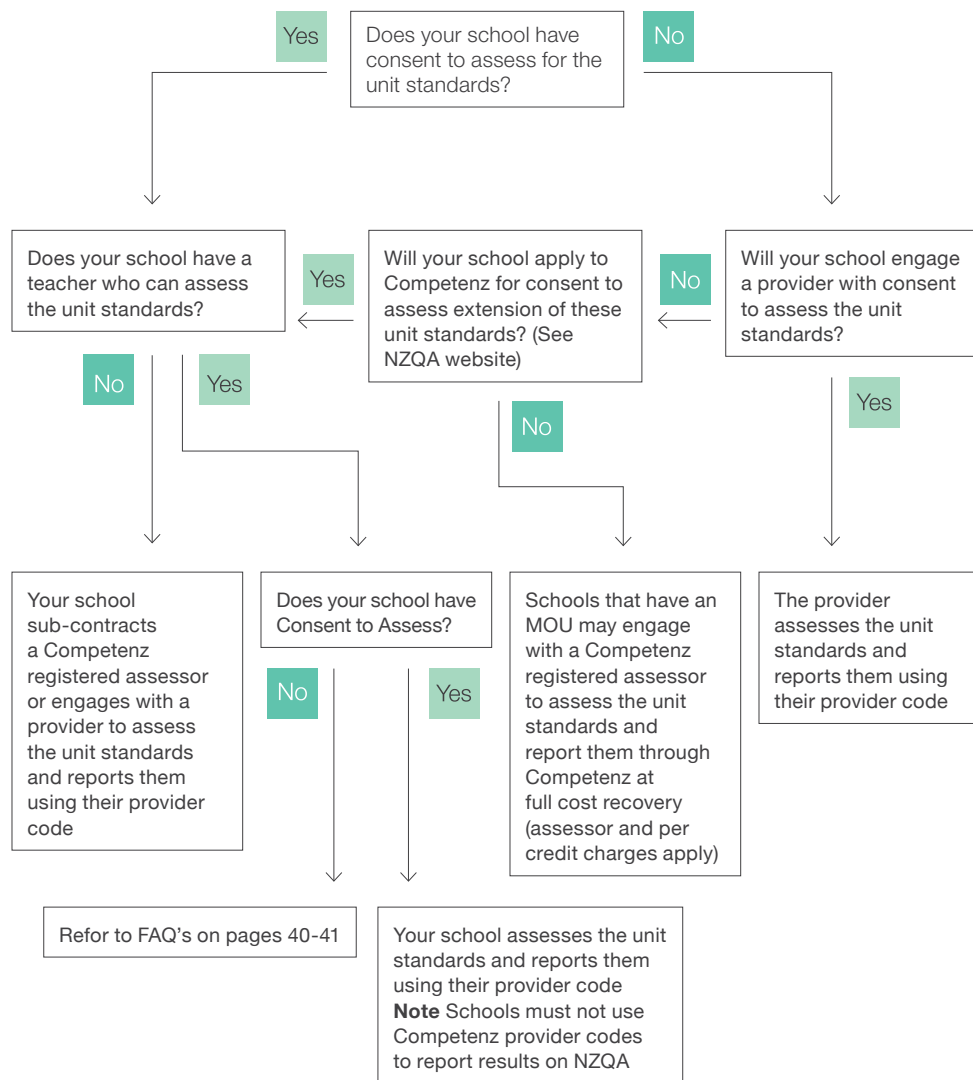


The nationwide  
engineering and  
furniture challenge  
for year 11 to 13 students

Returning in 2019

Keep an eye on  
[toolboxchallenge.co.nz](http://toolboxchallenge.co.nz)

# Quality assurance



## Post assessment moderation

Competenz develops an Annual Moderation Plan which is made available in the first quarter and is published on the Competenz website. This plan covers the criteria used when selecting which unit standards are going to be called in for moderation.

Competenz aims to moderate a significant sample of assessments in any one year to ensure a good understanding of the quality of assessment decisions. Moderation will be called on a quarterly basis with the moderation request going out before the end of the first month of each new quarter, schools will not be called every quarter but a minimum of at least three moderation submissions will be requested per year. How much moderation is selected per year per school ultimately depends on the number and variety of Competenz unit standards being reported by that school.

## Pre moderation

All assessment materials developed for Competenz unit standards must be pre-moderated by Competenz, this includes assessment materials that have been modified to reflect version changes.

## Consent to Assess

As a standard setter Competenz takes a positive approach in its dealings with schools applying for "Consent to Assess" against Competenz standards. Competenz recognises the merits of having diverse education sectors with a range of vocational pathways and delivery options that cater to varying learner needs. The current application acts as a guide to the information required by Competenz to make an informed decision. Looking at the Consent and Moderation Requirement (CMR) documents for the unit standards involved also gives insight to Competenz expectations. The CMR's can be found on the NZQA website. Please ensure that you familiarise yourself with the CMR documents. While Competenz can support your application for Consent to Assess the final decision is made by NZQA.

For an MOU and a list of Competenz registered assessors please contact us on 0800 526 1800 or email [info@competenz.org.nz](mailto:info@competenz.org.nz)

For more information including moderation and consent to assess pricing please us on 0800 526 1800 or email [info@competenz.org.nz](mailto:info@competenz.org.nz)



## FAQ's

### How do I find out if our school has Consent to Assess to report certain unit standards to NZQA?

There are two ways to access details on whether a provider (including schools) has Consent to Assess for a particular unit standard.

This can be done by searching for the school on the NZQA website ([www.nzqa.govt.nz](http://www.nzqa.govt.nz)), and then click on 'these standards and groups of standards' under the Consent to Assess section.

Alternatively go to [www.nzqa.govt.nz/framework/search/index.do](http://www.nzqa.govt.nz/framework/search/index.do) and enter the unit standard number and check whether your school appears under the relevant 'region' in the following section: "View Education Organisations with Consent to Assess".

### What do I do if our school does not have Consent to Assess certain unit standards to NZQA?

Schools cannot report unit standards unless they have Consent to Assess. To be able to report unit standard results, options include:

- » Applying to Competenz for a letter of support and then NZQA for Consent to Assess (please note that schools must meet the Consent and Moderation Requirements set out in the applicable CMR before approval can be given by Competenz and NZQA),
- » Contracting an Accredited Training Provider who has Consent to Assess and can report the credits (see Question 1 above for details on how to check whether a provider has Consent to Assess),

- » Contacting Competenz to discuss using a Competenz Registered Assessor, and reporting credits through Competenz (assessor and credit charges will apply). This will require a Memorandum of Understanding (MOU) outlining the responsibilities of the school, Competenz, and the Assessor (please note that schools are no longer able to use Competenz provider code for the reporting of unit standard results).

### When should we apply for Consent to Assess?

You should apply for Consent to Assess before making the programme available to your students. Gaining approval can be a long process and while Competenz endeavour to process all Assess to Consent within 10 working days, you will then need to submit your application to NZQA. This can take up to 12 weeks.

### Can our school apply for Consent to Assess for different industries on the same Consent to Assess application?

Yes. Consent to Assess applications for a letter of support for Competenz unit standards can be on one application. You do not need to provide a separate application for each industry.

### Is there a cost for the Consent to Assess letter of support?

Competenz Consent to Assess application fees are available on our website: <https://www.competenz.org.nz/assets/Documents/moderation-fees.pdf>

### If we have Consent to Assess for unit standards, and report unit standard results to NZQA using our schools provider code, how often will we be moderated?

Competenz external moderation policy for providers (including schools) is to request samples each quarter, if Competenz unit standard results have been reported in that quarter. This means that if your school is reporting Competenz unit standard results each quarter, your school is likely to receive four requests for three assessment samples per year.

Please note that other moderation samples may be requested at any time in line with Competenz external requests from other Standard Setting Bodies, and where Competenz identifies any area of risk.

### Once I register on the Tools4Work website, how long does it take before I get my login and password?

You will receive a reply within five business days.

### Evidence collection

When using pre-moderated assessment materials you must ensure you collect all of the evidence required before awarding the unit standard. This may consist of worksheets, verifications, attestations and theory questions completed by your students.

### Unit standard versions

There can be significant differences between versions of a unit standard. They may have increased or reduced credit values; complete outcomes may have been added or removed, the version you are assessing may have expired and be unreportable. You must ensure you are using the latest materials, with the matching Teaching Guide and the materials have been pre moderated.



**Competenz**

Earn while you learn

