

ATI

Allied Trades Institute Ltd
Quality provider of flooring training

FLOORTMNZ

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FLOORING NZ NEWSLETTER

MARCH 2019

This is our first newsletter of the year and we would like to introduce you to our training team, Board of directors and have a quick look back on 2018 and introduce what we intend to achieve in 2019.

OUR TEAM

We have a team of seven over the two entities of FloorNZ and the Allied Trades Institute. They include:

- Kari Pearcey (CEO insert)
- Jeff Henry (Programme and resource developer)
- Kevin West (Tutor)
- Phill Pender (Tutor)
- Emma Kelly (ATI administrator)
- Taryrn Haydon (FloorNZ administrator)
- Wendy Dykstra (Accounts administrator)



Kari



Emma

Kevin

Jeff

Phill

OUR BOARD

Our Board structure enables us to have a maximum of three representatives from each of the sectors – manufacturers/suppliers, retail, installers. Currently we have the following Board Members:

- Rob Smith – Carpet Court (retail, chair)
- Mark Faulkner – Jacobsens (manufacturer / supplier)
- Shane Chandler – Clockit (installation)
- Brett Clarke – Godfrey Hirst (manufacturer / supplier)
- Wayne Young – Rangitikei Floorings (retail)
- Derek French – Ardex NZ (manufacturer / supplier)
- Joehan Ewen – Optimal Flooring (installation)

Each Board Member has a two-year term with confirmation and/or re-election at our AGM each year.

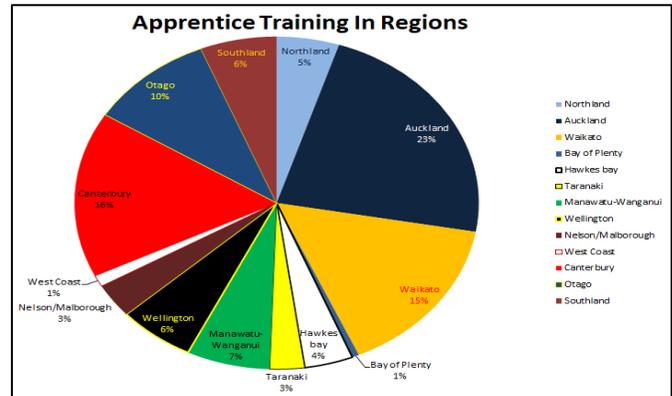
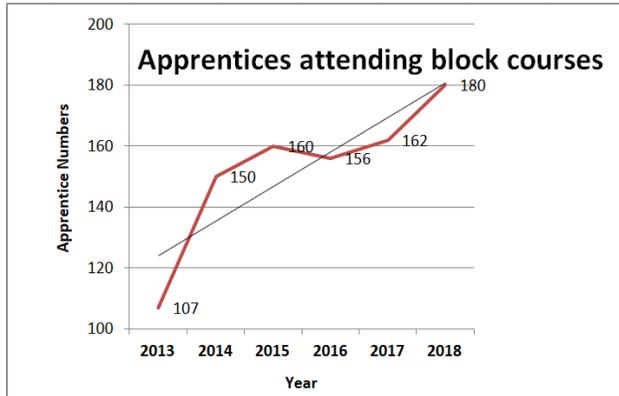


2018 ACHIEVEMENTS

A detailed progress report on our 2018 initiatives was included in our December newsletter. As outlined then we have circulated the Resilient Best Practice Guidelines for comment and received some useful feedback which will be included in the final version. Work has now started on the carpet guidelines.

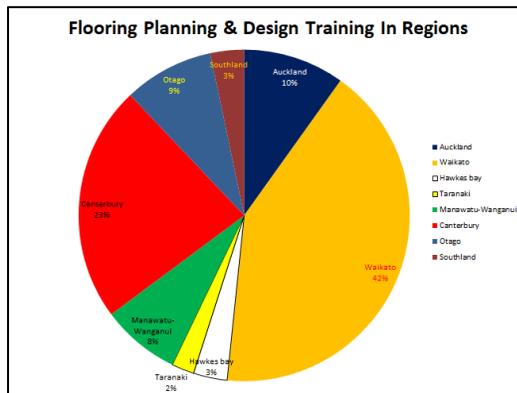
In 2018 the Allied Trades Institute trained 180 apprentices over 19 courses:

- 8 stage 1 courses
- 7 stage 2 courses
- 4 stage 3 courses



QUALIFICATION REVIEW

The flooring industry is similar to other construction trades in that many businesses are now specialising in certain aspects of their trade. With flooring apprenticeship training there are a number of businesses where the scope of the flooring qualification is not always covered in the workplace.



Likewise, there are flooring businesses that cross a number of areas such as vinyl, laminate and carpet.

The current flooring qualification while serving its purpose well over the years will be reviewed along with the development of micro credentials to make sure the flooring qualification is in keeping with market trends and the qualification is reflective of the actual work that is being undertaken in the workplace.

17 Flooring Planning and Design courses were held for staff in the retail sector. A total of 90 people were in training with this qualification in 2018.

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION (NAWIC)

Each year BCITO are asked to propose people for the NAWIC awards. This year they are being held on 9 August. We have been asked if there are any nominees from the Flooring Industry. Lets promote the industry by nominating deserving women from our industry.

There are 6 categories that we can provide nominations for. Information on the different categories and how to apply can be found at <http://www.nawic.org.nz/news-construction>.

TRAINING FOR 2019

We have signed a contract with the BCITO to provide apprenticeship training for 2019. This is based on current apprentices employed in the industry and could increase if there is a further influx of apprentices later in the year. The courses agreed so far include:

- 7 stage 1 courses
- 7 stage 2 courses
- 4 stage 3 courses

Floor Planning and Design courses are run when numbers expressing interest in a region enable a course to be run. We will be circulating via the BCITO possible dates for these courses. If you have staff members interested in attending these courses, contact your BCITO Training Advisor and/or let us know.

We have also prepared some information relating to drug and alcohol programmes in the workplace in response to the high failure rate of apprentices tested at the Allied Trades Institute in 2018. This is attached as an appendix and is designed to inform you both of the problem, and your obligations under the Health and Safety at Work Act.

STRATEGIC FOCUS FOR 2019

At our December 2018 Board Meeting we conducted a strategic review exercise to determine the top priorities for 2019.

In May of 2019 the Allied Trades Institute will undergo an External Evaluation and Review audit by NZQA to renew its Private Training Establishment license. Currently the ATI holds a category 2 rating and it is important we maintain this rating to enable us to develop programs and run training for our apprentices. Consequently, our main focus for the first part of 2019 is preparing for and undergoing the audit process.

Our second priority will be to complete the **Best Practice Guidelines for both the Carpet and Wooden flooring sectors**. Completion of all three sets of Guidelines will underpin both the Licensed Flooring Practitioner Program and the apprentice training by providing a set of industry agreed guidelines for all to work to.

The third priority is to develop a strategic plan in response to the Government's review of the vocational education and training (VET) system. FloorNZ is in a good position to take up the opportunities arising from this review and we intend to be ready to take advantage of these changes.

Priority four is to pilot and implement the Licensed Flooring Practitioner Program. With the development of the Best Practice Guidelines and the ability to develop micro-credentials we will have a set of criteria that will allow us to benchmark current practice against best practice and award the different license classes. This will align with the Government's Construction Action Plan which is looking for sectors in the construction industry to set quality benchmarks for work practices.

Our fifth priority is to improve sector engagement. We intend to do this by improving our communication channels through a new interactive website, better engagement especially with the installer community and providing products and services that provide a value-add for the industry.

FLOORNZ'S ADVOCACY ROLE

One of FloorNZ's roles is to provide advocacy to both local and central government when issues arise that affect the Flooring Industry. Currently we are providing advice on three of these issues as follows:

1. Changes to the Vocational Education and Training (VET) system. As we have made you aware in separate email communication, the Government is proposing major reforms to the VET system which could work in the industries favor. We have been asked to provide feedback on the changes by the 27th March, and our stance will support the changes and highlight our role as a trade-based Private Training Establishment (PTE) and that we are well placed to assume the on-job training component of the current apprenticeship training.

2. The Immigration Minister is intending to change the work visa scheme and we have been asked to be part of the consultation process. The proposed changes include:
 - Introducing a new framework for all employer-assisted temporary work visas which will be employer-led, rather than migrant-led, and will simplify the system by reducing the number of application pathways.
 - Replace the essential skills in demand lists with regional skills shortage lists to better reflect skill shortages that exist in the regions and provide a stronger signal to temporary migrants of opportunities in regional areas.
 - Introducing sector agreements to ensure longer-term structural issues are addressed, so that sectors or industries do not become reliant on migrant labour, at the risk of shutting out opportunities for New Zealanders.
 - Improving alignment of the immigration, welfare and education systems to improve how we work together to increase the employment of New Zealanders and deliver better labour market outcomes for New Zealand.

3. Standards Australia has also called for comments on amendments to AS/NZS 2455.2:2018, Textile Floor Coverings. Our technical committee has looked at the proposed changes, mainly relating to moisture testing, and have disagreed with the proposed changes. We are currently in discussion with both Standards Australia and Standards New Zealand and will keep the industry posted on the outcomes.

HEALTH AND SAFETY

You may be aware of a media release reporting on a carpet layer who has died in Christchurch hospital after inhaling a solvent chemical while working on a job. There remains a number of unknowns and an investigation is ongoing. Our thoughts are with the installer's family and work colleagues at this very sad time.

This sad incident is a reminder to our flooring community to review your procedures across the board with your entire team including contractors to ensure they are meeting the current legislation. There have been substantial recent advances in adhesive technology that you can ask your adhesive suppliers about and if you require any information about the Health and Safety Legislation and procedures regarding the use of solvents or any of the new Health and Safety requirements contact Jeff Henry at jeff@floornz.org.

DRUG AND ALCOHOL PROGRAMMES AT WORK

The Allied Trades Institute introduced drug and alcohol testing for apprentices at the beginning of the 2018 academic year in response to a recommendation from our Health and Safety Audit and changes to the Health and Safety at Work Act. The Act requires us to act as the PCBU for your apprentices while they are on our site.

Drug testing process

In 2018 each apprentice course was randomly drug tested. We employ an external agency, TDDA, to carry out the drug testing who randomly select three apprentices from each course using the apprentice's course number. Apprentices selected are then required to provide a urine sample which is tested on the spot. If they show a negative result they are cleared to return to the course. If they show a non-negative result (positive), they are informed of this and their employer and the BCITO are also informed that the apprentice is required to leave the course and return to their workplace at the employer's cost.

Apprentices are advised by the BCITO Training Advisor prior to attending a block course that they could be subject to a drug test (see attached flowchart). This is reinforced by the ATI when we send out letters to both the employer and apprentice four weeks prior to attending a block course. Advice from the drug testing agency is that generally if people are recreational users and don't indulge six weeks prior to having a drug test they will pass, dependent upon use.

Employment New Zealand Advice

Employment New Zealand lists the following information under drugs, alcohol and work:

- Using drugs or alcohol can lead to employee impairment while at work. Poor concentration, carelessness, risk-taking behaviour and errors in judgement can occur. Alcohol and drug abuse not only affect work performance and productivity, but also results in higher rates of injuries, fatalities and absenteeism.
- Where possible employers should work proactively with employees on policies and processes relating to the management of the effects of alcohol and drugs in the workplace. Policies and processes are often more effective when these are mainly focused on prevention and protection (minimising the risks) rather than punishment.
- Drug testing is considered reasonable if it is done with a view to protecting the safety of employees or the general public. If the employee works in a safety sensitive area and/or if the employee's work directly impacts the safety of others (other employees and/or the public).
- Any policy should set out clearly the procedure to be followed in the event of a positive test result. This must involve discussion of the results with the employee. Employers must have a robust workplace alcohol and drugs policy that clearly states what is acceptable in the workplace, and what is not, and the consequences of not following the requirements of the policy. The aim of the policy should be prevention, education, training and rehabilitation.

If you require any further information on FloorNZ's drug and alcohol policy and how it is applied at the Allied Trades Institute please contact me (Kari Pearcey, FloorNZ CEO) at kari@floornz.org.nz.

If you have any information you would like us to share on any comments or questions on any of the content in this newsletter, please contact me on kari@floornz.org.nz

Regards

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