



ATI

Allied Trades Institute Ltd
Quality provider of flooring training

Annual General Meeting 2018/19

Wednesday
5th June 2019
Auckland
1.00pm
41 Morrin Rd, Mt
Wellington



ATI

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Quality provider of flooring training

Annual General Meeting 2018/19

Introducing
Rob Smith
Chairman
FloorNZ

Agenda

1. Welcome and Apologies
2. Confirmation of Previous Minutes
3. Matters Arising
4. Chairman's Report
5. CEO Report and Financials
6. Training Managers Report
7. Adoption of the 2019 Annual Report
8. Appointment of Auditors
9. Confirmation of Directors
10. Directors address
11. General Business



ATI

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Annual General Meeting 2018/19

The
Team

Our Board

Over 230 years experience in the flooring industry of NZ representing **major retailers, suppliers and industry installers**



- ▶ **Carpet Court:** Rob Smith has over 35 years' experience in the retail industry, leading some of New Zealand's largest including Countdown, Warehouse Stationery and Paper Plus covering structures from Corporates, Co-operatives, Joint Ventures, Franchise and Private Equity. Governance roles include New Zealand Retailers Association, Counties Manukau Rugby Football, Booksellers NZ, NZ Book Month (a not for profit), Carpet Court NZ and Floor NZ. Rob is reasonably new to the Flooring Industry having joined Carpet Court as CEO in 2014 and remains a shareholder and board member of this business. He is passionate about lifting the skill levels across the industry taking up the role of Chair FloorNZ in 2018 after previously serving on this board.



- ▶ **Jacobsen:** Mark Faulkner has had over 30 years' experience in the Flooring Industry. Starting his Flooring career as an installer then a business owner. Mark managed the successful Carport Court Commercial Dunedin Business for 12 years and is now a Commercial Territory Manager for Jacobsen's creative surfaces. Mark served on the New Zealand Flooring Training Organisation Board for 12 years and is currently a member of the FloorNZ Board. Mark is passionate about Apprentice training and raising the standard across all sectors of the Flooring industry.



- ▶ **Godfrey Hirst:** Brett Clarke has been involved in the textile industry for the past 31 years, he has a diploma in Wool Technology. He has been employed by Godfrey Hirst Carpets (New Zealand's largest carpet manufacturer) as there Factory Manager for the past 17 years, and has an extensive knowledge in carpet manufacturing. As Godfrey Hirst Carpets also imports carpet tiles, vinyl and timber flooring he has sound industry experience in all floor coverings. Brett and Godfrey Hirst Carpets have passion and drive to ensure flooring installers are trained to a high level.

Our Board



- ▶ **Ardex:** Derek French started his working career completing an advanced apprenticeship with the New Zealand Post office as a PABX technician. He spent five years as a commercial share fisherman in England working in the English channel up to Wales and Scotland. Upon his return to NZ, he started working with a master carpet and vinyl layer and branched away and into floor preparation. He started Flooring Wholesale Ltd with three other individuals and over the 20 years, created a nation wide distribution company with sales over 17 million dollars. Currently, he is the BDM for Ardex New Zealand. He also assists as an instructor at the NZ Flooring school with the stage two courses. He has been a member of the New Zealand territorial army for sixteen years, serving as the 2IC of the Mortar Platoon.



- ▶ **Rangitikei Flooring:** Wayne Young started his working life at Rangitikei Floorings in Bulls at the age of 15 and became a share holder of the company at the age of 21 and eventually becoming the owner of the company with his wife Anne. He was among the 1st tradesman in New Zealand to be Trade Certified. Wayne has worked in the flooring industry for over fifty years and been involved with training apprentices all this time. He was the last president of the Master Flooring Contractors Association and thereafter served as a board member of FloorNZ and the NZ Flooring ITO promoting trade training and supported the establishment of the Flooring Training School in Christchurch and is currently focused on supporting the recognition of skills by way of the introduction of the proposed Licenced Flooring Practitioner Program.



- ▶ **Optimal Flooring:** Joehan Ewen is an owner operator with five years flooring industry experience in New Zealand. Joehan has advised on significant projects for key clients including Flooring Xtra and FloorNZ. Joehan is passionate about flooring, keen to play an active role in supporting the advancement of the flooring community and make a positive contribution to the FloorNZ Board. He's dedicated to supporting the development of the industry as a whole and intends to play an active role in driving new initiatives and enhancing the existing work the board has already undertaken. Joehan is a newly elected member as of May 2018.



- ▶ **Clockit Flooring:** Shane Chandler has 24 years of installation experience and two years in the retail sector. He has spent time project managing and building town houses, and knows how to see a project through to it's completion. Shane is a director at Clockit flooring software, which is a Saas tool for both retailers and installers, and is about building efficiencies within the flooring industry. Shane is relatively new to his governance role, but what he lacks in experience he makes up for with his passion.

Our Team



- ▶ **CEO:** Kari Percy has over 30 years experience in the training sector. She was involved in the initial implementation phase of the Qualifications Framework and ran one of the Framework Development teams that created the initial unit standards and qualifications prior to the introduction of Industry Training Organisations. Kari ran the Design and Construction Consultants Industry Training Organisation until it was merged with Infratrain in 2010. She has run her own business NQF Solutions Ltd for 15 years providing training and assessment services to ITOs, Providers and private organisations. Kari provides CEO services to both the ATI and FloorNZ alongside her other business activities.



- ▶ **Training Manager:** Jeff Henry has over 36 years experience in the flooring industry. Starting out as an apprentice with a small contracting business, Jeff gained a wide range of experience over twenty years as the firm grew into one of Christchurch's largest flooring companies. On the tools he worked with resilient/carpet/timber floor coverings, fine sanding and artificial sports surfaces. As well as both residential and commercial installations, other roles involved apprentice training, operations management including installations of large commercial contracts. Jeff then took three years out of work to pursue qualifications in management and IT. Positions since have been as a sales representative for Jacobsen, tutor and curriculum development for the National Flooring School and currently training manger for the ATI.



- ▶ **Training Tutor:** Phil Pender started his career in the industry as an apprentice in 1988 and worked on the tools until 1998 on commercial and domestic flooring contracts across the South Island. He was self employed for 3 years prior to taking on the role as apprenticeship coordinator for the NZ Flooring ITO in 2001 which involved promoting industry training and mentoring apprentices across the South Island. Phil continued in this role until 2016 under the management of the BCITO. For the past 2 years he has been enjoying the challenging role as tutor/ assessor at the Allied Trades Institute and gets great satisfaction from passing on skills and knowledge and seeing apprentices develop into industry professionals.



- ▶ **Training Tutor:** Kevin West has 41 years experience in the flooring industry. The first 17 years were spent as an installer with the latter part specialising in level access bathroom wall and floor installations, plus design inlay work. Kevin joined Jacobsen in 1995 as their Technical Manager, responsible for installation related issues for all flooring types and ran a series of nationwide workshops for installers for wet area wall and floor vinyl installation. While at Jacobsen Kevin also served as an ITO Board member from 2000 - 2003 after which Kevin relocated from Auckland to Christchurch and set up the National Flooring School which he managed from 2005 - 2012. Kevin also ran the FloorNZ Flooring Inspection Service from 2004 - 2012. Kevin has this year returned to Allied Trades Institute as a Tutor

All major NZ Flooring Suppliers are Members

CAVALIER
CORPORATION

LOOK FLOORS
FLOORING SOLUTIONS



Handley
INDUSTRIES



POLYFLORTM
COVERING THE WORLD

IRVINE
your flooring styleTM



allnex



Sleepyhead

Ontera
A MILLIKEN COMPANY



RLA Polymers

forté
— Nature Refined



UROXSYS

Over 350 NZ Retailers are represented

FLOORING XTRA



Plus members with independent businesses, and installers.....



ROVE:

Reform of Vocational Education and Training

Proposals of reforms will:

- ▶ Redefine the roles of education providers and Industry Training Organisations (ITOs) through new Industry Skills Bodies (ISBs)
- ▶ Create an institution to replace the current Polytechnics, called the New Zealand Institute of Skills and Technology which will have regional sites around the country
- ▶ Create a unified vocational education funding system removing barriers to collaboration and flexibility

BUILDING PROFESSIONALS

FOR THE
FUTURE-TODAY

BCITO
building people

Vision

To provide high quality professional services to the New Zealand Flooring Industry Today and Tomorrow

Our values



Making a difference - changing lives, growing futures.



Integrity - doing the right thing even when no one is watching.



Dedication - committed to people, industry and excellence.



Professional - living the high standards that we set.



Innovation - leaders in our field by thinking outside the square.

Advocacy

Government, regulatory authorities and members actively seek our advice and we are the voice for our industry

Promote

We promote excellence through our code of practice and have great industry commitment because of our engagement relevance and profile



P.A.V.E.

Paving the way for the NZ flooring industry

Education

We are recognised as the industry champion for training, education and certification

Value

We are renowned for adding value, support, and leadership to our members

BCITO and FloorNZ Relationship

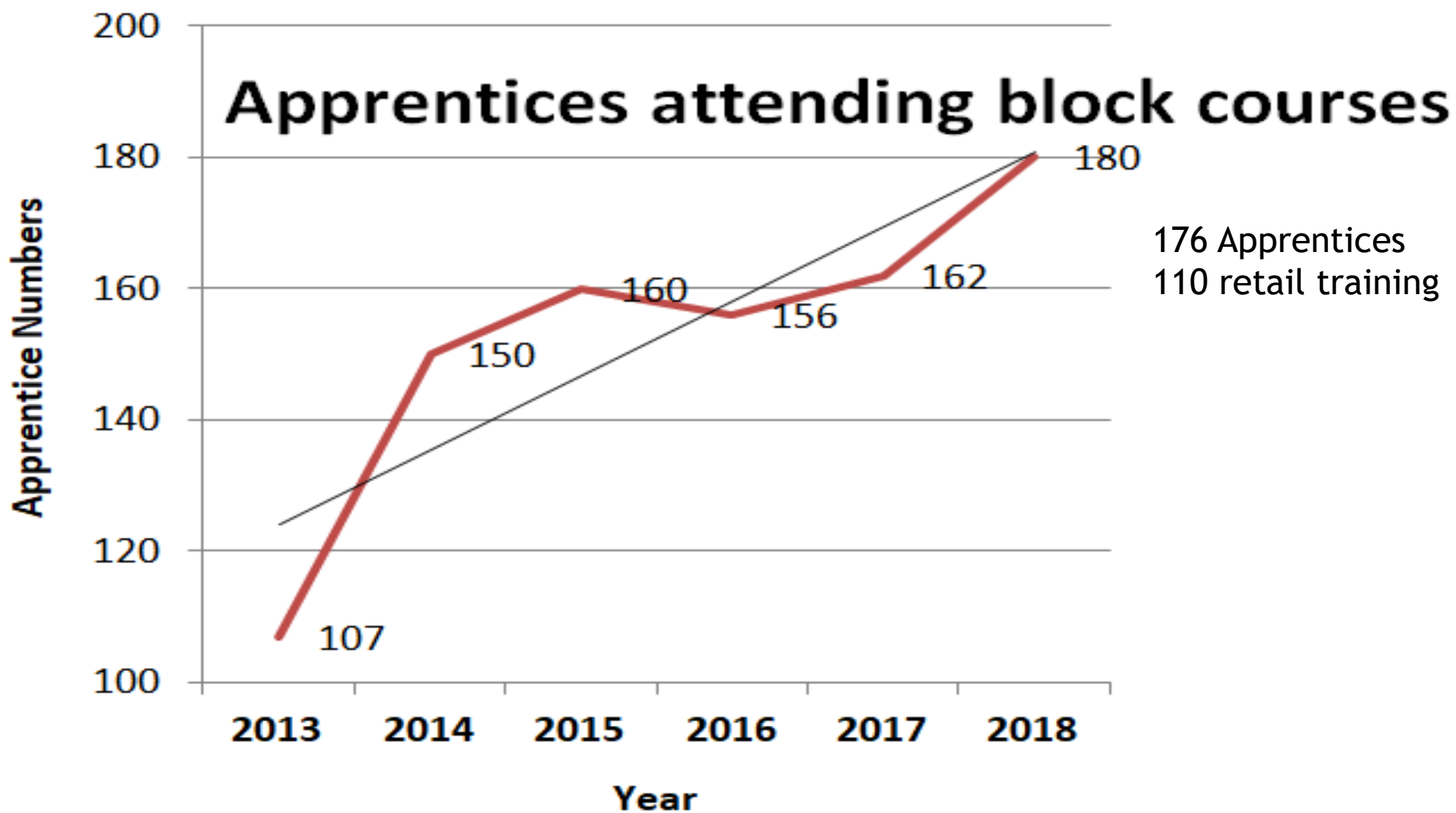
Carpentry represents 77% of all apprentices

With Flooring the third largest at only 3.2%

APPRENTICE NUMBERS BY INDUSTRY AS AT 30 JUNE 2017



The Allied Trades Institute (ATI)



BCITO forecast industry requirements to continue to grow for the next four years.

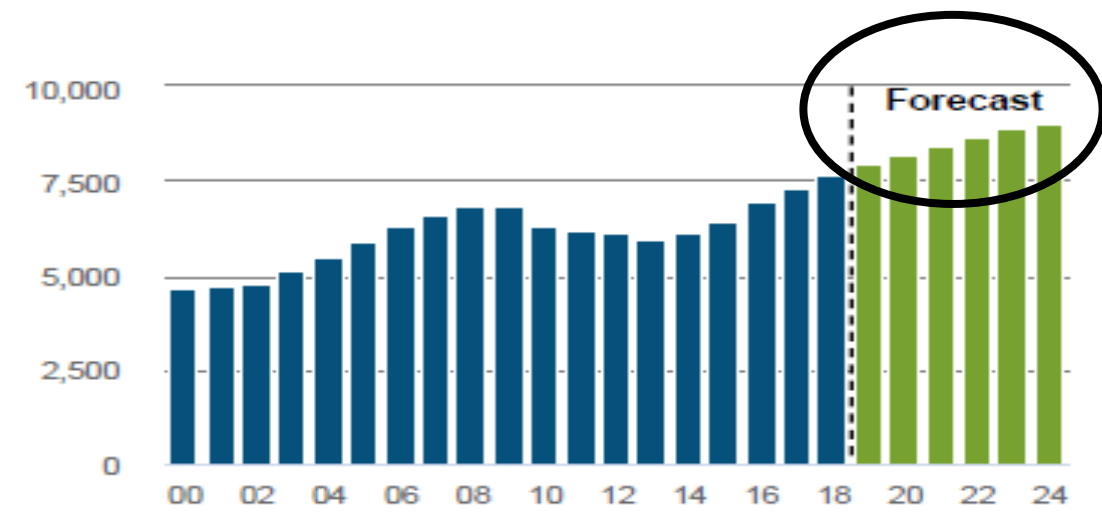
Flooring

NEW ZEALAND

How many people worked in the sector in 2018?

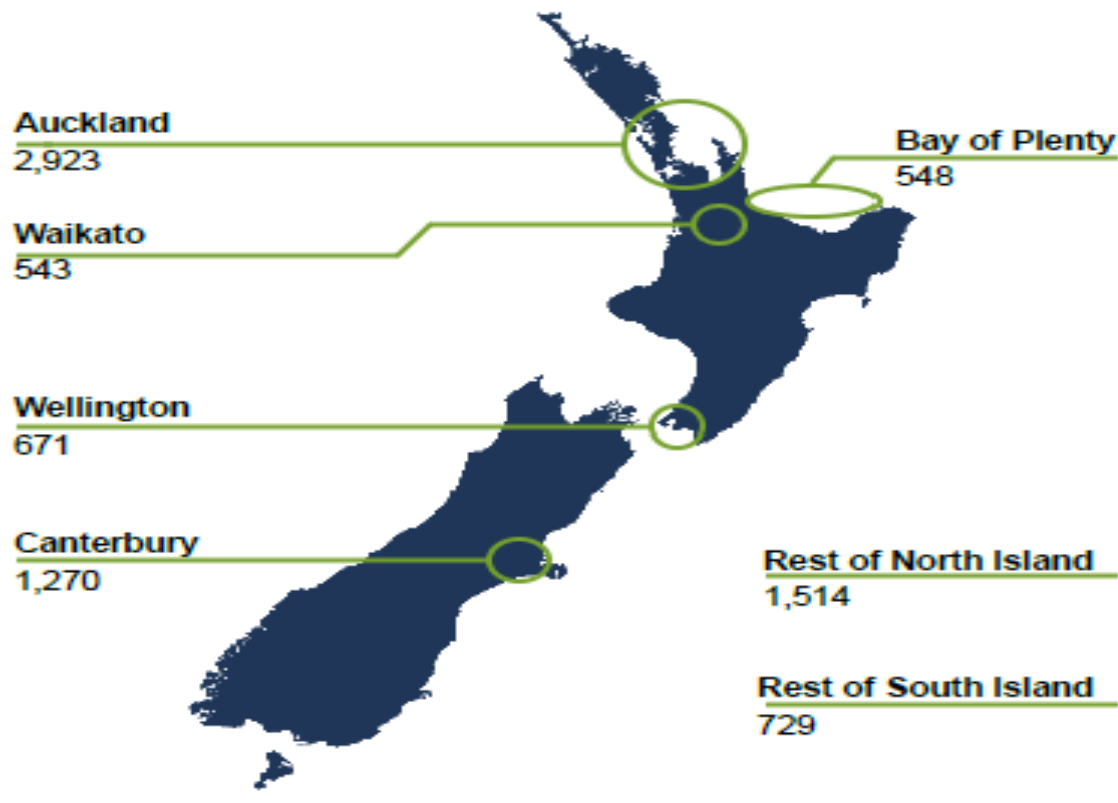
7,650 filled jobs
0.3% of 2,494,515 in New Zealand

CHANGE P.A	2013-2018	2018-2024
Flooring	5.1%	2.8%
Total New Zealand	2.5%	1.8%



How many businesses were in the sector in 2018?

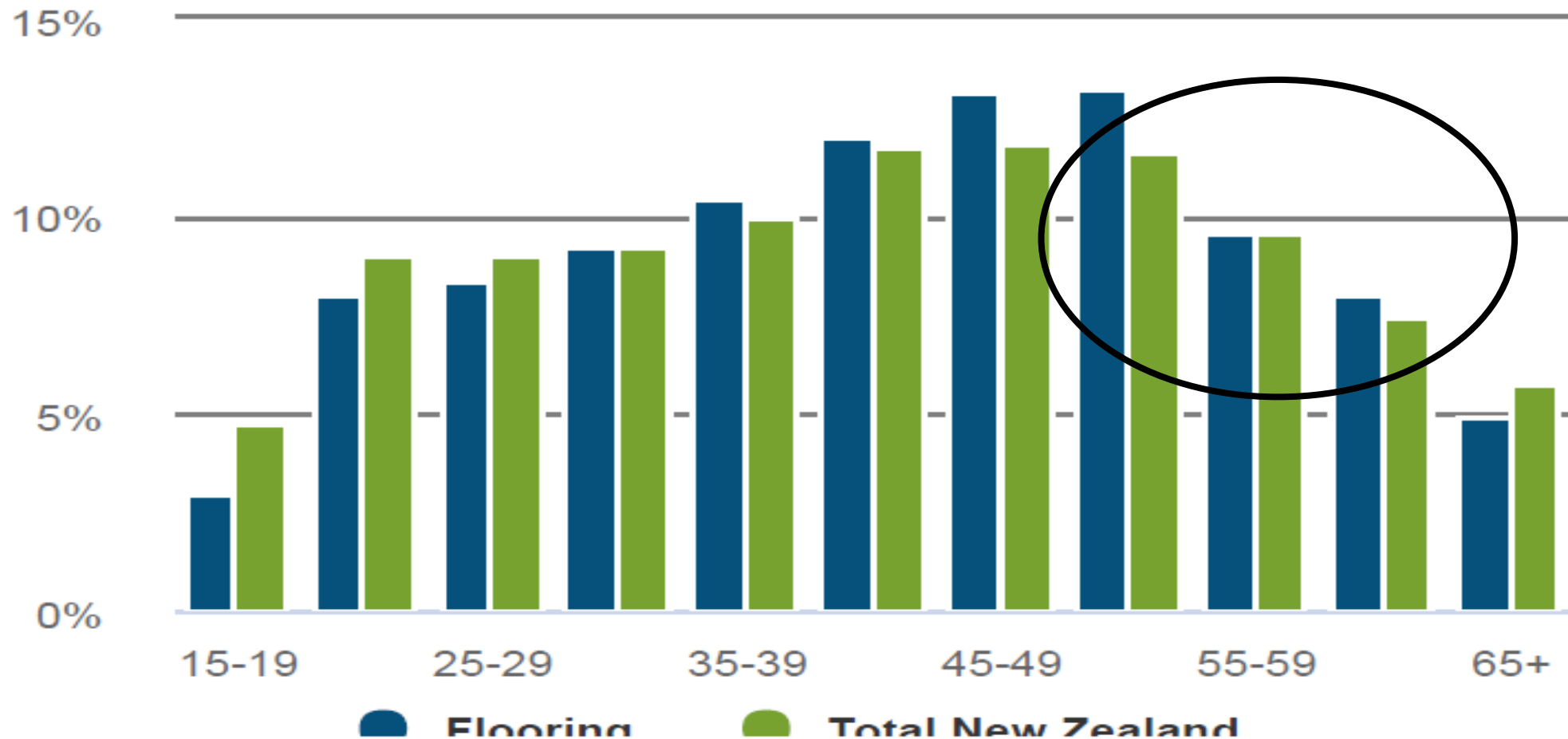
Where did people work in 2018?



What were the top 5 occupations in 2018?

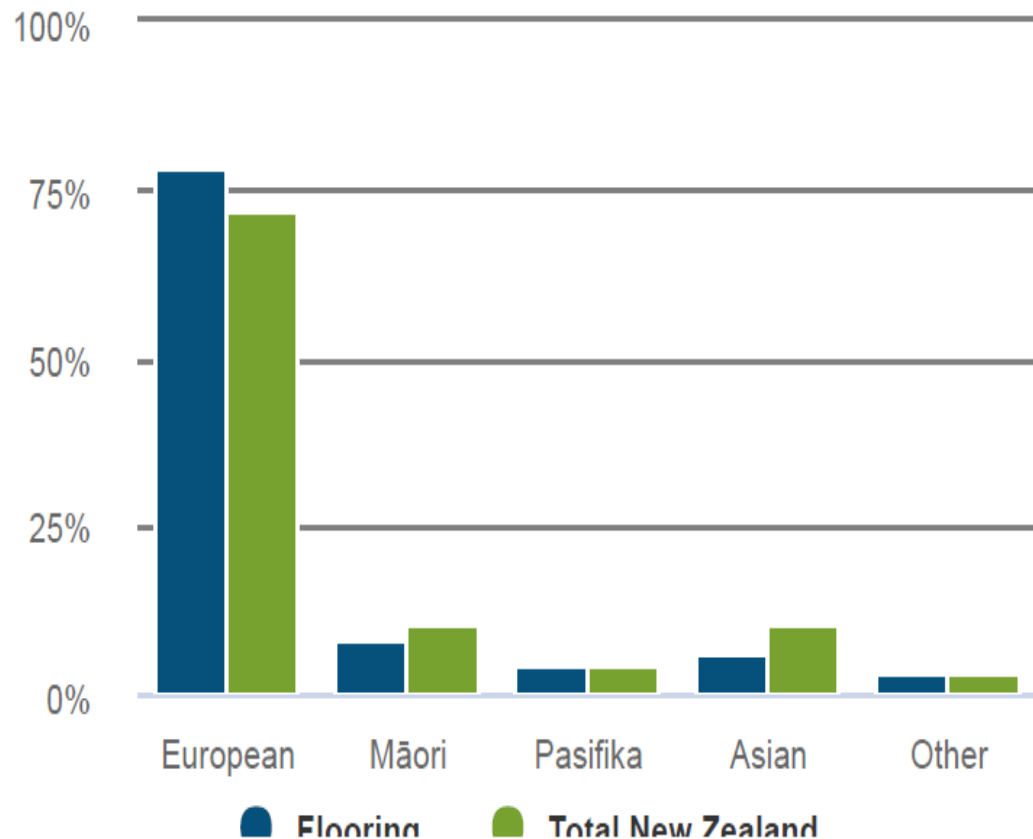
35% of our workforce are approaching retirement

What was the age profile of workers in 2013?



We need to improve our appeal to a wider cross section of future installers

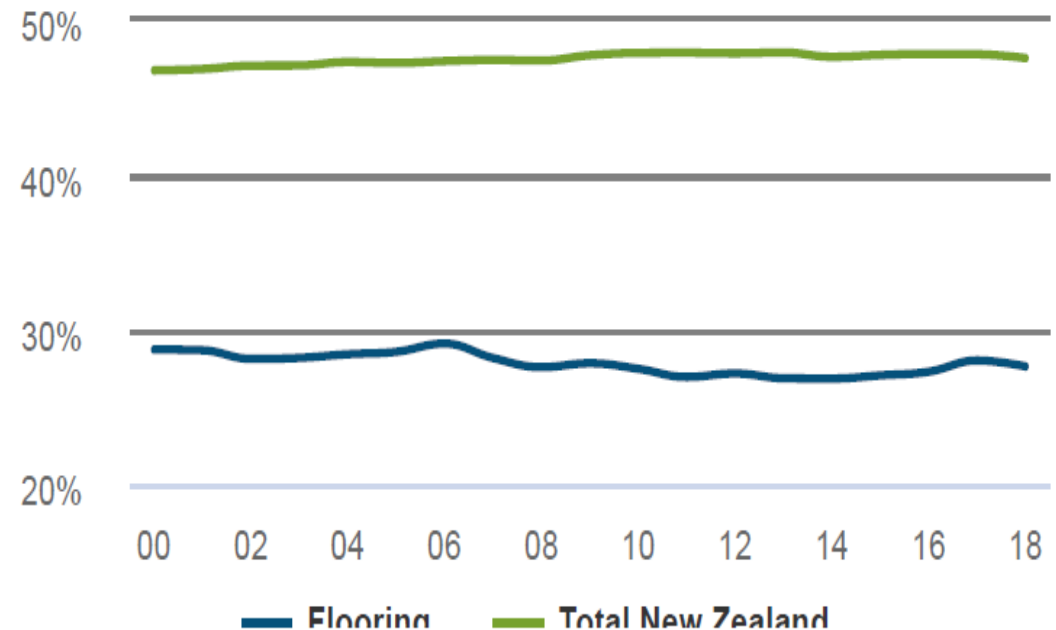
What was the ethnicity of workers in 2013?



How many workers were female in 2018?

28% female

Total New Zealand: 48%



The majority of installers are self employed

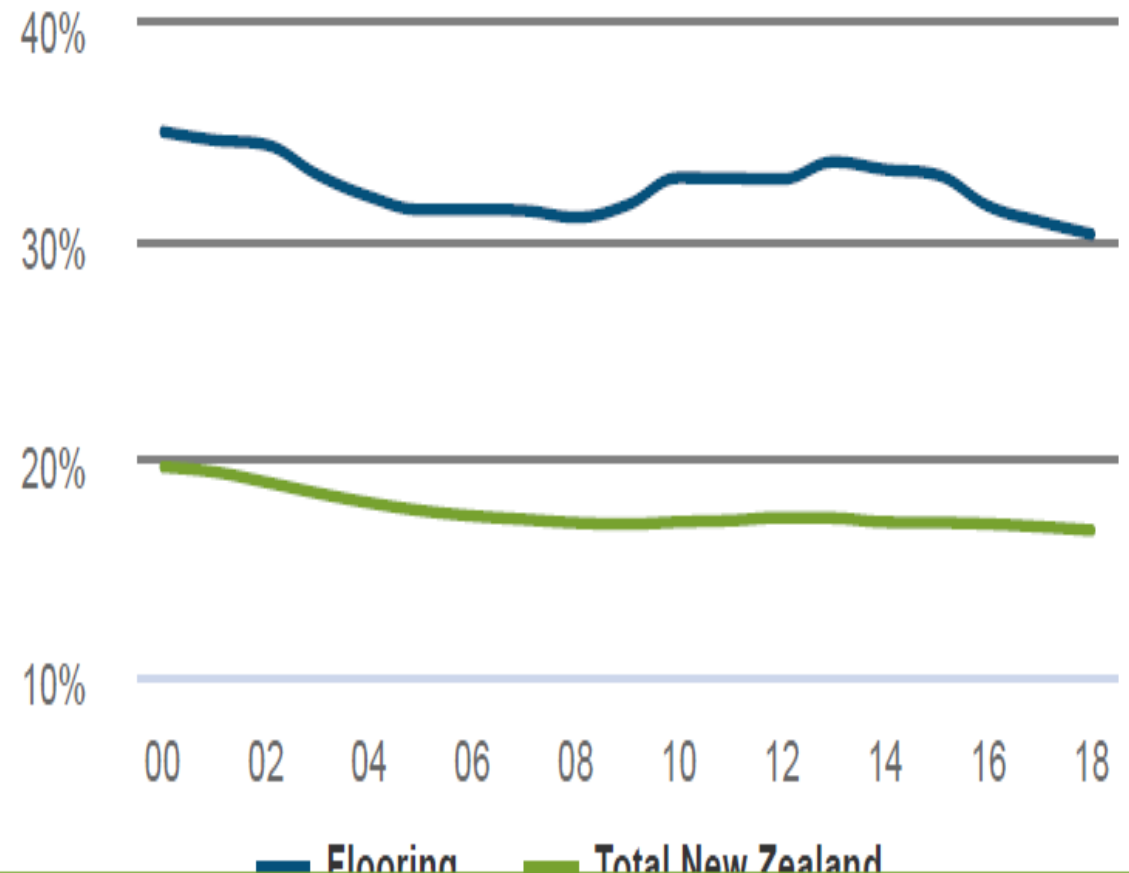
How many people were self-employed in 2018?

2,317 Self-employed

Workers in the Flooring are more likely to be self-employed than workers in New Zealand as a whole.

30% self-employment rate

Total New Zealand: 17%



HEALTH+ SAFETY AT WORK

Family 'devastated' after West Coast man
Ryan Mead dies after inhaling fumes

FLOORING X TRA

Joseph Parker Knocks-out unsafe acts

**Remuera Club
Ohinerau Street
Auckland
18 July**



2020 Apprentice Awards and Trade Show Conference





ATI

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Quality provider of flooring training

Annual General Meeting 2018/19

Introducing
Kari Pearcy
CEO
FloorNZ

Financials for 2018

To be included
under separate
cover.

Vision

To provide high quality professional services to the New Zealand Flooring Industry Today and Tomorrow

- ▶ Works with all sectors of the Flooring Community to encourage them to contribute to the training discussion
- ▶ Promotes training through-out the industry
- ▶ Provides information on design trends and is available for advice as needed
- ▶ Mediator in a dispute situation
- ▶ Provides the technical expertise to develop the best practice planning and Installation guidelines
- ▶ Assists with upskilling operators in areas of mentoring, business skills and Health and Safety



BEST PRACTICE GUIDELINES FOR THE
NEW ZEALAND FLOORING INDUSTRY

CARPET FLOOR COVERINGS PLANNING AND INSTALLATION PRACTICES

First edition compiled in
2018 by Floor NZ, the
flooring association for the
flooring industry

ROVE:

Reform of Vocational Education and Training

Implications for FloorNZ:

- ▶ FloorNZ is the only Trade Association that owns a training provider
- ▶ We are currently providing apprenticeship training for the Flooring Industry
- ▶ We have strong industry support
- ▶ The changes will provide access to Government funding for training
- ▶ FloorNZ will be able to offer a complete workforce development service to employers from pre-employment training to professional development

NZQA ATI Audit

The Allied Trades Institute was audited by NZQA to retain its Private Training Establishment license in May.

- ▶ While we don't have the formal results as yet the indications are that this was successful and we have retained our current category status.
- ▶ A category 2 status allows us to:
 - ▶ Register training programs with NZQA
 - ▶ Access Government funding
 - ▶ Have a 4 year audit cycle

Thankyou to our Best Practice Guidelines Sponsors



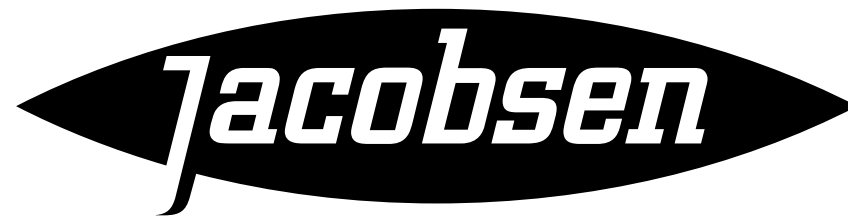
BPG Sponsors
Gold



carpet**court**

CAVALIER
CORPORATION

 **DUNLOP**
CARPET CUSHION



Expertise from the floor up

FLOORING  TRA



BPG Sponsors

Silver

Belgotex
INTERNATIONAL CARPET & FLOORING



Karndean
Designflooring



Ontera
A MILLIKEN COMPANY

POLYFLOR
COVERING THE WORLD

Bronze



Heritage
Carpets

Handley
INDUSTRIES

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Sleepyhead

What we know

- ▶ The recent Construction survey report from BDO indicates an ongoing strong demand for the construction sector
- ▶ There however remains an ongoing issue of sourcing and retaining qualified skilled workers in almost all sectors
- ▶ There is also an issue with general skill level of industry players and their ability to budget and plan
- ▶ Government is committed to improving the skill level of construction workers in the sector.



THE SINGLE GREATEST
ISSUE IS STAFF; BOTH
AVAILABILITY AND QUALITY



1960s: ONE THIRD OF NEW HOMES WERE AFFORDABLE.

TODAY: ONLY 5% OF NEW HOMES ARE AFFORDABLE.

LABOUR'S PLAN:

KIWIBUILD

**100,000
NEW HOMES**

VISIT [LABOUR.ORG.NZ/KIWIBUILD](https://labour.org.nz/kiwibuild)



kiwibuild



kiwibuild



**Licensed
Flooring
Practitioner**

Practising Licence for Sparkie's and Plumbers



Sort the Pros... ...from the Cons

Only those who are registered and authorised by the PGDB can hold a NZ Practising Licence. Enjoy the peace of mind of knowing that the work is legal and is being carried out by someone who is experienced and competent.



Rest assured – all our tradespeople are licensed and qualified to work on your project



Practising licence will improve quality

Our Vision

“To provide high quality professional services to the New Zealand Flooring Industry Today and Tomorrow”


A practising licence will:


- ▶ Continue professional development of installers
- ▶ Improve consistency and quality of the end result
- ▶ Demonstrate installers have the right skills for the right job
- ▶ Reassure the public that the card holder is a flooring professional working to industry standards



What a LFP could look like

New Zealand Licensed Flooring Practitioner

**Licensed Flooring Practitioner**



CARPET INSTALLATION

Endorsements	Licence Type
a, b, e	2, 3

RESILIENT INSTALLATION

Endorsements	Licence Type
a, b, e	2, 3

Neil Down
No. 007

Expires 30 June 2020
Issued by Allied Trades Institute MoE 7184

LICENCE DEFINITIONS

Endorsement types

- a Residential installation
- b Commercial installation
- c Vinyl wet area installation
- d Resilient tile/plank
- e Carpet tile
- f Floating floor system
- g Moisture treatment systems
- h Apply resurfacing compounds
- i Asbestos removal (flooring)
- j Industry assessment
- k Operation management
- L Workplace trainer

Licence types

- 1 - Flooring practitioner with endorsements
- 2 - Trade qualified – NZ recognised qualification
- 3 - Licensed flooring practitioner
- 4 - Master Licensed flooring practitioner

A make up of micro credentials/qualifications

- 1 - Skills without out a qualification e.g. Laminate
- 2 - Apprentice completed a flooring qualification
- 3 - Completed a qualification plus five years experience
- 4 - Qualified/experienced plus a higher criteria

**Licensed Flooring Practitioner**



ATI

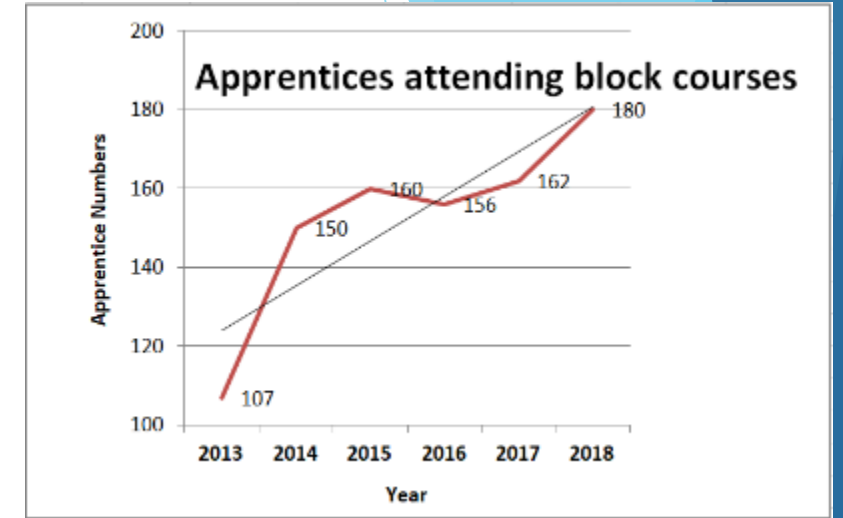
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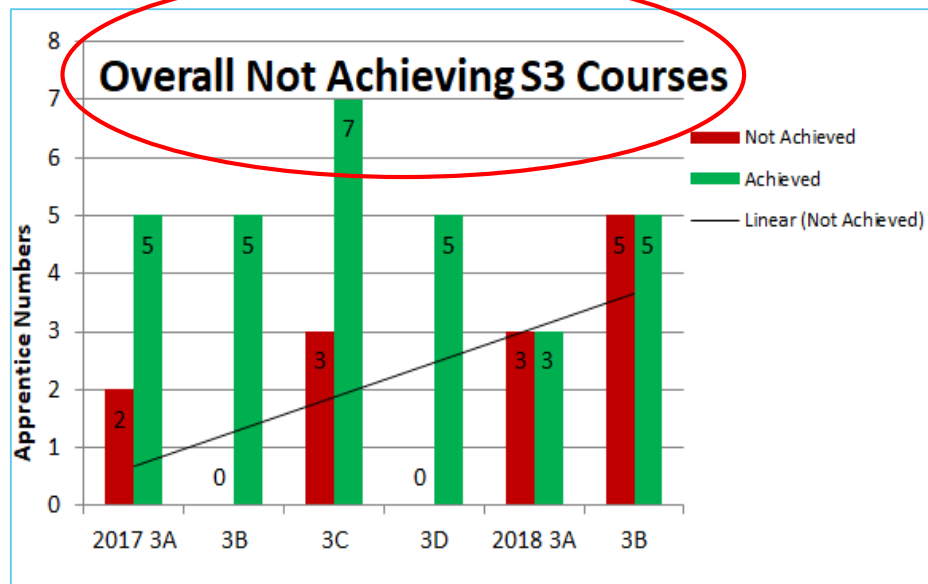
Introducing
Jeff Henry
Training Manager
FloorNZ

Allied Trades Institute (funded by BCITO)

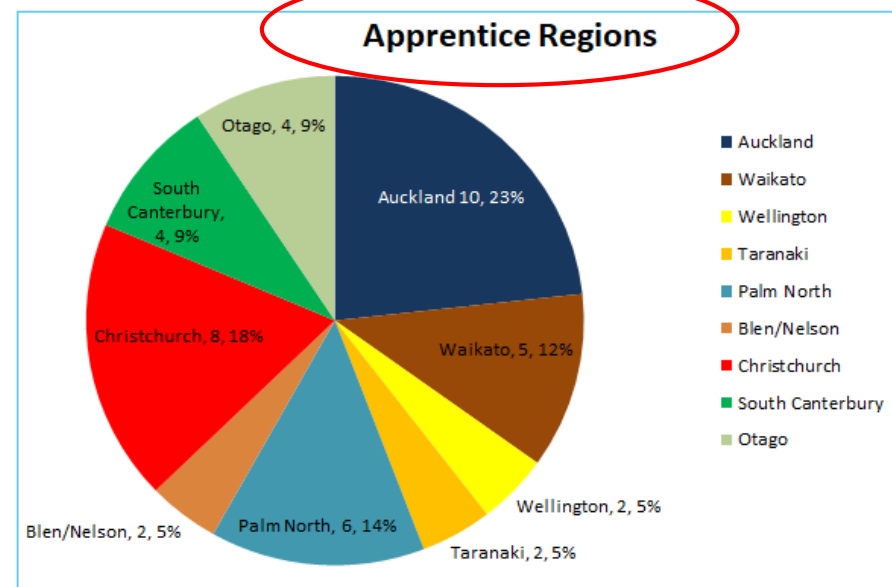
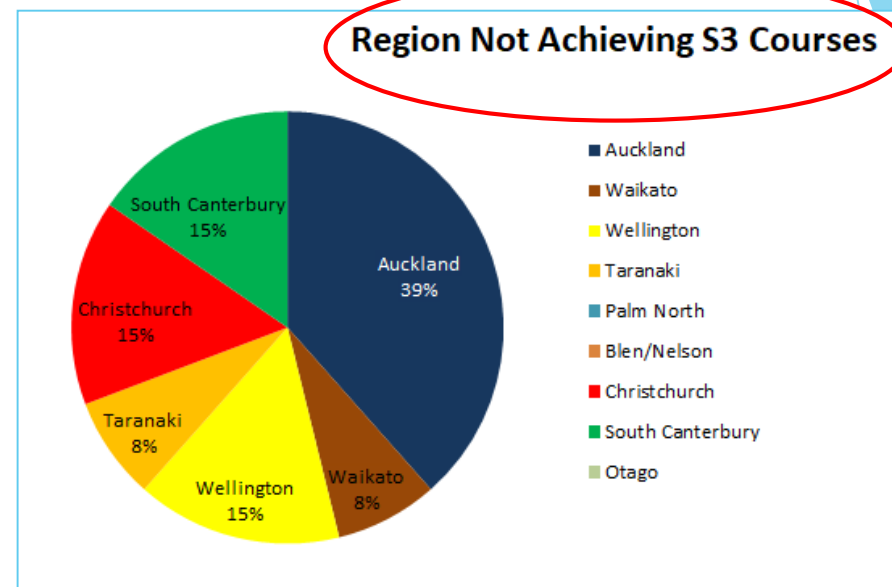
- ▶ ATI exists to provide training to the flooring trade on behalf of the BCITO in areas apprentices cannot receive these skills on the job
- ▶ In total the numbers attending training at ATI over the past five years has exceeded 1000
- ▶ The ATI designs learning and assessment material specific to flooring industry needs which is referenced to national standards
- ▶ Relevance is ensured through constant monitoring of trends from the industry and internationally
- ▶ Provides induction courses for retail Stores
- ▶ Randomly drug tests apprentices
 - ▶ This surprisingly is proving to have a positive influence on apprentices that are wanting to change their habits with many at the stage of life starting their own families. Employers find it also assists their Health and Safety policies in the workplace.



Recent block results



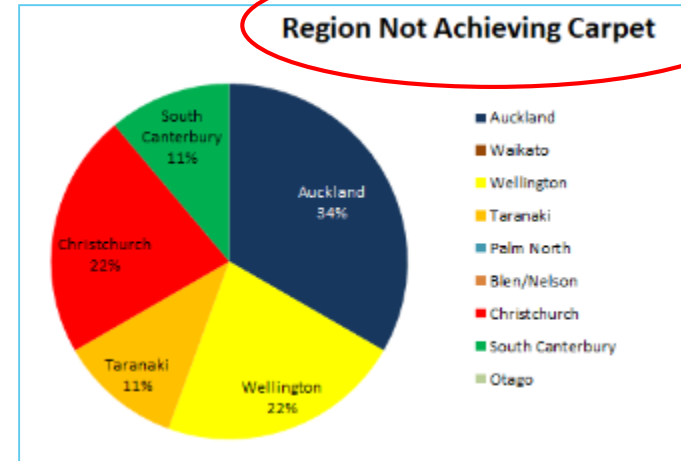
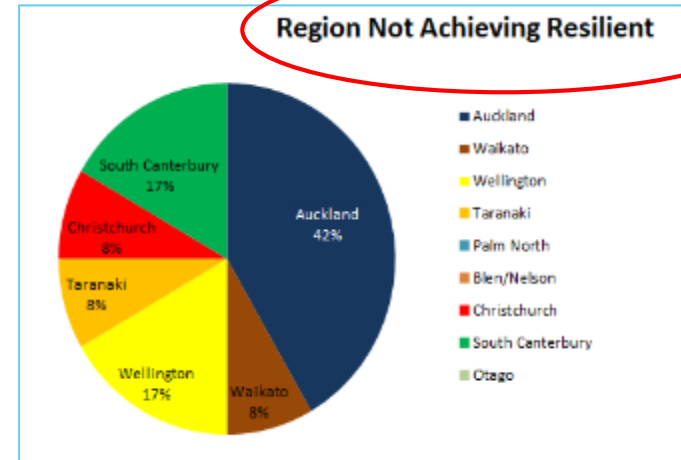
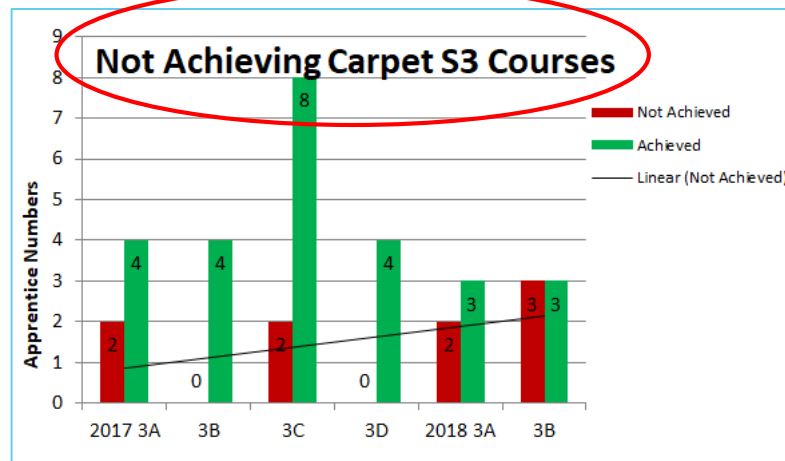
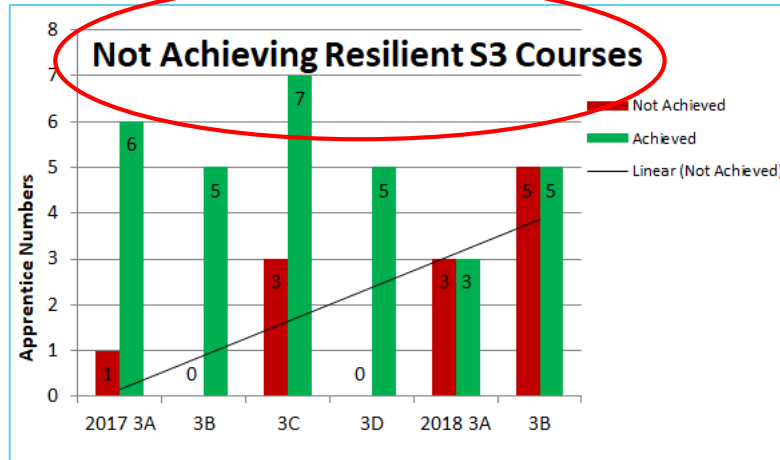
- ▶ We are seeing an emerging trend of apprentices struggling at their final block course.
- ▶ Where previously this course was honing skills and managed by one tutor, it now **requires 2 tutors to split the course**.
- ▶ The current qualification and assessment process allows some apprentices to achieve a qualification that is well over representative of their skill set.



Some of the changes have been in;

- ▶ Specialisation, particularly in the main centers
- ▶ Trends in flooring products
- ▶ Challenges in training millennials
- ▶ Work overload with the construction boom

How it breaks down



- ▶ The skills for sheet vinyl are reducing, as time in the work place is split between residential sheet and planks
- ▶ With predominately cut pile carpets installed over the past years, the skill needed for installing textured loop pile carpets has been lost
- ▶ Apprentices and employers are increasingly relying on block course training for teaching core basic skills

Industry Trends

- ▶ Registered Master Builders 'House of the Year' magazine showcases 87 homes. Over 60 have timber planks in the living/dining areas. The remainder are a combination of polished concrete, tiles and carpet.
- ▶ FloorNZ partners estimate 50/50 ratio for plank verses residential vinyl; some chain stores are seeing up to 70% increase in plank sales.
- ▶ Therefore an apprentice installing vinyl can have their experience halved over three years between planks and sheet. When this apprentice arrives at block course the lack of workplace experience has limited their core skill set.
- ▶ This means they are learning new skills at block course. This in turn means extra time has to be spent with apprentices to provide them with skills they are not receiving on the job.



BPG Progress & Next Steps

- ▶ The Best Practice Resilient floor coverings planning and installation guidelines are on the floor NZ website
- ▶ The feedback and involvement from sponsors has been of great assistance, very positive and much appreciated.
- ▶ The carpet guidelines are circulating at the moment for comment and will be online as soon as feedback is complete
- ▶ Further development that is needed
 - ▶ Development of guidelines for Timber and Floor sanding
 - ▶ Short online learning aids to help with upskilling
 - ▶ Updating the qualification so apprenticeship flows onto licensing/continual professional development
 - ▶ Lining the key licencing criteria to the guidelines and flooring qualification

BEST PRACTICE GUIDELINES FOR THE
NEW ZEALAND FLOORING INDUSTRY

RESILIENT FLOOR COVERINGS
PLANNING AND INSTALLATION



BEST PRACTICE GUIDELINES FOR THE
NEW ZEALAND FLOORING INDUSTRY

CARPET PLANNING AND
INSTALLATION



First edition compiled in
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flooring association for
the flooring industry



Annual General Meeting 2018/19

Proposed Resolutions

Proposed Resolutions:

- ▶ To adopt the 2018 Annual Report as previously circulated
- ▶ To appoint Grant Thornton as Auditors for the year ended December 2019



Annual General Meeting 2018/19

Questions
Future
Meetings



ATI

Allied Trades Institute Ltd
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Annual General Meeting 2018/19

Thankyou



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