



CHARTER 2004 – 2008

1 January 2004 to 27 December 2008

MISSION

It is our mission to be the leader in quality training provision and improving the performance of the joinery and flat glass industries by identifying and meeting present and future skill requirements.

SPECIAL CHARACTER

JITO is an incorporated society with charitable status, recognised under the Industry Training Act 1992 (as amended) as an Industry Training Organisation for the joinery (including laminate fabrication and aluminium fabrication) and flat glass industries.

The Joinery Industry Training Organisation is committed to providing leadership in the industry on training matters. We work collaboratively with industry stakeholders to ensure that the training and educational needs of our trainees are recognised and met.

The Joinery ITO is committed to:

- Providing leadership by developing strategic training plans involving industry stakeholders to ensure skill needs are identified and addressed
- Developing quality assured national skill standards and qualifications from levels 2 - 5 on the National Qualifications Framework that respond to our strategic training plans
- Arranging delivery of both on-job and off-job training programmes, including accreditation of providers, provision of assessment guides, and training of workplace mentors
- Continually striving for consistency in quality training and assessment through best practice assessment and moderation
- Ensuring equity of opportunity and access to training, to enable trainees to achieve their learning goals
- Promoting industry training as a pathway to achieving career satisfaction and life-long learning.

JITO is focused on meeting the needs of employers and employees in its industries. The joinery and glass industries span a wide range of workers – a high percentage of older joiners are trade qualified and the industry is challenged to bring in new apprentices to replace these workers as they retire. The glass industry, in particular, is increasing its use of technically sophisticated machinery, and there is a need for workers to enhance their skills to meet this need. All industries within JITO's coverage are offering a variety of career development opportunities to attract potential employees.

CONTRIBUTION TO NEW ZEALAND'S IDENTITY AND ECONOMIC, SOCIAL AND CULTURAL DEVELOPMENT

JITO is committed to supporting New Zealand's identity and economic, social and cultural development by:

- Developing and providing relevant skills standards that employers and employees need to succeed in their chosen field
- Reviewing qualifications to ensure they are in line with current practices and encompass technical changes
- Assisting industry improve recruitment and retention of employees by promoting training opportunities and career pathways
- Raising awareness of the benefits that training can bring to an individual (and society) and providing employees who have had no previous educational successes, the opportunity to gain an industry qualification
- Developing strategies and supporting Maori trainees to succeed in training and within our industries
- Developing pathways between schools, pre-employment courses and skilled employment as a priority for the future.

CONTRIBUTION TO THE TERTIARY EDUCATION SYSTEM AS A WHOLE

JITO offers qualifications from level 2 – 5 on the NQF, in glass and glazing, glass processing, exterior joinery, cabinetry and stairs, laminate fabrication, aluminium fabrication, as well as first line management, and business administration.

JITO contributes to the tertiary education system as a whole by:

- Promoting a full range of training arrangements both in the workplace and through training providers to enable trainees to gain National Certificates at levels 2 - 5
- Carrying out regular reviews to ensure our qualifications are current and encompass on-going changes
- Developing qualifications which will enable people from under-represented groups to participate in industry training
- Collaborating with training providers to ensure that trainees have access to the best training methods and technology
- Fostering best practice in assessment and in moderation

- Supporting the Modern Apprenticeship Programme
- Supporting the Gateway Programme
- Marketing career paths to young people in forums such as career days, conferences, industry open days, etc.
- Developing and implementing a training need analysis of our industries.

APPROACH TO COLLABORATION AND COOPERATION WITH OTHER TERTIARY EDUCATION PROVIDERS AND ORGANISATIONS

The Joinery ITO has well developed partnerships with polytechnics that deliver off-job training and pre-employment training. We will establish closer links with Wananga and involve them in developing and implementing strategic training plans for Maori and Pacific Island trainees.

JITO collaborates and co-operates with the following organizations:

- Through the Industry Training Federation (ITF) JITO contributes to the continuing collective development of industry training good practice
- JITO contributes to the Construction Coalition (WELTEC and WINTEC) Programme, and other ITOs, participating in e-learning projects
- JITO is a member of the CAPITA group, an alliance of construction related ITOs, for mutual benefits such as sharing services or qualification development
- JITO and the Furniture ITO share office facilities and services
- JITO and the Flooring ITO share training premises.

APPROACH TO FULFILLING TREATY OF WAITANGI OBLIGATIONS

The Joinery ITO endorses the principles of the Treaty of Waitangi. We seek to promote and continue Maori advancement throughout the industry. The number of registered trainees who identify themselves as Maori is 6.9% which exceeds the 6% of Maori participation in our industries.

JITO is committed to:

- Building effective engagement and partnership arrangements with Maori education providers and organisations, to ensure our approach to industry training is inclusive of Maori aspirations, and meets the current and future needs of our industries
- Identifying and removing barriers, if any, to participation for Maori.

APPROACH TO MEETING THE NEEDS OF PACIFIC PEOPLES

The number of registered trainees who identify themselves as Pacific Island is 2.7%, which is close to the 3% of Pacific Island participation in our industries.

JITO is committed to:

- Working with representatives for Pacific peoples to ensure our approach to industry training is inclusive of Pacific Island aspirations, and meets the current and future needs of our industries
- Identifying and removing barriers, if any, to participation for Pacific peoples.

APPROACH TO MEETING THE EDUCATIONAL NEEDS OF LEARNERS

The ITO is committed to meeting the educational needs of its learners through the provision of a suite of qualifications, training programmes and services that are relevant to the industry. This includes:

- The design and promotion of qualifications of high quality which meet the identified learning needs of employees with regard to work related education, which are portable and which as far as is practicable enhance the career aspirations of employees
- Comprehensive support services that track apprentice achievement, and identify where special support is required to enable the apprentice to achieve his or her intended qualification
- The provision of well designed resource handbooks and text books
- Consultation with the trainee to ensure that their training is relevant to their personal aspirations and career paths
- Best practice assessment and moderation systems
- Development of “leading edge” e-learning and assessment processes

JITO will ensure the trainee has:

- relevant information about pathways to learning and achieving industry qualifications
- access to relevant subsidies
- access to Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC) services, and cross crediting facilities
- Support of a workplace mentor on a one-to-one basis
- Access to the national network of Regional Advisors
- Support of a Modern Apprentice Co-ordinator, if relevant
- Access to a clear complaints procedure

APPROACH TO ENSURING THE ORGANISATION DEVELOPS AND SUPPORTS A STAFF PROFILE THAT REFLECTS ITS MISSION AND SPECIAL CHARACTER

JITO recognises the contribution that all staff make to the proactive management of the organisation, and supports the professional development of staff through the allocation of a training budget and performance management system.

As an employer, JITO works to:

- Ensure all staff understand JITO goals and objectives and how they can contribute to achieve them,
- Provide equal opportunities for all staff and freedom from harassment and discrimination in the workplace,
- Support professional development of staff, encourage life long learning and provide on-going training,
- Provide staff the right to academic freedom and the recognition of excellence.

GOVERNANCE AND MANAGEMENT STRUCTURE AND PRINCIPALS

The JITO Board consists of representatives from the following industry associations:

- The Joinery Manufacturers Federation of NZ (JMF)
- New Zealand Building Trades Union (NZBTU)
- Glass Association of NZ (GANZ)
- Laminate Fabricators Society (LFS)
- Polytechnics
- an elected member from industry

The Board is the Joinery ITO's governing body whose key functions are to:

- ensure that the organisation is managed in accordance with its charter and strategic plan
- approve the 3 year strategic plan and the annual business plan
- appoint the Chief Executive

Over the next two years, the Board intends to review all policies and plans to ensure that they are well aligned with the Tertiary Education Strategy and the Statement of Tertiary Education Priorities.

The Chief Executive is responsible for establishing and implementing the strategic plan and the business plan and for the organisation's operational management. The Chief Executive reports regularly to the Board on the organisation's performance against the business plan.

CONSULTATION UNDERTAKEN IN PREPARATION OF THE CHARTER

The ITO consulted with its internal and external stakeholders in the development of this Charter and their views have been taken into account.

The following is a summary of the consultation process and outcomes that contributed to the preparation of the Joinery ITOs Charter.

August 2003

- The draft Charter was tabled at the August Board Meeting and feedback incorporated into the draft Charter
- The draft Charter was sent to the following industry stakeholders with a request for comment

The Joinery Manufacturers Federation of NZ (JMF)
New Zealand Building Trades Union (NZBTU)
Glass Association of NZ (GANZ)
Laminate Fabricators Society (LFS)

Polytechnics with whom JITO has a strategic relationship –

Northland Polytechnic
UNITEC (Auckland)
WINTEREC (Hamilton)
UCOL (Palmeston North)
WELTEC (Wellington)
CPIT (Christchurch)
SIT (Invercargill)

- An advertisement was placed in the five major metropolitan daily newspapers which together effectively provide national coverage. This advert advised that the ITO had developed a draft charter and was inviting comments from the following groups:

Employers in the joinery and glass & glazing industries
Employees of the joinery and glass & glazing industries
Training Providers who have an interest in the industries
Iwi who have an interest in the industries
Pacific Peoples organisations who have an interest in the industries

- The draft Charter was posted on the Joinery ITO website
- The draft Charter was presented to JITO staff members for comment
- JITO apprentices and employers were informed about the consultation process and how to access the draft Charter
- Five requests for printed copies of the draft Charter were received and posted

September 2003

- Article on the consultation process printed in the Joiners Magazine
- Feedback received from the new Zealand Council of Trade Unions – suggestion incorporated into draft Charter
- The draft Charter was presented at the AGM of the Auckland Joiners Manufacturers' Association
- Comment received from Gisborne Developments – incorporated in draft Charter
- Positive comment received from Northland Polytechnic

This Charter comes into effect on 1 January 2004 and expires on 27 December 2005.

FOR FURTHER INFORMATION PLEASE CONTACT:

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