



Profile 2005-07

Trading name:	Joinery ITO
Contact Person:	Eva Durrant
Position:	Chief Executive
Contact phone number:	04 385 8814
Email address:	eva.durrant@jito.org.nz

This document should be read in conjunction with the Joinery ITO Charter 2003- 2008.

The Profile covers the work that the ITO hopes to carry out over the next two years.

We look forward to your feedback and comments.

Eva Durrant
Chief Executive

Part A - Strategic direction and highlights of key changes in activities

Part A (1): Strategic direction

It is the Joinery ITO's mission to be the leader in quality training provision and improving the performance of the joinery and glass and glazing industries by identifying and meeting present and future skill requirements.

In the Joinery ITO's Charter, we set out our strategic direction for the next five years – we are 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 at 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.

Part A(2): Highlights of key changes in activities

Key changes over the next three years will be :

- Developing new training programmes (in particular, Limited Credit Programmes) for upskilling existing, earlier qualified members of the glass and glazing workforce.
- Developing qualifications which would sit over the current National Certificates – i.e. a Supervisory Certificate for both glass and joinery at Level 5.
- Implementing the new strategic leadership role which will be developed during 2005.
- Working with other ITOs, in particular through CAPITA, to develop a marketing strategy to attract students and other people to our industries, in particular to well-qualified young people to enter the industry as apprentices, and to widen the recruitment pool by encouraging women, Maori and Pacific Peoples to consider apprenticeships.
- Continuing the investigation of e-learning through collaboration with WELTEC.

Part A (3) Collaborative or rationalisation initiatives

1. Working with CAPITA (group of ITOs loosely working in the construction field: BCITO, Infratrain, Flooring ITO, Plumbing ITO, Boating ITO, Furniture ITO, Joinery ITO), on the following initiatives which have already started and which will progress over the next 2 – 3 years:
 - Developing a qualification which can be used in schools and Gateway Programme as an introduction to industry. Units will cover workplace safety, measure and calculate, hand tools, power tools, design, etc.
 - Developing a Communications Pack setting out career paths for CAPITA ITOs for marketing to school pupils.
 - As part of the CAPITA Group, developing a Maori advisory group to advise how CAPITA can increase Maori participation in our industries.
2. Continuing to share offices with FITO, and continuing combined off-job training for both furniture and joinery apprentices with common assessments.
3. Exploring the Construction ITO concept with other members of CAPITA.
4. Strengthening our strategic and collaborative relationships with the seven major polytechnics and technical institutes that provide apprenticeship training through contracts with the ITO, and investigating other ways of working together to benefit the industry.
5. Continuing to participate with WELTEC on the development of e-learning for the construction sector.
6. As mentioned in Part A(2), the ITO intends to undertake the investigative and analytical work for its strategic leadership role in collaboration with a number of other ITOs whose industries have a significant degree of interdependency. Discussions are underway with these ITOs to manage this project. The policy framework and other issues are still being discussed by the TEC and the ITF. The outcome of those discussions will guide timeframes and work.

Strategy 1: Strengthen System Capability and Quality

TEC's Expectations: Consistent with their Charter, ITOs should state their objectives to improve the strategic capacity of their governance and management, to enable the ITO to contribute better to the TES.

<p>STEP Priority</p> <p>Objective 1: Improved strategic capacity and leadership at both governance and management levels</p>	<ol style="list-style-type: none"> 1. <i>The Joinery ITO Board will set policies which support the aims of the Charter and Profile.</i> 2. <i>The Joinery Board will facilitate enhancing the leadership skills of the Chief Executive.</i> 3. <i>Completing an Industry Training Strategy, in conjunction with the Industry Training Federation.</i> 4. <i>Developing the strategic financial planning capability of the ITO to support its business plan.</i> 5 <i>Developing an HR Strategy, including succession planning for key positions.</i> 	<p><i>Develop Joinery ITO Board policies on participation of Maori and Pacific people, on strategic partnerships and on human resources. Form a Joinery ITO Board focus group to identify strategic financial issues and options.</i></p> <p><i>Joinery ITO Board endorse financial planning strategy and 2005 Business Plan.</i></p> <p><i>The Joinery ITO HR Strategy is developed and implemented, staff training needs are identified and provided, to enable staff members to provide appropriate support to clients.</i></p> <p><i>The Chief Executive undertakes training in strategic planning. Developing the Industry Training Strategy.</i></p>
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Strategy 2: Te Rautaki Mātauranga Maori – Contribute to achievement of Maori development aspirations.

TEC's expectations: TEC expects the ITO sector to make a strong contribution to Strategy 2. Individual ITOs need to decide, in the context of their own industry, on activities that will assist them to contribute to the sector contribution to Strategy 2 and the STEP priority objectives, consistent with their Charter.

<p>STEP Priority</p> <p>Objective 8: Tertiary Education Leadership that is effectively accountable to Maori communities.</p>	<ol style="list-style-type: none"> 6. <i>Gaining an improved understanding of the intentions and achievements of Maori trainees compared with other trainees.</i> 7. <i>Assessing the cultural appropriateness of the ITO's training delivery systems, particularly in regard to Maori trainees.</i> 8. <i>Strengthening the ITO's relationship with the Te Wangana O Aotearoa (TWOA)</i> 9. <i>A database of Maori stakeholders is compiled</i> 10. <i>Working with the CAPITA group to establish a Maori Advisory Group to advise on cultural sensitivity of CAPITA activities.</i> 	<p><i>When qualifications and unit standards are developed and/or reviewed, ensuring that the Maori perspective is taken into consideration Producing a report for the Joinery ITO Board on intentions and achievements of Maori trainees compared with other trainees.</i></p> <p><i>Ensuring that the Accredited Providers who provide training for the ITO, do so in a cultural appropriate manner. . Maori Liaison Officer engages with industry to compile database to identify industry training stakeholders. Promoting the TWOA to employers in the campus' area, and fostering a working relationship between the TWOA and employers to enable TWOA trainees to gain local workplace experience.</i></p> <p><i>Working with TWOA to assist in the accreditation of TWOA courses.</i></p> <p><i>Working with the CAPITA Maori Advisory Group and the ITO Maori Liaison officer to develop and implement its promotion and marketing strategy to new entrants to ensure that it is culturally sensitive to Maori.</i></p>
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Strategy 2: (continued) Te Rautaki Mātauranga Maori – Contribute to achievement of Maori development aspirations.

STEP Priority

Objective 12: Increased participation by Maori in both a broader range of disciplines and in programmes that lead to higher level qualifications.

11. Continuing to encourage participation of Maori trainees through the National Certificate in Glass and Glazing Introduction (L2), and encouraging further participation in higher level qualifications.

Monitoring progress of Maori trainees through the National Certificate in Glass and Glazing Introduction.

Area Training Advisors providing information on higher qualifications to all participants in the National Certificate in Glass and Glazing Introduction.

Area Training Advisors visiting glass companies and promoting the National Certificate in Glass and Glazing Introduction.

Strategy 3: Raise foundation skills so that all people can participate in our knowledge society

TEC's Expectations - TEC expects ITOs to make a strong contribution to Strategy 3. ITOs need to plan activities to contribute to this Strategy consistent with their Charter.

STEP Priority

Objective 14: Significantly improved adult foundation skill levels, achieved through increased access to foundation education in a range of learning contexts

(Note: Foundation Education is defined on page 36 of the TES document)

12. Ensuring that the Joinery ITO's qualifications and training management arrangements incorporate and support the literacy, numeracy and other foundation skills needed by the industry's workforce.

When reviewing qualifications and unit standards, , literacy, numeracy and other foundation skills needs are addressed

Continuing to provide assistance to trainees identified as requiring literacy or numeracy skills.

Reviewing training arrangements with off-job training providers to ensure that literacy and numeracy support is provided for trainees.

Continuing to work with Modern Apprentice Co-ordinators in the assessment of literacy/numeracy skill requirementsrequirementsrequirementsrequiremnts in our industries.

During the development of the Industry Training Strategy, the ITO will endeavour to identify future foundation skill requirements of the industry.

Strategy 4: Develop the skills New Zealanders need for a knowledge society

TEC's Expectations: TEC expects that ITOs will make their strongest contribution to Strategy 4. Consistent with their Charter, ITOs should plan activities designed to further improve their performance in meeting the present and future needs of employers and trainees.

STEP Priority

Objective 18: Accurate and timely skills forecasting capability

13. Determining, when developing the Industry Training Strategy, the approach to take to skill forecasting, and implementing that approach.

During the development of the Industry Training Strategy, the ITO will work with the Industry Training Federation and other ITOs in defining the approach that will be taken to skill forecasting in the joinery and glass industries.

Implementing the agreed approach to skill forecasting.

Strategy 4: (continued) Develop the skills New Zealanders need for a knowledge society

	<p>14. Continuing to monitor the mentor-based training delivery for the National Certificate in Glass and Glazing Introduction.</p> <p>16. 15. Developing a marketing strategy in collaboration with the CAPITA group to increase the number of people entering the industry. Ensuring that the joinery, glass and aluminium fabrication industries have access to high quality training and assessment.</p> <p>17. Marketing career paths within industries, and to those wishing to enter the industry.</p>	<p>Reviewing qualifications on a three yearly cycle.</p> <p>Developing a Supervisory Certificate for both glass and joinery at Level 5.</p> <p>Specific career paths for joinery, glass and glazing, laminate fabrication, aluminium fabrication developed and presented to industry associations.</p> <p>Working with the trainees and employers involved in the Mentor based programme to ensure that it is meeting the needs of the industry.</p> <p>In association with CAPITA, developing a marketing and promotional strategy for recent school leavers, people changing careers, or re-entering the workforce, including initiatives such as</p> <ul style="list-style-type: none">▪ Facilitating school-industry partnerships▪ Promoting work experience opportunities▪ Facilitating parent and teacher familiarisation days▪ Promoting and supporting modern apprenticeships
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		<p><i>Developing training packs for Gateway schools and pupils for both joinery and glass workplace experience.</i></p> <p><i>Implementing the Moderation Plan.</i></p> <p><i>Developing new training programmes (Limited Credit Programmes) for upskilling existing, earlier qualified members of the workforce.</i></p> <p><i>Working with providers to ensure that the best training techniques and resources are available at off-job training programmes</i></p> <p><i>Continuing to support the development of e-learning projects with WELTEC and other providers.</i></p> <p><i>Supporting the Mentor work-based programme through newsletters and visits by Area Training Advisors.</i></p>
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Strategy 4: (continued) Develop the skills New Zealanders need for a knowledge society

<p>STEP Priority</p> <p>Objective 20: Equity of access and opportunity for all learners.</p>	<p><i>18. Sustaining the improved participation of women in apprenticeship training within the glass industry that has occurred in the last two years.</i></p>	<p><i>The ITO will ensure that all aspects of unit standards, qualifications and training arrangements are non-sexist and relate effectively to women as well as men.</i></p> <p><i>Marketing the National Certificate in Glass and Glazing Introduction to women.</i></p> <p><i>The ITO will ensure its promotional and marketing materials and activities for schools are female inclusive.</i></p>
<p>STEP Priority</p> <p>Objective 24: Promotion of specialist skills that contribute to New Zealand's development</p> <p>(This may not be relevant to most ITOs, but some may have emerging skills for which unit standards and a qualification framework should be developed.)</p>	<p><i>19.. The ITO promotes the specialist joinery skills needed to the development of New Zealand as a knowledge society.</i></p>	<p><i>ContinuingContinuing to develop unit standards and qualifications for the joinery industry and for the glass industry.</i></p>

Strategy 5: Educate for Pacific Peoples' Inclusion and Development

TEC's Expectations: TEC expects the ITO sector to make a strong contribution to Strategy 5. Individual ITOs need to decide, in the context of their own industry, on activities that will assist them to contribute to the sector contribution to Strategy 5 and the STEP priority objectives, consistent with their Charter.

<p>STEP Priority</p> <p>Objective 25: Pacific learners are encouraged and assisted to develop skills that are important to the development of both the Pacific and New Zealand.</p> <p>STEP Priority</p> <p>Objective 26: A tertiary education system that is accountable for improved Pacific learning outcomes and connected to Pacific economic aspirations.</p>	<p><i>20 Identifying Pacific stakeholders and understanding more about their interests in the joinery and glass industries, particularly in the Auckland and Porirua areas.</i></p>	<p><i>Identify Pacific stakeholders in Auckland and Porirua with specific links to the joinery and glass industries – beginning with employers and trainees.</i></p> <p><i>Hold discussions with Pacific stakeholders regarding the nature of their interests in the joinery and glass industries and their views about current Joinery ITO training content and service delivery.</i></p> <p><i>20c) Assess the implications of Pacific stakeholders views for future Joinery ITO training content and service delivery.</i></p>
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