

# KNOW IT ALL



THE BCITO DIRECTORY  
OF EVERYTHING WE DO  
**EDITION 2**

**BCITO**  
*He Hunga Hanga Mātou*  
**building people**

# I didn't know you did that!

Introducing the complete BCITO directory, where you'll find all the products and services that we offer, and all the things you wish you knew from the start.

Whether you're an **APPRENTICE** or **EMPLOYER**, this booklet will help you on your learning or training journey.

Dip in and out to get to know the huge network of support systems and offerings that we have to help you succeed.

It's what sets us apart from any other construction industry training organisation: we've got the set-up, to whole-heartedly set you up.

# Luckily, now you do.

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# Training support

Once apprentices are on the road to becoming qualified, they'll get familiar with our online portal called myBCITO. Find out more about this training support space, how it works, plus the extra perks on offer like night classes, that make studying all the more doable.

## 1. myBCITO

APPRENTICES

EMPLOYERS

myBCITO is an online portal for all BCITO learner resources, courses and assessments. The great thing is that everyone can access it, from apprentices and their Training Advisors to employers.

### Who it's for

myBCITO is for apprentices to access learning resources and upload their assessments. It's also for Training Advisors, employers to see learner's work and how they're getting on.

### Why it can help

As an online portal, all learners can see how they're progressing in real-time, and upload all their work in one place for their employer and Training Advisor to see. It also has learning resources in the same place.

### How to access it

Go to [bcito.org.nz/get-mybcito](https://bcito.org.nz/get-mybcito) and follow the instructions for setting up a password.

You can also ask your Training Advisor for guidance to get set up.



## 2. Off job learning support classes

APPRENTICES

Off Job Learning Support is provided to help apprentices progress through their qualifications. Support varies from region to region and can adapt to suit who attends.

### Who it's for

Apprentices who would like help studying and have questions, or who like the idea of a designated space to work in, as a focus away from home distractions.

### Why it can help

Off Job Learning Support differs across the country, and may include night classes or day workshops held in person. Others provide the opportunity to tune-in online.

Some are focussed on specific topics, while others are open support sessions. Some offer free use of laptops and Wi-Fi, and may include pizza to sustain you straight after work.

What they all offer are small, supportive learning environments, with dedicated instructors and Training Advisors who give personalised support.

### How to access it

Ask your Training Advisor about off job learning support in your area. If there's anything not offered that you're interested in, just ask. You can also find details in myBCITO.

# Learner support

Joining the BCITO family comes with more than an apprentice, an employer and a Training Advisor. There's wrap-around support through external providers, that's tailored and free.

Find support for English language, literacy and numeracy, learners with disabilities, mental health, Māori learners, Pasifika learners, women in the workplace, and processes for when things could be better.



### 3. Language literacy and numeracy support

#### APPRENTICES

Struggling with reading, writing, English language or maths? BCITO offers free trade-specific courses, workshops, and 1:1 tuition to help apprentices succeed.

#### Who it's for

For apprentices looking to boost their reading, writing, communication, study skills, maths, or English, especially to help with BCITO assessments and on-the-job tasks.

#### Why it can help

Learning support helps apprentices find strategies that work best for them with their learning difficulties, setting them up for success in their qualification.

This may include a C-Pen (an assistive device that reads words aloud), 1-1 tuition, study groups with peers, financial literacy classes on budgeting and saving, and trade-specific tuition.

#### How to access it

You can email the Learning Success Team directly on [learnersupport@bcito.org.nz](mailto:learnersupport@bcito.org.nz)

Alternatively visit [bcito.org.nz/resources/#learning](https://bcito.org.nz/resources/#learning) or check out myBCITO.



### 4. Support for learners with disabilities

#### APPRENTICES

#### EMPLOYERS

BCITO believes in breaking down barriers in order to help learners who have challenges or disabilities (such as learning difficulties or deafness) to thrive in the trades.

#### Who it's for

For apprentices who live with a disability or disabilities (such as dyslexia, deafness, autism, etc), and employers who would like to support them.

#### Why it can help

BCITO's resources and assessments are designed to be accessible and flexible, supporting learners with diverse needs for the best chance of success. Individual needs are assessed case by case, with guidance from disability advocacy groups when appropriate.

Whether through sign language interpreters, literacy support, or assessment assistance, we work closely with learners and their workplaces to remove barriers and provide the necessary support.

#### How to access it

Visit [bcito.org.nz/building-abilities](https://bcito.org.nz/building-abilities) for resources and stories, ask your Training Advisor or contact [disabilities@bcito.org.nz](mailto:disabilities@bcito.org.nz)



## 5. Mental health support

APPRENTICES

EMPLOYERS

BCITO offers independent, professional and confidential mental health support through Vitae and EAP (Employee Assistance Programme).

### Who it's for

For apprentices or employers who are struggling with mental wellbeing, stress, anxiety, depression, bullying, anger, relationships, grief, trauma or life transitions.

### Why it can help

Wellbeing support can minimise the impact of difficulties in life.

**Vitae counselling** offers apprentices free, unlimited services in person, online or over the phone.

**EAP services** offers apprentices and employers personal or financial counselling, career or legal guidance, fitness, nutritional or sleep coaching.

## How to access it

For **Vitae** call 0508 664 981 or complete the referral form at

[vitae.co.nz/contact/Te-Pukenga](https://vitae.co.nz/contact/Te-Pukenga)



For **Mental Health and Wellbeing for employers**

visit [modules.bcito.org.nz/mental-health-wellbeing](https://modules.bcito.org.nz/mental-health-wellbeing)



For **free EAP services**, contact EAP on **0800 327 669** and mention you're a BCITO apprentice or a BCITO employer.



## 6. Māori learner support

### APPRENTICES

### EMPLOYERS

### **Waihanga Whānau! Waihanga Angitu! Waihanga Anamata. Building whānau, success, and futures.**

Te Korowai Manaaki is our Māori Apprentice Success team advising Māori Apprentices and employers about strategies for building success and futures for Māori Apprentices.

#### **Who it's for**

Māori apprentices who need connected support to get the most out of work and training, while juggling whānau and life. And employers who want to develop the strategies to connect with Māori Apprentices and build their workforce.

#### **Why it can help**

Connectedness is critical for Māori Apprentice success.

Our solutions support employers and Māori Apprentices to grow strong relationships and develop proven methods for positive learning in the workplace.

Cultural capability support is also available to help businesses develop confident and competent Māori support processes.

Ask us about **Kahukura** for first year Māori Apprentices or **Te Kahu o te Ako** for instant tailored solutions.

#### **How to access it**

Te Korowai Manaaki is available nationwide

**email:** [maorilearnersuccess@bcito.or.nz](mailto:maorilearnersuccess@bcito.or.nz)

## 7. Pasifika learner support

### APPRENTICES

### EMPLOYERS

BCITO offers support for Pasifika apprentices and for employers training Pasifika apprentices. Nurturing Pasifika values of community and family is important to growing apprentices' curiosity, courage, and success in the trades.

#### **Who it's for**

For Pasifika apprentices who would like tailored support that's unique to their Pasifika culture. Speaking to someone who understands their upbringing, such as finding their voice and connecting to faith, can make all the difference.

It's also for employers who are supporting Pasifika apprentices, and would like to connect to their unique values to help them succeed.

#### **Why it can help**

Helping apprentices to succeed is not one-size-fits-all.

Speaking to Pasifika Advisors, attending Pasifika-specific night classes and courses, or accessing Pasifika resources can create more culturally-sensitive support.

#### **How to access it**

View relatable and translatable Pasifika stories at [bcito.org.nz/building-pasifika](https://bcito.org.nz/building-pasifika)

A call back can also be scheduled here to speak with a Pasifika Advisor.



## 8. Supporting women in the workplace

### APPRENTICES

### EMPLOYERS

BCITO has dedicated resources and events to support women to feel safe and empowered in the trades. Our support includes employers committed to inclusive and thriving workplaces.

### Who it's for

For all women apprentices who value gender-specific support through the Women in Trades Hub and Building Women Workshops – where wāhine can connect, learn, and grow.

For employers to support and uplift women in the trades with BCITO's "Supporting Women in Your Workplace" resources and Mana Wāhine Trade events.

### Why it can help

The online hub offers a wealth of industry and wellbeing support for women, while the online workshops are a safe space for women to share and grow.

Our employers' resources and events expand their capabilities in the kind of communication and culture women thrive in.

### How to access it

Apprentices can find resources and workshops through their myBCITO. Employers can find resources on myBCITO in the Trainer Support Hub, visit [buildingwomen.nz](https://buildingwomen.nz) for inspiration, and talk to their region's Champion for Women for latest news and scholarships.



## 9. Complaints process

### APPRENTICES

### EMPLOYERS

BCITO is committed to high levels of customer service and has developed a complaint notification, management and resolution process.

### Who it's for

If you've had an experience that isn't as good as it could be, you can make a formal complaint.

### Why it can help

A designated complaints process allows for BCITO to right any wrongs, and for employers and apprentices to be heard and taken care of. General feedback is also welcome, as well as compliments.

### How to access it

Complaints can be written directly to your BCITO Area Manager (ask your Training Advisor for details), or through the complaints email [feedback@bcito.org.nz](mailto:feedback@bcito.org.nz). These are recorded, investigated and resolved by a BCITO Manager.

If there is a specific assessment appeal (an apprentice would like to look into how their Training Advisor assessed them) you can lodge a formal appeal at:

[bcito.org.nz/about-bcito/feedback](https://bcito.org.nz/about-bcito/feedback)



# Professional support

There's a business side to being a learner or trainer for a construction qualification. BCITO offers support in introducing trades at schools, matching up apprentices with employers, and helping employers become better trainers.

BCITO also offers general business support for the admin side of things, and logo branding for self-promotion.

## 10. Gateway

### EMPLOYERS

Gateway is a school-based trades training programme. It's a way for students in Years 11, 12 and 13 to try the trades, and for employers to find potential apprentices, while they're still at school.

#### Who it's for

For secondary schools students who are interested about a career in the trades, and employers who are passionate about building a skilled workforce by investing in training.

#### Why it can help

Employers are able to trial school students before employing them as apprentices. For their commitment, employers get the benefit of an extra pair of hands on the tools, while the students get a foot in the door to figure out if the trades are for them.

Classroom theory is mixed with practical work, where students get to work at a jobsite one day a week for ten weeks, or ten days during the school holidays.

BCITO also covers new driver's license fees for all BCITO Gateway students.

#### How to access it

Employers can register with their local school's Gateway coordinators or by calling **0800 4 BCITO (422 486)**.

For more information, check out the BCITO Gateway Support and Assessment document.



## 11. Job matching services

### APPRENTICES

### EMPLOYERS

BCITO provides job matching services for those interested in the trades, and employers looking for a new apprentice. Apprentices still need to be proactive when looking for a job, this is just one helpful avenue.

#### Who it's for

Individuals interested in starting an apprenticeship or looking to continue their apprenticeship. This service is also for employers looking for an apprentice.

#### Why it can help

Employers can take advantage of our free database of potential apprentices, matching specific criteria, such as a New Zealand driver's licence and own transport.

Apprentices get contacted when there is a match, and are given the employer's contact details. They contact the employer and arrange an interview and go through the company's recruitment process.

#### How to access it

Individuals can complete a profile at **[bcito.org.nz/getstarted](https://bcito.org.nz/getstarted)** to go on our database.

Employers can fill in their details at **[bcito.org.nz/hire](https://bcito.org.nz/hire)** and we will call to discuss specific needs.





## 12. Train the Trainer workshops

### EMPLOYERS

The Train the Trainers – for Tradies workshops provide simple, practical strategies to help your apprentices to learn faster, work smarter, and grow their skills with confidence. And they are free.

#### Who it's for

These one-day workshops are designed for experienced tradies who train or mentor apprentices. This can be anyone from business owners to team leaders looking to upskill.

#### Why it can help

The workshops are free, practical and have been designed by BCITO for busy tradies. You will gain:

- How to train and mentor your apprentices effectively.
- Get tips on communication, engagement, and feedback.
- Improve your apprentice's learning experiences.

All within a fun relaxed atmosphere in a small group of tradies just like you.

#### How to access it

These workshops are available nationwide. For further information and dates in your area:

**email:** [trainthetrainer@bcito.org.nz](mailto:trainthetrainer@bcito.org.nz)

**visit:** [bcito.org.nz/train-the-trainer](https://bcito.org.nz/train-the-trainer)



## 13. Support guides for trainers

### EMPLOYERS

BCITO has a wide array of resources, courses, and modules through the myBCITO dashboard, to help employers train their apprentices and be the best employers they can be.

#### Who it's for

BCITO's training resources benefit all employers of apprentices, from training managers in large companies to independent sole traders, ensuring effective apprentice development.

#### Why it can help

Employers get to learn about what makes a good trainer, how to create a positive environment and provide appropriate support.

They can learn in bite-sized sections by either reading them, or completing them as courses (and gaining certificates in the future).

The following topics are covered:

- Recruitment and retention
- Effective communication
- Conflict resolution
- Identifying learner needs
- Mental and physical wellbeing
- Diversity, equity, inclusion
- Cultural awareness and discrimination
- Free support for apprentices
- Supporting women apprentices

#### How to access it

Employers can visit their myBCITO dashboard, select the 'Trainer Support' Hub, and complete modules at their own pace.



## 14. Business Support

### APPRENTICES

### EMPLOYERS

The Business Support team handles all BCITO admin queries, ensuring the smooth day-to-day operation of the business. This allows Training Advisors to focus on what they do best—building people.

#### Who it's for

For learners and employers who are training with BCITO.

#### Why it can help

Business Support can help with the following:

- Training agreements (like payments and setting up direct debits)
- Processing end-of-apprenticeships and certificates
- Off-job training procedures (like going on external courses)
- Updating passwords and access to myBCITO
- Resource enquiries (receiving or replacing training materials)
- Processing withdrawals and change of programmes (on advice from your Training Advisor)
- Supporting those doing the BCITO on-line induction programme
- Progress updates of where a sign-up is currently sitting.

#### How to access it

We're just a phone call or email away.

Call **0800 4 BCITO (422 486)** or [info@bcito.org.nz](mailto:info@bcito.org.nz)

## 15. Trainer and qualified branding

QUALIFIED APPRENTICES

EMPLOYERS

Qualified trade professionals and employers training apprentices can use the official BCITO qualified or trainer branding logos on their business materials, to promote their involvement and successes.

### Who it's for

For qualified trade professionals who have completed their apprenticeship with BCITO, and employers who are currently training an apprentice with BCITO.

### Why it can help

Displaying that you're qualified or that your business trains apprentices with BCITO, tells Aotearoa that you're part of the success of the trades. Be proud of your work, and inspire others to do the same.

You can use the branding on any promotional materials, such as your website, letterhead, business cards, vehicle decals, emails, print and online advertising, site signage and workwear.

### How to access it

Enter your details at

[bcito.org.nz/resources/bcito-brand](https://bcito.org.nz/resources/bcito-brand)

and we'll send you digital files of your official BCITO trainer or qualified branding.



BCITO qualified logo



BCITO trainer logo



# Leadership support

BCITO is always looking for ways to extend apprentices' and employers' skills, ambitions and opportunities. Through Outward Bound scholarships (including one specifically for wāhine) and various Apprentice of the Year competitions, there are avenues for self-development, growth, and realising true potential which can open up further job prospects.

## 16. Giving apprentices a voice

### APPRENTICES

### EMPLOYERS

BCITO aims to support apprentices in their development by understanding their needs. To achieve this, we have formed the Apprentice Leadership Group, consisting of 16 Apprentice Leaders from each industry sector.

#### Who it's for

Apprentices eager to enhance learning experiences and develop leadership skills. It's for those committed to driving meaningful change in training and support services, ready to invest 18 months and around 10 days away from work for industry events.

#### Why it can help

Apprentice Leaders amplify the apprentice voice, ensuring learning and development remain a priority. Their personal experiences drive meaningful change, challenging the status quo. Direct involvement allows us to address challenges, improve training quality, and strengthen the industry. For Apprentice Leaders, it's an opportunity to build leadership skills through the outward-bound programme and industry participation.

#### How to access it

There are two ways to be nominated.

1. Speak with your Training Advisor about making a nomination.
2. Apprentices and employers can make nominations via the BCITO website, visit [bcito.org.nz/al-form](https://bcito.org.nz/al-form)



## 17. Outward Bound scholarships

### APPRENTICES

BCITO offers 14 Outward Bound Scholarships (worth \$3,500 each) per year to help young apprentices flourish as young leaders. Outward Bound is a once-in-a-lifetime experience that challenges young leaders to be all they can be.

#### Who it's for

Apprentices currently completing a BCITO apprenticeship in any trade.

#### Why it can help

An Outward Bound Scholarship is about challenging apprentices outside their comfort zones so they can grow and see what they are truly capable of. Through a 1-3-week outdoor experience they will look inwardly.

They will come out with an increase in confidence, self-awareness, communication, and teamwork skills that they can apply to today's training and tomorrow's employment.

#### How to access it

To find out when applications open and close, and when course dates run each year, visit

[bcito.org.nz/scholarships/ outward-bound-scholarship](https://bcito.org.nz/scholarships/outward-bound-scholarship)



## 18. Mana Wāhine Outward Bound scholarships

### APPRENTICES

### EMPLOYERS

BCITO offers at least 3 Mana Wāhine Outward Bound Scholarships (worth \$3,500 each) per year to encourage more wāhine apprentices to be all they can be, through a once-in-a-lifetime experience.

#### Who it's for

Female apprentices currently completing a BCITO apprenticeship in any trade.

#### Why it can help

A Mana Wāhine Outward Bound Scholarship is about supporting the growth of women, who are under-represented in the trades.

Through a 1-3-week outdoor experience, apprentices are challenged outside their comfort zones so they can grow and see what they are truly capable of.

They will come out with an increase in confidence, self-awareness and team skills that they can apply to every-day training and working.

#### How to access it

To find out when applications open and close, and when course dates run each year, visit

[bcito.org.nz/scholarships/mana-wāhine-outward-bound-scholarship](https://bcito.org.nz/scholarships/mana-wāhine-outward-bound-scholarship)



## 19. Apprentice of the Year competitions

### APPRENTICES

### EMPLOYERS

Apprentice of the Year competitions are held yearly to recognise up-and-coming apprentices for their skills, determination, and commitment to excellence. Kudos go to their employers for helping foster growth and high standards in trades training.

#### Who it's for

For motivated apprentices who strive to grow and challenge themselves to be better at their practice, and for employers who want to nominate and support top apprentices.

#### Why it can help

Most sectors hold their own competitions, encouraging high standards and acknowledging hard work. Some competitions are experience-based (requiring portfolios), others are competition based (with tasks to complete).

Awards are presented at industry awards evenings, boosting the reputations of apprentices and their employers, with media exposure often leading to job opportunities, promotions and growth. Scholarships and grants are also part of the celebrations.

#### How to access it

We will notify you on your myBCITO homepage when applications in your sector are open. Otherwise ask your Training Advisor.



# Financial support

Work-based training is a great way to earn while learning, but for some it can still be financially tough. Find out how BCITO might be able to help, through government schemes, tools grants, diversity scholarships or hardship grants. Plus, for employers wanting to grow their leadership skills, there are building leadership grants.



## 20. Fees help

### APPRENTICES

### EMPLOYERS

BCITO offers a range of financial support for apprentices and employers. Criteria and rules change annually, so contact us to check your eligibility.

#### Who it's for

For apprentices, we provide personalised options to minimise your financial stress.

For employers, there are various payment and grant options available under certain criteria.

#### Why it can help

Fees help can support apprentices to give the trades a go. For employers, it can reduce business costs, creating space to train apprentices.

#### Help with your payment plan

We have several payment options available to choose from. You can pay via direct debit in manageable payments over the year, or you can pay in full through internet banking, or over the phone.



#### Help with fees free (TEC)

Apprentices may be eligible for free fees under the Government's Final Year Free scheme. To check if you're eligible, visit [www.feesfree.govt.nz](http://www.feesfree.govt.nz)



#### How to access it

For more information on making payments, including FAQs: [bcito.org.nz/pricing/](http://bcito.org.nz/pricing/)



#### Apprenticeship Boost

This programme provides reassurance for employers to keep existing apprentices and take on new ones.

Employers may receive the Apprenticeship Boost payments through MSD once their apprentice's sign-up has been completed.

You can find out more information about the programme visit [bcito.org.nz/employers/boost/](http://bcito.org.nz/employers/boost/)



#### Grants and funds

We offer a range of financial assistance if you're an apprentice or want to train an apprentice.

[bcito.org.nz/scholarships/](http://bcito.org.nz/scholarships/)



Contact us about your payment options and any general finance and invoice queries:

**email:** [CreditControl@bcito.org.nz](mailto:CreditControl@bcito.org.nz)

**call:** 0800 422 486 (option 3)

## 21. Tools grant

### APPRENTICES

A Tools Grant is a \$1,000 grant given to 30 first year apprentices each year. It is to help with buying tools, which can be the most expensive part of an apprenticeship.

#### Who it's for

Tools Grants are for first year apprentices who need financial help to buy tools. Apprentices can only be awarded this grant once.

#### Why it can help

Often the biggest expense when starting an apprenticeship is the purchase of tools. This grant helps offset that expense, so money doesn't become a barrier to qualifying.

#### How to access it

Application dates are open from July to August each year.

To find out more information and how to apply, scan the QR code or visit:

[bcito.org.nz/scholarships/bcito-tools-grant](https://bcito.org.nz/scholarships/bcito-tools-grant)

Any questions please email [toolsgrant@bcito.org.nz](mailto:toolsgrant@bcito.org.nz)



## 22. Diversity scholarships

### APPRENTICES

Diversity Scholarships are available for apprentices who identify with groups that are underrepresented in the trades. There are 20 scholarships worth \$2,000 given out each year, and an apprentice can only receive this once.

#### Who it's for

Any apprentice (or learner of the Supervisor qualification) in their first year of study, who belongs to a minority group that is underrepresented in the trades. This includes (but is not limited to) gender diversity, ethnic background, Māori and Pasifika.

#### Why it can help

This scholarship encourages more diversity in the trades, by helping finances not be a barrier.

Money can go towards any training help such as accommodation or travel to attend courses, materials, childcare, technology, or tools.

#### How to access it

Fill in an application form, along with supporting documents, and show how the funds will help an individual from a diverse group.

Ask your Training Advisor or visit

[bcito.org.nz/scholarships/diversity-scholarship](https://bcito.org.nz/scholarships/diversity-scholarship)



## 23. Hardship grants

### APPRENTICES

Hardship Grants are given to learners who are in financial hardship and would otherwise not be able to afford to do an apprenticeship. Individuals are only able to receive one of these.

#### Who it's for

An apprentice who is financially disadvantaged who would like to train in the trades, and who would not be able to without financial help.

This includes solo parents, those in low-income situations, or those struggling with other hardships impacting their finances.

#### Why it can help

Hardship Grants are there to level the playing field, so that financial status does not impact the potential of someone wanting a future in the trades.

#### How to access it

Applications can only be made by BCITO Training Advisors on behalf of a BCITO learner facing hardship. If you think you would benefit or qualify for a hardship grant, speak with your Training Advisor.

## 24. Building leadership grants

### EMPLOYERS

Building Leadership Grants are \$3,000 grants available to 20 employers who would like to grow their business and leadership roles through study programmes and professional development.

#### Who it's for

Employers, supervisors and managers who have a current BCITO apprentice at the time of the application and when the grant is claimed. This is limited to one application per business, and can only be received once.

#### Why it can help

Professional support for employers promotes successful businesses, creating more opportunities for apprentices also to train and succeed in the trades.

The grant **covers** programmes such as:

- ✓ consultation with a business advisor,
- ✓ short courses or seminars on management,
- ✓ higher-level business-related qualifications,
- ✓ leadership training.

The grant does **not** cover:

- ✗ health and safety courses,
- ✗ PPE and tools costs,
- ✗ social events,
- ✗ subsidising wages.

#### How to access it

Applications open twice a year. To view dates and more details visit [bcito.org.nz/scholarships/bl-grant](https://bcito.org.nz/scholarships/bl-grant)





# Qualification support

Alongside gaining or training in a BCITO construction qualification, apprentices get to do intensive block courses, aspiring supervisors can get qualified, sports-people in clubs can do complementary apprenticeships, and employers can consider offering staff micro-credentials.

Find out about extra support surrounding qualifications.

## 25. Get experience recognised

### EMPLOYERS

BCITO's Experience Recognition Programme can help someone in your team get officially qualified without the need for a lengthy apprenticeship.

#### Who it's for

This programme is designed for skilled tradies who have significant experience in their sector but have no formal qualifications.

It is ideal for those who want to advance their careers, future-proof their businesses, or meet customer requirements for qualified contractors.

#### Why it can help

Depends on how experienced your tradie is and how committed to working through the process, it could take anywhere from three months to one year. Saving you and them both time and money - by becoming fully qualified faster.

#### How to access it

To get started contact your BCITO Training Advisor who will evaluate your tradie's suitability, or call 0800 422 486 to arrange a catch up.

[bcito.org.nz/employers/training-opportunities-supervisors-and-managers/recognise-your-experience/](https://bcito.org.nz/employers/training-opportunities-supervisors-and-managers/recognise-your-experience/)



## 26. Block courses

### APPRENTICES

Block courses are part of some apprenticeships, combining practical and theoretical training, so apprentices can deepen their learnings and make connections.

#### Who it's for

Block courses are offered in the following programmes:

- Glass and glazing
- Kitchen and bathroom design
- Timber joinery
- Brick and block laying
- Flooring installation and planning design
- Painting and decorating

Block courses vary in length (5-10 days), location (travel may be required), and frequency.

#### Why it can help

Theory and practical skills are consolidated, and topics not learnt in the workplace (yet are important to the qualification) are covered such as health and safety, or legislation.

Apprentices go through the courses with the same group, making lasting connections.

#### How to access it

Calendar invitations are sent out to apprentices with the block courses they are allocated to for the year, with flexibility if needed. If you have any questions, ask your Training Advisor.

## 27. Supervision qualification

### APPRENTICES

### EMPLOYERS

In an industry with a shortage of supervisors, the New Zealand Certificate in Construction Trades Supervision (Level 5) trains qualified apprentices who are in a supervising role to become qualified, high-performing and valuable supervisors on the jobsite.

### Who it's for

For those working in the supervising space who would like to be recognised, upskilled and qualified as a supervisor. It's also for employers looking to formally train staff in this specialised space.

### Why it can help

Current supervising tradespeople can lift their skills, recognition and career opportunities in only 12 months.

It's a great way for employers to recognise potential and loyalty, and to share the supervision load with an extra pair of trustworthy hands.

This qualification teaches planning, monitoring and evaluating work, promoting and supporting team wellbeing, sustainable practices, managing conflict, and technical supervision in a strand of choice.

### How to access it

Talk to your BCITO Training Advisor or visit [bcito.org.nz/supervisor](https://bcito.org.nz/supervisor)



## 28. Micro-credentials

### EMPLOYERS

Micro-credentials are a way for employers to train staff on very specific skills that are in high demand. They can be completed on the jobsite, in a short time (around six months).

### Who it's for

Employers who want to upskill members of their team in a very specific area, or test-try training with manageable-sized learning. Micro-credentials can also be credited towards a full apprenticeship.

### Why it can help

Employers can promote a culture of professional development, and help staff to focus and specialise in their specific skill-set, without a long term commitment.

The idea of training can be tested, by both employers and employees.

Staff can gain recognition for specific skills in: basic construction, insulation installation, kitchen installation, demolition and renovation, exterior envelope installation, interior linings and joinery, and on-site assembly.

### How to access it

Employers can sign up current staff at [bcito.org.nz/employers/micro-credentials](https://bcito.org.nz/employers/micro-credentials) They'll be connected with resources and a Training Advisor.



## 29. BCITO Sports

APPRENTICES

EMPLOYERS

This programme links BCITO, employers and sports clubs so that club players at all levels can complete a flexibly-scheduled apprenticeship or training package alongside their sporting roles.

### Who it's for

For all sports players who would like to transition into the trades after their sporting careers or alongside their sporting commitments and clubs looking to increase their player numbers.

### Why it can help

Players can do what they love while setting up for the future. Supported by employers, they can pause the apprenticeship when their season is on and accelerate during the off-season.

Employers can find high-achieving team players whose strengths contribute to the trades.

Sports clubs can support players to gain apprenticeships through club connections and networking opportunities.

### How to access it

Players and employers can approach one another, or contact BCITO to be matched.

To find out more contact [sports@bcito.org.nz](mailto:sports@bcito.org.nz) or visit [bcitosports.nz](https://bcitosports.nz)



## 30. Pathways in the trades

APPRENTICES

EMPLOYERS

From skilled tradie to site supervisor, or even running your own crew. The pathways ahead is full of potential, and the doors are yours to make and to open.





# Staying in touch

At BCITO, we stay connected and useful to you by sharing helpful information in ways that work for you.



## 31. Sector news

APPRENTICES

EMPLOYERS

BCITO Sector News provides you with the latest news in your chosen trade – there are 16 to choose from, along with general industry news.

### Who it's for

From employers and industry groups to apprentices and learners. Anyone interested in a specific trade sector or has an interest in the construction industry as a whole.

### Why it can help

These newsletters are emailed bi-monthly to keep you informed, including updates on our training support, qualifications, industry insights and celebrating the success of our employers and apprentices.

### How to access it

You can register to receive one sector newsletter or up to all 16:

[bcito.org.nz/resources/subscribe-for-industry-updates/](https://bcito.org.nz/resources/subscribe-for-industry-updates/)



## 32. BCITO social media

APPRENTICES

EMPLOYERS

By following BCITO on our social media channels, you are informed on the latest news and together we can celebrate our industry.

### Who it's for

Anyone with an interest in the building and construction trade sectors and the industry. We've got you covered.

### Why it can help

Partnering with our apprentices, employers, and creators across the industry, we bring you the latest news. And by following us, you'll gain access to real-time updates, industry insights, and exclusive opportunities to connect with peers and experts in your field.

And don't forget to tag us in on what you're up to and we can share your successes.

### How to access it

Facebook

[@bcito.org.nz](https://www.facebook.com/bcito.org.nz)



Instagram

[@bcito](https://www.instagram.com/bcito)



LinkedIn

[@bcito](https://www.linkedin.com/company/bcito)



## 33. BCITO website

APPRENTICES

EMPLOYERS

The BCITO website is our platform to connect learners and employers with our training, support, and industry resources.

### Who it's for

Our website offers tailored pathways, tools, and guidance for employers and apprentices to navigate training and employment in the trades.

### Why it can help

The site helps existing learners to access apprenticeship opportunities, learning resources, and support.

Existing employers benefit from tools to manage apprentices, access funding like Apprenticeship Boost, and to find new talent.

**How to access it:** Here's some useful links:

#### Fees

Latest fees information and support

[bcito.org.nz/pricing](https://bcito.org.nz/pricing)

#### Apprenticeship Boost

A payment programme for employers. Criteria applies.

[bcito.org.nz/employers/boost](https://bcito.org.nz/employers/boost)

#### Resources

From learning support tools to employer resources.

[bcito.org.nz/resources/](https://bcito.org.nz/resources/)

#### Job matching

Looking to hire your next apprentice?

[bcito.org.nz/hire/](https://bcito.org.nz/hire/)



## 34. MyBCITO Employer reports

EMPLOYERS

BCITO sends a tailored monthly report to all our employers, outlining each apprentice's progress against their learning targets.

### Who it's for

These reports are for employers who manage BCITO apprentices and want to know how their apprentice is progressing with their qualification.

### Why it can help

The reports offer a valuable update on an apprentice's learning progress, highlighting both strengths and areas that may need additional support. They also provide a physical record for both you and your learner's files over their qualification term.

### How to access it

All employers should automatically receive their reports via email at the beginning of each month. Please check you are receiving yours, as reports may end up in your Junk or Spam folder unseen.

If you haven't seen your reports and would like to, please call us on **0800 422 486**.



## EMPLOYERS

If you feel like you need more visits,  
**contact your Training Advisor**

## Notes

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**CALL BCITO TODAY**  
0800 4 BCITO (422 486)

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

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**building people**