

# BUILDING LEARNERS

Learning support guide for tradies





# BUILDING LEARNERS' CAPABILITY WITH SUPPORT

At BCITO, we understand that for apprentices to be successful, they need access to the right support at the right time.

Using external providers and tutors, we offer a range of support options in areas such as reading, writing, communication, English language, maths, and general wellbeing.

Access to the right support always starts with having a conversation to identify needs. BCITO are here to help you in this process.

Everyone can do with a bit of support sometimes. The hard part is often asking for it.

**This book is your bridge.**

# Contents

There are four parts to using this book.

<b>1.</b>	<b>Conversations</b>	2
	Chat together to learn what support the apprentice needs.	
<b>2.</b>	<b>Definitions</b>	6
	Understand the possible reasons for needing support.	
<b>3.</b>	<b>Support Options</b>	12
	Know the different support services you can choose from.	
<b>4.</b>	<b>Referrals</b>	23
	Follow the simple process to access support.	

# 1.

## Conversations

### Just have a chat

Sometimes all an apprentice may want, and all an employer or trainer needs to show, is awareness. Just by chatting, everyone can be aware of how the apprentice is feeling and what support is on offer.

# Why chat

As an **employer or trainer**, you may have noticed you're repeating things, or that your apprentice isn't confident with reading, writing, speaking or maths.

As an **apprentice**, you may be feeling a bit stuck or behind with learning. You may or may not know the reason for it, but wonder if support could help.

# Conversation tips

If you're stuck on what to say, here are some tips to start you off. Remember, you don't have to find a solution. Chatting opens the space for support, the BCITO Learning Success team can do the rest.

## **Share both ways**

Employers or trainers sharing their own stories of struggles, either at school or as apprentices, can often help learners open up too.

## **No judgments**

Create a no-judgement zone. Employers and trainers were apprentices once too, so they also get what it's like.

## **Keep it casual**

The best way to know each other is to be genuinely interested. Try 'What was your schooling like?' or 'I've noticed you're/I'm struggling with X'.

## **Don't jump to solutions**

Keep the conversation around experiences; what you've both noticed or how you both feel. This will inform the kind of support that might help.



# 2.

## Definitions

### Understand the reasons

There are many reasons why apprentices may need support. The following definitions are not for diagnosing, but for understanding why an apprentice may be having difficulties onsite. These will be different for each person.

Each of these difficulties or neurodiversities has its own set of challenges, strengths, and things you may notice. It is also common for learners to have more than one neurodiversity.

# Definitions

## DIFFERENCES & DIFFICULTIES

- English language learners
- Language or communication difficulty
- Literacy difficulty
- Numeracy difficulty
- Schooling background

## NEURODIVERSITIES

- ADHD
- Autism
- Dyscalculia
- Dysgraphia
- Dyslexia
- Dyspraxia

## Literacy difficulty

Difficulty with words such as reading, writing or communicating.

### They may:

- find it hard to read, understand meaning and do written tasks,
- have had difficulty at school, seem anxious and avoid reading and writing.

## Dysgraphia

Difficulty with writing, such as forming words or letters, and holding a pen.

### They may:

- struggle with spelling, punctuation, and writing thoughts,
- write slowly or poorly, and struggle controlling a pen.

## Dyslexia

Difficulty reading or comprehending, which can impact writing or communicating.

### They may:

- struggle to read or understand, or to follow a long list of instructions,
- avoid reading or writing and struggle to find the right words.

## English language learner

Learning English, where English is not their native language.

### They may:

- not have the vocabulary for the context they are working in,
- avoid speaking and misunderstand communications.

## Language or communication difficulty

Difficulty with speaking or understanding English, their native language.

### They may:

- use a limited range of words and find verbal instructions hard,
- seem not to understand what is said, mispronounce or misuse words.

## Numeracy difficulty

Difficulty with number-based tasks and basic maths skills.

### They may:

- have trouble doing tasks with numbers, such as measurements, weight, ratios and working with time,
- lack confidence and avoid doing calculations.

## Schooling background

Different educational experiences learners had growing up.

### They may:

- have gaps in their education due to irregular or disrupted school attendance,
- talk about not having great teachers and study support back then.

## ADHD

Difficulty staying focused, impulsive behaviour and restlessness.

### They may:

- find instructions difficult and be easily side-tracked or distracted,
- appear anxious, and as if they are not listening to you.

## Autism

Affects how people perceive the world, think and communicate.

### They may:

- find social interactions difficult, and be sensitive to light, taste, touch or noise,
- seem blunt, overwhelmed by new situations and show repetitive behaviours.

## Dyscalculia

Difficulty with numeracy, equations and number activities.

### **They may:**

- find it hard using basic maths ideas or doing number-based activities,
- feel anxious with quantities, measurements, directions, finances, or tracking time.

## Dyspraxia

Difficulty with physical coordination, gross-motor and fine-motor skills.

### **They may:**

- find it hard learning new physical skills,
- appear clumsy or uncoordinated, and be sensitive to light, taste, touch or noise.

# 3.

## Support Options

### Know what's available

BCITO aim to offer the right support at the right time, tailored to the apprentice.

Some of these apprentice-specific courses, groups and tuition are nationwide, others are region-specific, but all are free.

# 3.

Free Support Options

Nationwide

## C-PEN: assistive device

TEXT TO SPEECH

ASSISTIVE TECHNOLOGY



**WHO:** Anyone with a significant reading difficulty or who prefers information read aloud due to dyslexia, literacy difficulty, learning English.

**WHAT:** An assistive reading tool that reads text aloud, and translates to French, Spanish and Italian. Held like a pen, learners pass it over unfamiliar text.

## Edvance

ONLINE

GROUPS

2 HOURS PER WEEK

6 WEEKS

edvance  
WORKPLACE EDUCATION

**WHO:** Those who want clarity on assessments, to improve numeracy skills, or master their finances.

**WHAT:** Three different 6-week courses run in groups.

- **Kick Starter** introduces myBCITO, maths, workplace communication and wellbeing.
- **Maths Booster** teaches measuring, geometry and graphs.
- **Money Master** covers financial goals, budgeting and expenses.

## English Language Partners

ONLINE

GROUPS

1 NIGHT PER WEEK

9 WEEKS +



**WHO:** Anyone with an intermediate level of English who would like more confidence in communicating and understanding for their work or study.

**WHAT:** An online, intermediate-level, 9-week course to build speaking, listening, writing and reading skills specific to building and construction.

## Learner Focused Training

ONLINE

SMALL GROUP

1 NIGHT PER WEEK

10 WEEKS



**WHO:** Carpentry apprentices who are having difficulty understanding their books or English language and would like support in smaller groups at a slower pace.

**WHAT:** 1.5-hour, online zoom sessions with an experienced facilitator, learning key carpentry topics, with literacy and numeracy skills. Courses can be created for other ethnicities.

**Course option 1:** Carpentry sessions - Learning support

**Course option 2:** Carpentry sessions - Filipino learning support

**Course option 3:** Carpentry sessions - Māori & Pasifika learning support

## Literacy Aotearoa

ONLINE OR IN PERSON

1:1

1-2 HOURS PER WEEK



Literacy Aotearoa  
Choice Change Freedom

**WHO:** Anyone having difficulty with reading, writing, maths or communicating, who would like to gain the confidence to carry on learning.

**WHAT:** After a needs assessment, apprentices get 1:1 face-to-face or online tuition that's tailored to their needs and their qualification assessments.

## Pathways Awarua

SELF-DIRECTED

INDIVIDUAL

ONLINE

UNLIMITED



**WHO:** Those wanting to improve general life skills with real-life scenarios, and choose their own topics at their own pace.

**WHAT:** Online 'pathways' or modules to study topics like construction words, money management, health and safety, or literacy and numeracy.

## Vitae

24/7

1:1

ANYTIME

ONLINE OR IN PERSON



When *life* works better,  
*business* works better.  
Pai ake te *oranga*, pai ake te *pakihi*.

**WHO:** Anyone having difficulty with relationships, anxiety, study stress, depression, anger, violence, grief/loss, harassment, personal trauma or addictions.

**WHAT:** Confidential, professional counselling sessions on the phone, face-to-face or with online video, for anything personal, study or work related.

## Education Unlimited English language tuition



ONLINE OR IN PERSON

GROUPS OR 1:1

1-2 HOURS PER WEEK

20 HOURS

**WHO:** English language learners wanting to build confidence with speaking, writing and reading in English.

**WHAT:** 1:1 or group tuition for 1-2 hours per week, online or in person for upto 20 hours. Supporting learners with confidence in speaking, understanding, reading and communicating in English for an apprenticeship.

# 3.

Free Support options

# Region specific

# Education Unlimited

## Critical skills



IN PERSON

GROUP

1 DAY PER MONTH

4-6 MONTHS

**WHO:** Apprentices wanting support studying, using real-world topics to gain life skills and confidence in learning and entering the workforce.

**WHAT:** Full-day, once a month workshops over four to six months, covering time and money management, goal setting, safety onsite, and mental health.

# Hagley Adult Literacy Centre

IN PERSON

GROUP OR 1:1

1-2 HOURS PER WEEK

4 WEEKS +



**WHO:** Christchurch apprentices who would like support with literacy and numeracy, study guidance, English language support, and/or neurodiversity and disability support.

**WHAT:** Expert literacy and numeracy support through kick-start groups or 1:1 sessions, tailoring study techniques, goal setting and navigating myBCITO.

# Literacy Waitakere



ONLINE OR IN PERSON

1:1

1 HOUR PER WEEK

**WHO:** West Auckland apprentices who would like to gain confidence and strategies for literacy and numeracy, especially reading, writing, spelling and building calculations.

**WHAT:** 1:1 in person or online tuition that is tailored to the individual learner's goals, needs and assessments.

# REAP Aotearoa



RURAL IN PERSON

GROUP

1 NIGHT PER WEEK

ONGOING

**WHO:** Like-minded apprentices who would like a space outside of home to work together, with access to devices and sometimes snacks and food.

**WHAT:** Drop in when needed for support sessions after work, for navigating myBCITO, literacy and numeracy support, and asking Training Advisors questions.

Available in various regions nationwide. **Scan this qr code above to view these locations.** Contact [learnersupport@bcito.org.nz](mailto:learnersupport@bcito.org.nz) if you are wanting sessions commenced in your region.

## Waiheke Adult Learning

IN PERSON

GROUP OR 1:1

### WAIHEKE ADULT LEARNING

1 NIGHT PER WEEK

DROP-IN

**WHO:** Waiheke Island apprentices who would like a space to do assessments, ask questions, and meet peers over a bit of kai.

**WHAT:** Wednesday drop-in support group, where learners can work on theory and course work, gain learning support, and be inspired by graduate builders.

## GOT IDEAS?

Contact [learnersupport@bcito.org.nz](mailto:learnersupport@bcito.org.nz)  
if you have ideas for support options  
in your area, or see a support service  
you'd like to add to your region.

## Train the Trainer Workshops

FREE

IN-PERSON

REGIONAL



Trainers can find their own support too with our BCITO Train the Trainer workshops.

Trainers have the opportunity for professional development in supporting and training apprentices.

Workshops cover:

- the role of the trainer,
- how to create a positive and productive training environment,
- getting to know your apprentice,
- getting the best out of your apprentice.

Our supporters need support too.

To find out more, email

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

# 4.

## Request support

Requesting support is simple. All you have to do is complete the online form, either for your apprentice (as an employer or trainer), or for yourself (as an apprentice).

Whether you know what kind of support you'd like, or are unsure of what you need, the process is the same.

Simply tell us what you can, and the Learning Success Team will contact you. Together we can make a plan.



[bcito.org.nz/learning-support-request](https://bcito.org.nz/learning-support-request)



## ACCESS LEARNING SUPPORT HERE

[bcito.org.nz/learning-support-request](https://bcito.org.nz/learning-support-request)



## MORE INFORMATION ON RESOURCES

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



[\*\*learnersupport@bcito.org.nz\*\*](mailto:learnersupport@bcito.org.nz)

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