LEARNING SUPPORT GUIDE

BCITO STAFF 2026



BCITO
He Hunga Hanga Mātou
building people

At BCITO our goal is to see learners thrive.
Sometimes that means providing extra learning support – whether it's due to learning barriers, neurodiversity, English language fluency, or engaging in additional support with peers.

Free learning support is available to all apprentices, at any stage of their learning journey.

BCITO works with education providers across New Zealand to support learners with:

- → Language, Literacy and Numeracy (LLN)
- → Neurodiversity and disability
- → myBCITO
- → Digital skills
- → English language learning
- → Confidential mental health service
- → Bookwork and theory
- → Learning strategies
- → Financial literacy
- → Assistive devices and tools

Learning Support is always free for **BCITO apprentices.**

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Course support

Learning support courses give apprentices a chance to build their skills alongside peers - in a space that's supportive, inclusive, and built around them.

Each course is delivered online, led by an experienced facilitator.

Edvance

edvance
WORKPLACE EDUCATION

ONLINE (EVENING) **Each course is a single 2-hour session per week, for 6 weeks.**

3 Courses available:

KICKSTARTER

Best for: New apprentices.

- Navigating myBCITO, collecting and uploading information
- Workplace communication – tips and tricks
- Maths refresher – measurements, quantities, angles
- Hauora – health, safety and wellbeing at work

MONEY MASTER

Best for: Learners looking for personal and work finance tips.

- Setting financial goals and budgeting skills
- How to manage credit cards, loans and interest rates
- Understanding bank statements, household bills and EFTPOS receipts
- Understanding payslips and KiwiSaver
- Tips for contractors

MATHS BOOSTER

Best for: Learners looking for a building-related maths refresh.

- Understanding Pythagoras' theorem
- Using formulae and calculating percentages
- Making accurate measurements and measuring angles
- Interpreting graphs and tables
- Recognising geometric concepts and shapes

Learner Focused Training (LFT)

ONLINE (EVENING) **A single 1.5 hour session per week, for 10 weeks.**

CARPENTRY LEARNING SUPPORT:

Best for: Carpentry learners who would like support in smaller groups at a slower pace.

- Core carpentry topics with an experienced facilitator
- Embedded literacy and numeracy focus
- Extra support with bookwork and knowledge for assessments
- Learning with other carpentry apprentices

Cohorts

- Carpentry learning support – All apprentices
- Carpentry learning support – Filipino apprentices
- Carpentry learning support – Māori & Pasifika apprentices



English Language Partners (ELP)

ONLINE (EVENING) **A single 1.5-hour session a week, for 9+ weeks.**

INTERMEDIATE ENGLISH LANGUAGE

Only for: Intermediate English speakers with access to a laptop.

- Communicating clearly in English at work
- Understanding Kiwi workplace culture
- Reading, writing and numeracy for work

NOTE FOR TA

No laptop? Training Advisors can apply for a Hardship Grant on behalf of their learner.

Please note: Hardship grants can only be applied for by a Training Advisor. Eligibility criteria apply.

For more information contact: Scholarships@bcito.org.nz



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1-1 and small group support

1-1 tuition gives apprentices accessible, tailored support, at a time that suits them, available nationwide.

We cover a wide range of support - from learning barriers and neurodiversity to English language fluency.

Education Unlimited (EU)

education unlimited
Tailor made training

ONLINE OR IN PERSON **1–2 hours a week, at a time that suits the learner.**

EU TUITION - 20 HOURS

Best for: Learners looking for tailored, accessible tuition, at a time that suits them.

- General and apprenticeship-specific numeracy
- General literacy and technical vocabulary
- English language support at all levels of proficiency
- Neurodiversity and disability support
- Knowledge retention and learning strategies
- Financial literacy
- Theory and bookwork
- Digital literacy, including confidence using myBCITO

Included in tuition:

- EU tutors can observe learners myBCITO accounts
- Assess apprentices' literacy and numeracy levels
- Provide monthly progress updates to TAs

Also available:

- Small group tuition, online or in person
- Long-term tuition – minimum of 25 hours, eligibility criteria apply. Contact learnersupport@bcito.org.nz for more information.
- **Critical Skills Workshops:** Five full-day, in-person sessions (one per month) covering workplace skills, LLN, and Site Safe certification. Kai and travel costs included. Employer and TA involvement encouraged

Hagley Adult Literacy Centre

CHRISTCHURCH ONLY IN PERSON

HAGLEY TUITION

Best for: Learners in Christchurch looking for in-person support

- General and apprenticeship-specific numeracy
- General literacy and technical vocabulary
- English language support
- Neurodiversity and disability support
- Learning strategies
- Digital skills



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Mental health support

Professional mental health support is quick and easy for apprentices to access - and always confidential.

Vitae counselling

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

ONLINE, IN PERSON, PHONE

Best for: Learners wanting confidential, professional mental health support during their apprenticeship.

Confidential, professional counselling for anything personal, study, or work related.

Vitae support is available 24/7 and can be accessed online, in person, or over the phone.

Request an appointment through the QR code or go to https://vitae.co.nz/contact/request-appointment

Just a thought

ONLINE

Best for: Learners who prefer working through material independently, in their own time.

- Self-directed mental health courses
- Free, evidence-based online CBT (Cognitive Behavioural Therapy) courses covering anxiety, low mood, stress, and sleep
- Some courses are also offered in NZ Sign Language

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Digital assistive tools

The digital assistive tools list is a regularly updated collection of apps, websites and tips for:

- Text-to-speech and reading
- Voice recording and dictation
- Hardware tips, including phone text-to-speech features
- Task planning and breakdown
- Learning tools
- Translation
- Self-directed courses
- Finances

Assistive devices available:

HARDWARE



C-PEN

Best for: Learners with a significant reading barrier, who don't want to access text-to-speech through their phone while on site.

A handheld scanning pen that reads printed text aloud as it's scanned.



Phone tips: text-to-speech capabilities

APPS **These features are designed to read text aloud within apps, emails, web pages, and documents.**

Apple devices - Read & Speak

TO TURN ON: Home screen → Settings → Accessibility → Read & Speak

Watch this video to find out more about apple 'Read and Speak' features:

Android phones - Talkback

TO TURN ON: Home screen → Settings → Accessibility → Select to Speak or Talkback

NOTE FOR TA

For the full list of apps, websites and hardware tips scan this QR CODE.

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Regional drop-in sessions

Sessions available in:

- → Blenheim
- → Masterton
- → Kaitaia
- → Waiheke Island

REAP Aotearoa

IN PERSON (EVENING)

Best for: Learners wanting a supportive space to work alongside others.

Drop-in support sessions after work, for navigating myBCITO, literacy and numeracy support and asking Training Advisors questions.

Available in **Blenheim, Masterton,** and **Kaitaia.**

Waiheke Adult Learning

IN PERSON (EVENING)

Best for: Learners based on Waiheke Island looking for in-person learning support close to home.

Weekly drop-in sessions where learners can work on theory, course work, assessments, ask questions, meet peers and get literacy and numeracy support.

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Referrals

To request support, fill out the request form telling us as much information as you can. Along with some additional support for our learners.

Learning Support

If you're unsure which option is best, submit the BCITO Hub form - and we'll be in touch to help

During a visit → Fill out a form on Hono

Between visits →

Fill out the form on the BCITO Hub

Learner referrals →

Learners can request support on the BCITO website

Employer referrals →

Employers can request support on behalf of their apprentice on the BCITO website

Have a question? → LearnerSupport@bcito.org.nz

Additional Support

NOTE FOR TA

Your work mobile needs to be in 'work mode' when you use the camera to scan.

Apprentices may require additional support outside of learning. Below are links to helpful resources:

Women in the Trades

To find resources to support our women learners, visit the **Women in Trades support hub:**

Kaitohutohu engagements and referrals

To refer a learner to Kaitohutohu,
email: Maorilearnersuccess@bcito.org.nz

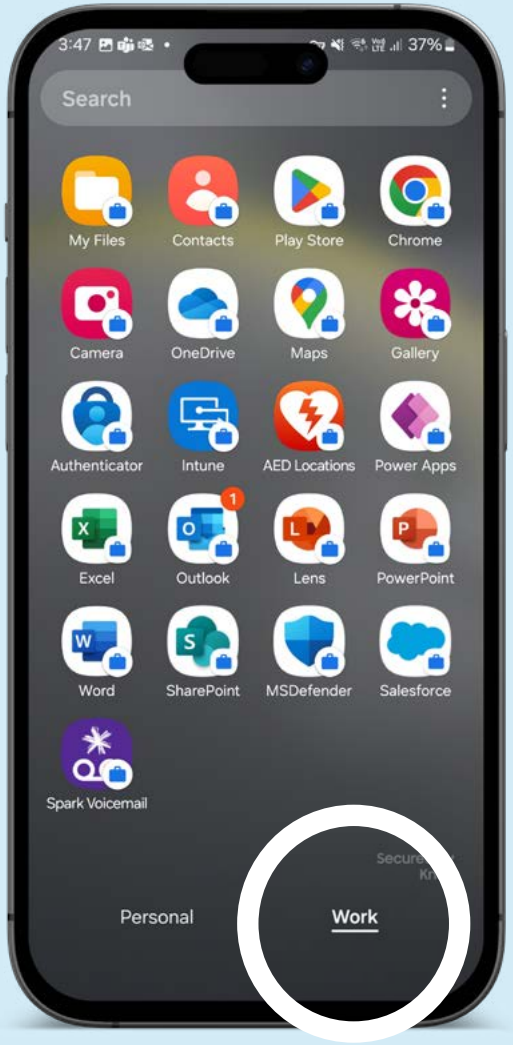
To find resources and information supporting Māori learners, **visit our website:**

Supporting Disabled Learners

To find resources and training for supporting our disabled learners, visit **the Disabled Learners hub:**

Supporting Pasifika Learners

To find updates and resources for supporting Pasifika learners, visit **the Fau Pasifika hub:**



Notes

2415-09-26

learnersupport@bcito.org.nz

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