



**MARINE &
SPECIALISED
TECHNOLOGIES**
Academy of New Zealand

Employers Guide 2025

Welcome to MAST Academy!

Thank you for choosing to use MAST Academy as your training provider. When you take on a learner or apprentice you become their mentor and responsible for verifying their knowledge and skills.

MAST Academy of New Zealand Training Advisors (T/A) are the Assessors, and will assess and mark assessments, you won't need to do any marking. You may need to verify some parts of the assessments.

MAST Academy Responsibilities:

We will assign a dedicated T/A to your learner/apprentice who will be their workplace assessor. The T/A's role is to consider the evidence presented to assess the apprentices' skills and knowledge. The FT/A will also assist employers in training matters, and mentor apprentices to help their progress. Your T/A will visit at least 5 times per year. MAST Academy also commits to the following:

- To coordinate and manage the apprenticeship programme on behalf, and in conjunction with the employers.
- Provide a support service to apprentices/trainees and employers with regular site visits (this may include mentoring, additional support, and discussing issues with employers relating to the apprentices/learners).
- To develop and deliver training resources such as workbooks or block courses as required per programme.
- To identify and coordinate off-job training requirements in conjunction with employer/apprentice/learner needs.
- To provide assessment services to apprentices/learners to a level of competency based on the evidence supplied by apprentices/learner employers and training providers.
- To register all units achieved on the NZQA framework.

Your Responsibilities:

You will need to make sure the learner/apprentice gains the knowledge and skills for the programme they have registered for by providing the following:

- Training, mentoring, and supervision
- To verify all necessary documentation (evidence sheets) are completed which clearly show the tasks and work undertaken before signing off that the apprentice/learner is at the level of competency required.
- Make work time available for MAST T/A to meet with the workplace trainer, learner/apprentice on a regular, agreed, basis. This includes your time and regular communication with the learners/apprentices to discuss their progress in the programme.
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- To provide the apprentice/learner with every opportunity to learn the skills.
- To ensure the apprentice/learner has sufficient exposure to the various areas of the company to gain the necessary skills outlined in the qualification.
- To ensure the apprentice/trainee is trained to an accepted company and industry standard (eg. quality of work, within accepted time frames, able to repeat the task and understand the requirements of the job).
- To appoint a dedicated workplace trainer for apprentices/learners who will liaise with MAST training advisors on matters relating to all the training needs of the apprentices/learners. The workplace trainer will have completed the MAST Workplace Trainer online module.

Delivery of Training, Resources & Assessments:

We use our digital Learner Management Systems (known as Rudder2) to deliver our learning resources and assessments and monitor learner's progress. This platform allows us to provide the learning resources and assessments needed to complete their programme, anywhere at any time, and keep real time updates on how learners are progressing. Your learners/apprentices and workplace trainer will receive a log into this system, and we will provide updates and communications through this platform. We have included a separate guide for this for your review. Contact your training advisor for more information on Rudder2.

How is the training carried out

In the workplace, the training is carried out by placing the apprentice with a qualified/experienced workplace trainer, who trains the apprentice in the necessary practical skills. Each programme of learning takes a blended learning approach that combines 'theory' and practical skills.

Depending on the activity and the size of your company, you might not be able to train the apprentice/learner in all of the required skills 'on the job'. MAST coordinates off-job training, and this should be discussed with your Training Adviser.

To supplement the on-job experience and off-job training, the apprentice/learner is required to understand knowledge that underpins the skills by completing the tasks and exercises in the online learning resources.

The apprentice/learner then completes the assessment tasks and uploads them with any photos or other evidence through their Rudder 2 learning portal. This can be done via a mobile phone through the App or on a laptop or tablet or desktop computer. It is preferable that you allow learners access to their portal (through your Wi-Fi or a dedicated tablet or computer) from the workplace if at all possible especially where learners may not have IT tools available at home.

What does the workplace trainer do?

Workplace trainers will need to mentor and support the apprentice throughout their apprenticeship or learning journey. Workplace trainers will need to sign a verification of the apprentice's assessment as being their own work and that the practical tasks were completed to standard. The learner will have a form for workplace learners to complete for each assessment. Workplace trainers are expected to be familiar with the apprentices' answers and correct any obvious errors or provide more training prior to submission of the final assessment document by the learner through Rudder2. This evidence (often in the form of well labelled photographs and explained) needs to be verified by an appropriate person within your organisation.

From 2025 all workplaces that have apprentices must have a MAST certified workplace trainer.

It is suggested that the workplace verifier is:

- The apprentice/learner's supervisor, workplace trainer, manager or other senior/experienced person in a position to observe the apprentice/learner in their day to day work.
- Preferably the workplace trainer should be very familiar with industry standards, codes, regulations and applicable legislation.
- Able to verify the authenticity of the work completed by the apprentice/learner.

The workplace trainer must:

- Know what outcomes the apprentice/learner needs to be competent.
- Discuss the outcomes with the apprentice/learner and make sure that they understand the standard required.
- Observe the apprentice/learner and record any observations and verify learner work in the verification document.
- Review any relevant workplace evidence and make sure that it is to industry standard at a minimum
- Ensure that verification is complete including necessary completion of checklists signatures and feedback.

Visits, assessments and reports

The Training Adviser is assigned to your company, and they will visit your apprentices at least 5 times a year to monitor the apprentices' progress. During the visit, the Training Adviser will ensure that the apprentice has completed the tasks set from the previous visit, gathered sufficient evidence to be able to be assessed and that they have a clear focus on the future assessments that need to be completed by the next site visit. These are identified during the site visit by the workplace trainer, the apprentice, and the Training Adviser and are recorded on each apprentice's individual Training Plan.

The training advisor will assign assessments to the learner appropriate to the work the learner will be doing in the workplace, where possible. Each learner has a learning plan and workplace trainers and employers are able to discuss this with the learner and Training advisor at any time. It is preferable that the training advisor also meets with you as employer or a senior manager when they visit to keep you informed of learner progress and any new programmes or consultation on revisions of qualifications relevant to you.

Cultural and Wellbeing Support

We know that learners learn best when different areas of their health (Oranga) and wellbeing are supported. The learner handbook has 3 models of wellbeing support which is summarised below. Different models of cultural wellbeing/health models support different cultures and different workplaces. No matter what your culture or that of your learner is these models can apply to you and your workplace. Have a look and see what resonates with you. You may choose one as your framework to support your workplace, or learners or others in your team or whanau.

At times learners can develop mental health issues. Our website has a [list of resources](#) available to learners and employers to support mental health. Through your training advisor we can also contact a trained psychologist who can provide some extra direction in types of support available.

Te Pae Mahutonga

Sir Mason Durie developed a model of health based on the Southern Cross Constellation of stars (Te Pae Mahutonga). Each star relates to an aspect of health and culture.



Te Whare Tapa Whā

This model was again developed by Sir Mason Durie and shows our wellbeing in four dimensions and while it is a Māori perspective all cultures can relate to all aspects. It describes the four walls of the meeting house to represent holistic wellbeing.



Fonofale

This is a Pasifika model of health and wellbeing. As for the other models, this model can help learners find balance and wellbeing by exploring these things. Having balance will enable you to learn better and in your own way.



Fees & Payments

All fees and funding eligibility are outlined in the Enrolment Agreement prior to the enrolment offer being accepted. Fees change each year and there may be block course fees in addition to the annual fee for each apprentice/learner. It is common for workbased apprenticeships to be paid directly to MAST by the employer, however you may want the apprentice to pay directly or you may make a separate arrangement with your apprentice for them to pay you for the fees. This is up to you and can be discussed with the training advisor at the time of enrolment.

Fees Free Scheme

Starting in 2025, the Fees Free scheme will cover the final year or final two years of work-based training for a learner's first eligible qualification. MAST Academy will continue to invoice employers for training and block courses. It is important that employers and new apprentices/trainees understand the changes, processes, and implications of the 'final year' Fees Free scheme, which allows apprentices to claim reimbursement through their myIR account only upon completion of their training. Pre Trade Micro Credentials are not eligible for Fees Free. For more information check out the [fees free website](#)

The learner handbook has details for the learner on fees free.

Apprenticeship Boost 2025

The Government has made changes to the existing [Apprenticeship Boost](#). From 2025, employers can receive a \$500 monthly Apprenticeship Boost for eligible first-year apprentices in MAST Academy's Level 4 programmes (excluding L4 Composites).

Eligibility for training

Employees on a work visa or student visa of any kind cannot enrol in any of the MAST Academy Programmes or course including an apprenticeship at this time. Learners under 18 must have caregivers (parents) or an independent person such as a lawyer authorisation to enrol.

Completion of Training:

Once your apprentice/learner has completed their programme with us, they will be provided with the soft copy of their NZQA Certificate for the qualification or micro credential they have completed as well as an invitation for you both to attend our annual Graduation ceremony and dinner.

We use this event to recognise the apprentice/learners' achievements and promote the companies/employers that have facilitated this journey. Learners/Apprentices are presented with their framed NZ Certificate.

If the learner/Apprentice is not attending graduation we will send them the framed certificate.

Following their apprenticeship you or the graduate may want to enrol in a leadership course or even another apprenticeship. Feel free to discuss this with the MAST Training Advisor.

Non apprenticeship courses.

Some courses are not apprenticeships and MAST now also offers [leadership, lean manufacturing](#) and [short courses](#) for [pre trade](#) and [post trade](#) learners. Contact your training advisor for more information or check the links above. Some courses can be delivered in your workplace depending on number of learners, or are campus based.

In Summary

As apprenticeships are a workbased blended programme, supported with online learning resources and assessments as well as specialised off-job training courses, it is important that industry has good in-house training practices and that assessing of those skills for apprentices/trainees are maintained to a high and consistent standard in the workplace.

This information is intended to outline some of the key areas of responsibility which will allow all parties to build a competent skilled industry which enhances the reputation of the New Zealand marine, composites and associated industries.

MAST Academy will be here to support you along the journey and will provide advice, support and pastoral care to the learners, as well as supporting you as the employer and assessing/registering Unit Standard to the New Zealand Qualifications Authority.

We have completed an EER with NZQA and have an EER Status of Category 2

Contact Us

Contact our Administration Team, or your dedicated Training Advisor.

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