

- **SUCCESS:**
use training to get ahead of the pack
- **CONTROL:**
make the flexible training options work for you
- **RELEVANCE:**
qualifications are developed by your industry for your industry
- **STABILITY:**
trained staff are likely to stick around for longer
- **FUNDING:**
subsidies are available for your needs.

For information on how to get involved in workplace learning and to access the skillnz tool kit:

- visit www.skillnz.org.nz or
- email skillnz@skillnz.org.nz

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RETAIL TRAINING

EMPLOYERS

Workplace learning programmes that suit your needs

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**WHAT CAN
WORKPLACE
LEARNING
OFFER ME
AND MY
BUSINESS?**



THE ONLY THING WORSE THAN A TRAINED EMPLOYEE WHO LEAVES IS AN UNTRAINED EMPLOYEE WHO STAYS

WORKPLACE LEARNING PROGRAMMES THAT COULD SUIT YOUR NEEDS:

Industry Training – training in the workplace that will enhance the ability of your staff to get the job done and that counts towards a qualification. Your Industry Training Organisation (ITO) works to keep much of the paperwork and detailed planning away from you.

Modern Apprenticeships – a fresh approach to apprenticeships to attract motivated young people into industry and business careers. You get a keen young staff member and assistance from a Modern Apprenticeships Co-ordinator.

Gateway – senior students participate in workplace learning while still at school. Gateway enables you to attract and build the pool of talent for your industry or profession.

Workplace Literacy – programmes designed to help lift the literacy levels of your staff so that they can keep up with technological and structural change in the workplace.

NO MATTER WHAT SIZE YOU ARE – FROM A LARGE ORGANISATION TO A ONE PERSON OPERATION – THERE IS A WORKPLACE LEARNING OPTION TO SUIT THE NEEDS AND CONDITIONS OF YOUR BUSINESS

WHAT DOES WORKPLACE LEARNING ENTAIL?

- > **Upskilling:** it's learning both on and off the job that counts towards a qualification and makes your staff better at what they do
- > **Partnership:** between you, your employee and your ITO
- > **Assistance:** your ITO will ensure that workplace learning takes up as little of your time as possible
- > **Recognition:** capture and formally recognise prior learning and current competency
- > **Results:** qualifications have been developed for industry by industry.

TRAINING IS AN INVESTMENT IN YOUR INDUSTRY

IF YOU'RE A SMALL OR MEDIUM ENTERPRISE...

...we know that training can be a burden on your time and resources. That's why we make it easy. ITOs have training solutions for delivery in the workplace and off site. They've been working with industries like yours for over ten years to ensure that training is relevant to what you do. They also do a lot of the set up work, so you don't have to take your eye off the ball. What's more, it's likely that you'll get a subsidy to help pay for it. Sounds great? Then find out more...

HOW DO I GET INVOLVED?

For information on how to get involved in workplace learning and to access the **skillnz** tool kit visit www.skillnz.org.nz or email skillnz@skillnz.org.nz

SO, WHAT'S HAPPENING IN THE RETAIL INDUSTRY?

Business, unions, government and tertiary education organisations are working together to make workplace learning happen in your industry. You'll be amazed at the range of initiatives underway and the workplace learning options available to you and your staff.

The **Retail ITO (RITO)** facilitates workplace learning for people employed in the retail and wholesale industries. RITO offers assistance to:

- > Those new to retail who want to develop their skills and achieve a **National Certificate in Retail**
- > Young people who want to make a career in retail through a **Retail Modern Apprenticeship**
- > Those who have been working in the industry for 2 years or more who want to have their skills recognised by a **National Certificate through an Accelerated Assessment Programme**.

Phone 04 499 3078

The **NZ Retailers Association (NZRA)** is involved in a wide range of education and training activities within their industry, such as:

- > **Seminars & Workshops**
 - On key industry topics (eg Holidays Act) and skills (eg "building more effective displays")
- > **Joint programmes with the Open Polytechnic**
 - Four 'short certificates' developed by the NZRA & Open Polytechnic (12 to 16 credits) which together lead to the National Certificate in Retail
- > **Monash University Programmes**
 - Linked to Monash Centre for Retail Studies
 - Top-end seminars - 2 programmes per year, 40 people
- > **Jobs Partnership for Industry with WINZ**
 - A 12 week programme of selection, induction, mentoring and training. Training can be continued with the Retail ITO.

Phone 04 472 3733

The **National Distribution Union** is the trade union which looks after the training and career interests of its members working in retail. The union is represented on the board of the Retail ITO and involves its members in the development and review of qualifications as well as raising training as an important issue for quality jobs.

Phone 09 622 8355