

**GREAT NEWS**

**FREE TRAINING!**



SCAN FOR LIST OF  
ELIGIBLE PROGRAMMES

# CAREERS IN THE TRANSPORT AND LOGISTICS INDUSTRY

**mito**

  
**Te Pūkenga**

# ABOUT MITO

Every year MITO helps thousands of learners gain the knowledge and skills they need to accelerate their careers, with on-the-job training and apprenticeships.

With around 80,000 New Zealanders working within the transport and logistics industries, there are plenty of opportunities for you to find a rewarding career. Put yourself in the driver's seat with jobs such as Heavy Vehicle Driver, Log Transport Operator and Load Pilot Driver, or get your career moving as a Port Operator.

We offer a range of training programmes and learning experiences that will challenge and reward you. With our help and your drive and initiative, you can really get your career going places.

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## WHAT YOU NEED TO KNOW

### What is an apprenticeship?

An apprenticeship is training done on-the-job so you **EARN WHILE YOU LEARN!** You complete practical assessments at work, proving you can perform certain tasks. There is also some theory-based training and off-job training involved too. When you've completed your apprenticeship, you gain a nationally-recognised qualification.

Support will be provided throughout your programme by your MITO Training Advisor, workplace supervisor and specialist trainers.

### What do you need to start an apprenticeship?

To enrol in any of MITO's transport and logistics training programmes you need to be employed in the transport and logistics industry and have an employer who is prepared to support you through your training.

To sign up, simply fill out the form at [mito.nz/ready-to-sign-up](https://mito.nz/ready-to-sign-up) and our enrolments team will be in touch.

### Training Fees

What's better than getting paid to get qualified? Having your fees paid for you too! The Government's Targeted Training and Apprenticeship Fund (TTAF) will pay for the training fees for all learners that enrol in an eligible MITO apprenticeship or traineeship programme until 31 December 2022.

For more information visit [mito.nz/free](https://mito.nz/free).

For some programmes MITO charges an annual training fee for each year of your apprenticeship which covers all your training and assessment costs. A discounted annual fee may be available if your employer has a registered MITO workplace assessor. Please contact MITO for more details.

[mito.org.nz](https://mito.org.nz) | 0800 88 21 21 | [info@mito.org.nz](mailto:info@mito.org.nz)

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## CHOOSING SCHOOL SUBJECTS

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## WRITING A CV

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3

## APPLYING FOR A JOB

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4

## ATTENDING AN INTERVIEW

## HOW TO ENTER THE INDUSTRY

If you're keen to get a job in the transport and logistics industry, here are some quick tips to help you get started.

### School subjects that may be useful include:

- English, Mathematics, Technology, Computer skills and Science (such as Physics)
- it's important to get your literacy and numeracy credits too, however MITO can assist you with these if necessary through our support programmes.

### Write a good CV that includes:

- your name and contact details
- a description of your education, existing qualifications and any practical experience
- a list of people happy to recommend you to potential employers.

### There are plenty of ways to look for a job including:

- visit MITO's Job Hub at [mito.nz/jobhub](https://mito.nz/jobhub) to view current job vacancies and create a jobseeker profile to promote yourself to employers who are actively looking to hire
- job search websites such as Seek and TradeMe
- going 'door knocking' and approaching local businesses
- asking friends and family for contacts – a lot of people find jobs through 'word of mouth'.

### Make a good impression at your interview by:

- turning up on time
- dressing tidily and being polite and friendly
- asking questions (it shows you're interested) and thanking the employer before you leave.



MICRO-CREDENTIAL

**shiftup**<sup>®</sup>  
Road Transport Career

## QUALIFICATIONS

ShiftUp<sup>®</sup> - Road Transport  
Micro-credential

### LEVEL



## SHIFTUP<sup>®</sup>

ShiftUp<sup>®</sup> offers secondary school students the chance to earn a micro-credential in the road transport industry, credits towards NCEA and a great introduction to the workplace.

Supported by MITO, in partnership with secondary schools and local businesses, ShiftUp<sup>®</sup> has both theory eLearning and practical workplace learning. Unit standards completed for ShiftUp<sup>®</sup> can be used towards the next step in a MITO traineeship in the road transport industry.

This micro-credential will give you the skills and knowledge to:

- Demonstrate knowledge of good work habits and safe work practices in the automotive industry
- Demonstrate good work habits and safe work practices in the automotive industry
- Demonstrate knowledge of the commercial road transport industry
- Describe motor vehicle documentation and general systems and components
- Describe driving hazards and crash risk reduction strategies and responses to driving hazards.

If you want to gain a micro-credential in the road transport industry, credits towards NCEA and receive practical, hands-on experience that will look great on your CV, talk to your school's careers advisor or Gateway co-ordinator about ShiftUp<sup>®</sup> or visit [mito.nz/shiftup](https://mito.nz/shiftup).





# SHIFTUP<sup>®</sup>

GET YOUR CAREER GOING PLACES



MICRO-CREDENTIAL

**loadup**<sup>®</sup>  
Ports and Stevedoring Career

## QUALIFICATIONS

LoadUp<sup>®</sup> - Ports and  
Stevedoring Micro-credential

### LEVEL



## LOADUP<sup>®</sup>

LoadUp<sup>®</sup> offers secondary school students\* the chance to earn a micro-credential in the Ports and Stevedoring industry approved by NZQA, credits towards NCEA and a great introduction to the workplace. The industry offers a number of career opportunities – including port administration, cargo handling, and heavy machine operation.

Supported by MITO, in partnership with secondary schools and port operators, LoadUp<sup>®</sup> has both eLearning and practical workplace learning. Unit standards completed for LoadUp<sup>®</sup> can be used towards the next step in a MITO ports and stevedoring traineeship.

Upon completion of this programme, students will achieve the LoadUp<sup>®</sup> – Ports and Stevedoring Micro-credential (Level 3, 14 credits) which will be listed on their NZQA Record of Achievement.

If you want to gain credits towards NCEA and receive practical, hands-on experience that will look great on your CV talk to your school's careers advisor or Gateway co-ordinator about LoadUp<sup>®</sup> or visit [mito.nz/loadup](https://mito.nz/loadup).

\*Minimum age of 16 years on enrolment



# LOADUP<sup>®</sup>





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## QUALIFICATION

New Zealand Certificate  
in Commercial Road  
Transport Skills

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## LEVEL



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## DURATION



MONTHS

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## COMMERCIAL ROAD TRANSPORT SKILLS

Interested in a career in the commercial road transport industry? This training programme will provide you with the entry-level skills and knowledge to undertake tasks such as vehicle loading, yard person duties and basic driving as directed.

This training programme will enable you to:

- Comply with the commercial road transport regulatory environment, including health and safety obligations, while working in a yard or loading area
- Apply knowledge of vehicle systems, types, and technologies when undertaking workplace tasks as directed in a yard or loading area
- Apply knowledge of loading principles to ensure the safe and efficient transportation of freight while working in a yard or loading area
- Demonstrate sound driving techniques and strategies while working in a yard or loading area.

To be eligible for this programme, you will also need to hold a full driver licence applicable to the class of vehicle being used.







MICRO-CREDENTIAL

## QUALIFICATION

Commercial Road Transport -  
Driver Safety Micro-credential

## LEVEL



## DURATION



WEEKS

## DRIVER SAFETY MICRO-CREDENTIAL

Designed for individuals already working in the commercial road transport industry, this micro-credential provides the foundation knowledge required to understand fatigue and health factors affecting the performance of drivers and safe night driving.

This micro-credential will teach you the skills and knowledge to:

- Demonstrate knowledge of fatigue and health factors affecting the performance of commercial road transport drivers
- Demonstrate knowledge of safe night driving.



## QUALIFICATION

Commercial Road Transport -  
Mass and Dimensions  
Micro-credential

## LEVEL



## DURATION



WEEKS

## MASS AND DIMENSIONS MICRO-CREDENTIAL

Designed for individuals already working in the commercial road transport industry, this micro-credential provides the foundation knowledge required to understand vehicle mass, dimensions and High Productivity Motor Vehicle permits for drivers.

This micro-credential will teach you the skills and knowledge to:

- Demonstrate knowledge of High Productivity Motor Vehicle permits.





MICRO-CREDENTIAL



## QUALIFICATION

Commercial Road Transport  
- Heavy Combination Vehicle  
Loading Fundamentals  
Micro-credential

## LEVEL



## DURATION



WEEKS

## HEAVY COMBINATION VEHICLE LOADING FUNDAMENTALS MICRO-CREDENTIAL

Designed for individuals working in the commercial road transport industry, this micro-credential provides the foundation knowledge required to understand heavy combination vehicle dynamics, safe driving, loading principles and procedures.

This micro-credential will teach you the skills and knowledge to:

- Demonstrate knowledge of loading principles and procedures for commercial road transport
- Demonstrate knowledge of heavy combination vehicle dynamics and handling for safe driving.



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## QUALIFICATION

New Zealand Certificate in  
Commercial Road Transport  
(Heavy Vehicle Operator)

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## LEVEL



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## DURATION



## HEAVY VEHICLE DRIVER

Heavy Vehicle Operators drive heavy rigid vehicles or heavy combination vehicles.

This training programme provides drivers with the skills they need to:

- Comply with the commercial road transport regulatory environment and health and safety obligations as a heavy vehicle operator to ensure the safety of themselves, their vehicle, other road users, and the public
- Demonstrate safe and fuel-efficient driving skills and expertise, and perform driving manoeuvres and tasks for a heavy rigid vehicle or heavy vehicle combination
- Complete comprehensive route planning as a heavy vehicle operator using appropriate navigation technology, ensuring regulatory obligations are met and public safety is protected
- Communicate effectively with customers, clients, and colleagues as a heavy vehicle operator
- Apply knowledge of heavy vehicle mechanical and electronic principles and systems, such as vehicle technology, types, and combinations, to transport freight and safely carry out essential checks
- Apply knowledge of loading, restraint, and unloading principles and procedures to work as a heavy vehicle operator.

To be eligible for this programme, you will also need to hold a full driver licence applicable to the class of vehicle being used.





“ For me, getting a formal qualification felt like something I needed to do as it could really assist me in my future as a heavy vehicle operator. ”

Josh Mabey

Read more about Josh at [mito.org.nz/josh](https://mito.org.nz/josh)



## QUALIFICATION

New Zealand Certificate in  
Commercial Road Transport  
(Heavy Haulage Class 1 Pilot)

## LEVEL



## DURATION



MONTHS

## LOAD PILOT DRIVER

Load Pilot Drivers drive pilot vehicles to support specialist heavy haulage vehicles with over dimension and overweight loads.

This training programme will enable you to:

- Demonstrate advanced understanding of, and comply with, the heavy haulage transport regulatory environment and individual health and safety obligations to ensure the safety of self, own vehicle, and other road users
- Prepare and plan for a piloting trip and select and record routes using the appropriate planning and navigation technology
- Manage route hazards and alert other road users of the potential hazards, direct load convoy and other traffic, and apply risk assessment and reduction techniques under a range of driving conditions.

To be eligible for this programme, you will also need to hold a full driver licence applicable to the class of vehicle being used.









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## QUALIFICATION

New Zealand Certificate in  
Commercial Road Transport  
(Specialist Driver) – Heavy  
Haulage Transportation

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## LEVEL



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## DURATION



MONTHS

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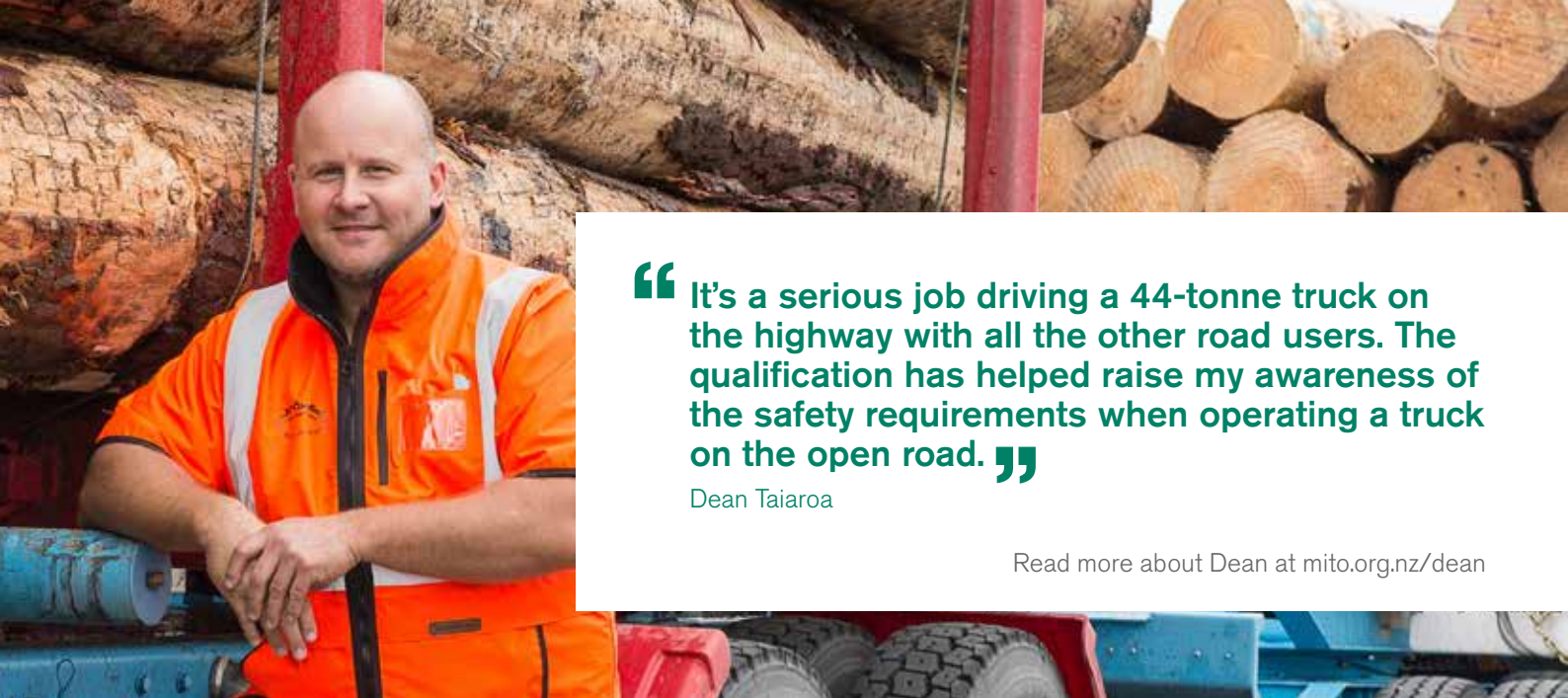
## HEAVY HAULAGE OPERATOR

Heavy Haulage Operators drive the trucks which transport overweight or over-dimension loads.

This training programme provides drivers with the skills they need to:

- Use advanced skills and expertise for safe and fuel-efficient driving and expertly perform driving manoeuvres and tasks for a heavy rigid vehicle or heavy vehicle combination
- Comply with specialist health and safety, legislative, loading, planning and operational requirements for heavy haulage transportation
- Transport overweight and over-dimension loads.

To be eligible for this programme, you will also need to hold a full driver licence applicable to the class of vehicle being used.



“ It’s a serious job driving a 44-tonne truck on the highway with all the other road users. The qualification has helped raise my awareness of the safety requirements when operating a truck on the open road. ”

Dean Taiaroa

Read more about Dean at [mito.org.nz/dean](https://mito.org.nz/dean)

## QUALIFICATION

New Zealand Certificate in  
Commercial Road Transport  
(Specialist Driver) –  
Transportation of Logs

## LEVEL



## DURATION



MONTHS

## LOG TRANSPORT OPERATOR

This training programme will provide drivers with the skills and knowledge required to safely and competently operate heavy combination vehicles, to ensure the efficient transportation of logs.

This training programme will enable you to:

- Use advanced skills and expertise for safe and fuel-efficient driving and expertly perform driving manoeuvres and tasks for a heavy rigid vehicle or heavy vehicle combination
- Comply with specialist health and safety, legislative, loading, planning and operational requirements for transporting logs
- Transport logs by heavy vehicle.

To be eligible for this programme, you will also need to hold a full driver licence applicable to the class of vehicle being used.

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## QUALIFICATION

New Zealand Certificate  
in Port Operations

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## LEVEL



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## DURATION



MONTHS

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## PORT OPERATOR

This programme is designed for people working in entry level positions in the port operations environment.

The training programme includes the following outcomes:

- Comply with legislative requirements and organisational policies and procedures in order to work safely and efficiently in port operations
- Show a broad understanding of the characteristics of a port operation and the machinery that operates within it
- Work safely and communicate within a team in a port operations environment to complete common tasks.

Choose to specialise in one of the following:

### PORT ADMINISTRATION

- Provide port operations customer, supplier, and quality control services to complete common port administration tasks
- Communicate with stakeholders to receive and deliver cargo

### CARGO HANDLING

- Safely conduct lifting, movement and stowage of cargo

### HEAVY MACHINE OPERATION

- Safely operate port cargo lifting and shifting machinery over 10 tonnes.



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## QUALIFICATION

New Zealand  
Certificate in Business  
(First Line Management)

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## LEVEL



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## DURATION



MONTHS

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## SUPERVISOR/MANAGER

This programme is designed for current and aspiring managers, supervisors and administrators who would like to progress their knowledge and skills in team management and development.

MITO has designed this programme around four topics to cover a vast range of situations:

- Organisational skills
- Team relationship skills
- Team development skills
- Performance management.



MITO is a business division of Te Pūkenga  
Work Based Learning Limited. We support  
on-job learning and career development for  
the commercial road transport industry.

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