



CAREERS IN THE TRANSPORT AND LOGISTICS INDUSTRY

 **mito**

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.

SHIFTUP®

Road Transport Micro-credential for secondary school students

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COMMERCIAL ROAD TRANSPORT SKILLS

New Zealand Certificate in Commercial Road Transport Skills

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HEAVY VEHICLE DRIVER

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

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LOAD PILOT DRIVER

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

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HEAVY HAULAGE OPERATOR

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

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LOG TRANSPORT OPERATOR

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

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PORT OPERATOR

New Zealand Certificate in Port Operations

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SUPERVISOR/MANAGER

New Zealand Certificate in Business (First Line Management)

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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 Industry 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 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 free fees policy means you could be eligible for 2 years' free fees. To check your eligibility visit feesfree.govt.nz.

MITO charges as 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 | 0800 88 21 21 | info@mito.org.nz

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 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.

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CHOOSING SCHOOL SUBJECTS

2

WRITING A CV

3

APPLYING FOR A JOB

4

ATTENDING AN INTERVIEW



MICRO-CREDENTIAL

QUALIFICATIONS

ShiftUp® - Road Transport
Micro-credential

LEVEL



SHIFTUP®

ShiftUp® 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® has both theory eLearning and practical workplace learning. Unit standards completed for ShiftUp® 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® or visit mito.nz/shiftup.

SHIFTUP®

GET YOUR CAREER GOING PLACES



QUALIFICATION

New Zealand Certificate
in Commercial Road
Transport Skills

LEVEL



DURATION



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.

QUALIFICATION

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

LEVEL



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



QUALIFICATION

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

LEVEL



DURATION



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.





“ 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

QUALIFICATION

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

LEVEL



DURATION



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.

QUALIFICATION

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

LEVEL



DURATION



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.

QUALIFICATION

New Zealand Certificate
in Port Operations

LEVEL



DURATION

13

MONTHS

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.





QUALIFICATION

New Zealand
Certificate in Business
(First Line Management)

LEVEL



DURATION



MONTHS

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.

