

# Going into workplace training

To learn and gain a qualification while you work, you need to find a job with an employer who will support you to do the training. Your training is likely to involve on-the-job learning, assessed through an Industry Training Organisation, as well as off-the-job courses at a tertiary education provider.

Work through this action plan. It will help you take the right steps and keep you on track.

## 1. What job or industry do you want to get into?

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Write the job or industry here:

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**TIP** Ask yourself: What are my skills? What do I like doing? What do I want to be?

## 2. Find the right Industry Training Organisation (ITO)

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Gather information on the ITO you need to contact.

Name of ITO	
Contact person's name	
Phone number and website	

**TIP** The Careers New Zealand website has a list of the ITOs and the areas they cover. Go to [www.careers.govt.nz](http://www.careers.govt.nz) and search for Industry training contacts.

## 3. Find out about how you will learn

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Look at the ITO website to find out what qualifications you can gain and what is required:

Qualification you want to gain	
Entry requirements and useful experience	
Includes off-the-job courses? Y/N	
If yes, where and when?	

## 4. Who could you find a job with?

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Write down any businesses or employers where you might get a job:


**TIP** Use Google and the Yellow Pages to look for businesses and employers.

## 5. Write or update your CV

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Prepare the following information for your CV:

- A list of your skills and interests
- Summary of NCEA results
- Summary of part-time work experience
- Names of two referees and their contact details

**TIP**

Visit [www.careers.govt.nz](http://www.careers.govt.nz) to find CV tips, and cover letter and CV templates.

Try out CV4Me – an online CV creator.

## 6. Search for suitable jobs

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Start looking for job opportunities:

- Contact employers directly
- Talk to your ITO regional coordinator
- Read local newspapers
- Ask family and friends
- Sign up for email updates on job websites

**TIP**

It pays to ask around for a job.

Many jobs are not advertised and people find out about them through friends and family.

## 7. Keep a record of jobs you apply for

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Write down the job title, the name and number of the contact person, the date you contacted them, and the outcome.