

GETTING STARTED ON YOUR

# roofing career





## CONTENTS

|                                                  |    |
|--------------------------------------------------|----|
| A great career .....                             | 4  |
| Before you start.....                            | 5  |
| Apprentice overview .....                        | 7  |
| People who can help you .....                    | 8  |
| The three components of an apprenticeship .....  | 11 |
| Content of your two year journey .....           | 13 |
| Organising your study programme.....             | 17 |
| Keeping track of your progress .....             | 17 |
| Key organisations and how they fit together..... | 18 |



# A great CAREER



**Roofing is a career that offers great rewards if you are willing to put in the time and effort to train and become qualified and licensed. Although it is currently not compulsory to be licensed to do roofing work, compulsory licensing is being introduced soon. Completion of a roofing apprenticeship will mean you qualify for a streamlined process to get licensed. You will therefore easily be able to obtain a licence from the Department of Building and Housing once you have completed your apprenticeship. Once you are qualified and licensed you will be set up for life.**

Many apprentice roofers continue to work for someone else when they have completed their apprenticeship, but many go out contracting or set up business on their own at some stage. There are plenty who make good money, as well as enjoying a great lifestyle and variety of work.

**“Roofing is a great job. Even when there is not much new housing work there are always plenty of people needing an old roof repaired or replaced”** - *Roofing contractor*

The skills you gain when you become a roofer also give you a good understanding of building generally. Some roofers go on to other related jobs in the building sector and in other sectors. Employers can clearly see that roofers are smart, hard-working and practical – attributes that are of great value in any job.

Whatever your plans are for the future, a roofing qualification will certainly be a great start.

This guide provides information about a roofing apprenticeship. If you need any more information please go to our website ([www.ito.co.nz](http://www.ito.co.nz)), email us at [info@ito.co.nz](mailto:info@ito.co.nz) or call us on 0800 277 736.

## **BEFORE YOU START**

There are a number of things you can do to help you to decide if a career in roofing is right for you. Many schools run construction courses which give an introduction to a number of different trades in the building sector including roofing. BConstructive is a good example with programmes and qualifications available at school. There is a Gateway programme for roofing as well. This programme gives you time with an employer and you gain both theory and practical knowledge that will count towards an apprenticeship. Career advisors, family and friends can provide information, advice and encouragement. You could also talk to a roofer to get first hand information about what the career involves. We can also provide useful information so please don't hesitate to contact us.

Some polytechnics and private training providers offer pre-apprenticeship courses for plumbing and gasfitting which also cover some aspects of roofing (known as pre-trade). Although these courses are not part of an apprenticeship, they can give you an opportunity to get a bit more information on what roofing is all about.

Once you have decided you want a career in roofing, the key thing you need to do is to find an employer to take you on as an apprentice. Employers are interested in your attitude and willingness to work hard, so think about how you can show a potential employer that you have got what it takes to do a great job for them.

**“The most important things I look for when considering someone for an apprenticeship are attitude, presentation and communication skills”** – *Roofing contractor*

Roofing is complex work requiring a lot of knowledge and skill. This doesn't mean you have to have done well at school to become an apprentice, but you will need basic reading and reasonably good maths skills. Assistance is available to help you to develop these skills if you need it.

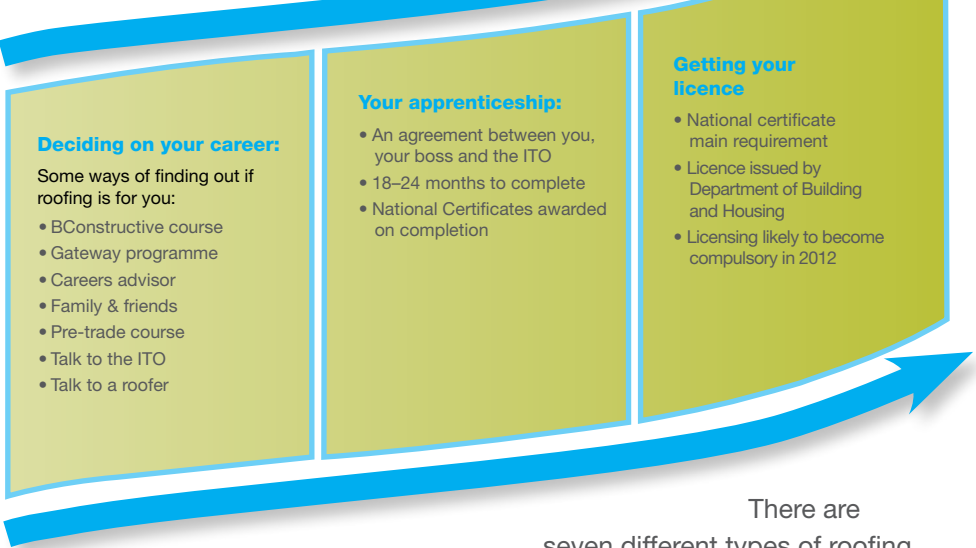
Once you have been employed as an apprentice, there is some simple paperwork to complete to get you formally enrolled in your apprenticeship. Government pays for a large part of the cost of your training. The remainder must be paid by you (or your employer).

Your apprenticeship agreement is not an employment contract. You need to make sure you have a separate employment contract as you do with any job. Once you complete your apprenticeship, you will probably need to agree a new employment contract with your employer.



## APPRENTICESHIP OVERVIEW

A roofing apprenticeship should take eighteen months to two years to complete, provided you keep on top of your study. It's really important that you don't fall behind in your study because Government funding for your apprenticeship is only available for two years. If you take longer than this you will have to pay the extra yourself.



There are seven different types of roofing apprenticeships (known as strands). Depending on the range of work your employer does you may want to do an apprenticeship for more than one strand. Generally apprentices will do no more than two strands at once. Most just do one.

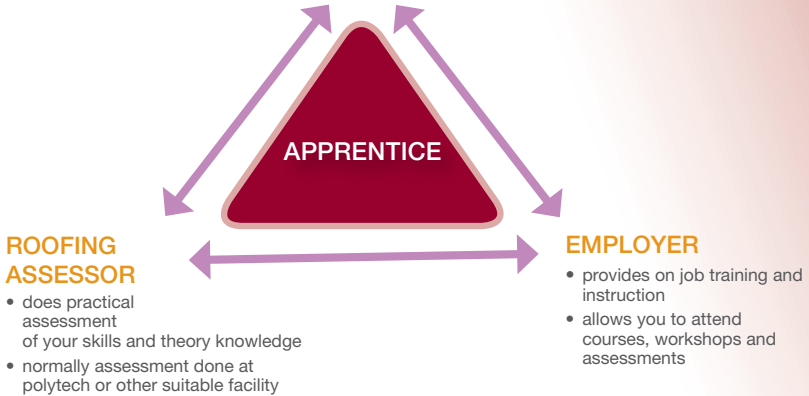
### Roofing strands

- Metal Roof and Wall Cladding (this includes Translucent Roofing)
- Metal Roof Tiles
- Roof Membrane
- Roof Shingle
- Torch on Roof Membrane
- Concrete Roof Tiles
- Liquid Roof Membrane

# PEOPLE WHO CAN HELP YOU

## PLUMBING, GASFITTING, DRAINLAYING AND ROOFING INDUSTRY TRAINING ORGANISATION (ITO)

- develops the qualifications and keeps them up to date
- provides you with study guides
- marks your written assessments
- pays the polytechnics to deliver training
- provides regional staff to keep in touch with you and help you get through



## Your employer

Your employer is the person who you will learn most from. Your apprenticeship is mainly about learning on the job. Most roofers are very good at training, even though many of them don't realise it. Make sure you get the most from your employer by asking questions when you are not sure about how to do something. Always try to understand why something is done a particular way, rather than just doing it because you have been told to.

**“My boss is really good at explaining why a job is done a particular way and what happens if it is done wrong. This is heaps more helpful than just telling me to do it his way”** *–Apprentice*

Most of the roofing strands include one or more short courses, workshops and practical assessments. Your employer will need to give you time off to attend these. You need to make sure you talk to your employer about this as soon as you know when they are on. This will give them plenty of time to make arrangements to cover while you are away.

Developing a great working relationship with your employer is really important for you to get the most from their wealth of knowledge. It is also very important for them to get the most from you. Good working relationships don't happen by chance. If you work at it, you will get the rewards.

### **The Industry Training Organisation (ITO)**

The Plumbing, Gasfitting, Drainlaying and Roofing Industry Training Organisation (ITO) gets government money to pay for a large part of your training. We provide you with study guides that cover the theory behind the practical work you do on the job.

We also arrange for a 'roofing assessor' to do a practical assessment of your skills. This generally involves you attending a one to two day assessment workshop at a polytechnic or some other facility where you can demonstrate your practical hands-on skills.

You will have an ITO training advisor based in your region and they will stay in touch with you during your apprenticeship to make sure you are going OK. You can contact them at any time if you have any questions or problems regarding any aspect of your apprenticeship.

**“My ITO training advisor has been a great help to me. I know I can call him whenever I have a question or problem and he has always been able to help me.”** – *Apprentice*

If you are less than 22 years old you may be eligible for extra assistance under the Modern Apprenticeship Scheme. The ITO can advise you and your employer about this scheme.

# Our Eight Regional Training Advisors and Their Coverage



**4/5**  
**Gillian Abbott**  
Waikato /  
Bay of Plenty  
**021 822 718**



**3/6**  
**Sam Gilmour**  
Auckland /  
East Coast  
**021 759 279**



**7**  
**Peter Reilly**  
Wellington /  
Lower Hutt /  
Taranaki /  
Central North Island  
**027 217 5529**



**1/2**  
**Peter Gembitsky**  
Northland / Auckland  
**021 318 435**



**8**  
**Lynn Dick**  
Upper Hutt /  
Wairarapa /  
Hawke's Bay  
**027 369 9529**



**9/10/11**  
**Robyn Brown**  
Nelson /  
Marlborough /  
Canterbury  
**021 220 7645**



**13**  
**Jak Elliott**  
Otago / Southland  
**021 569 077**



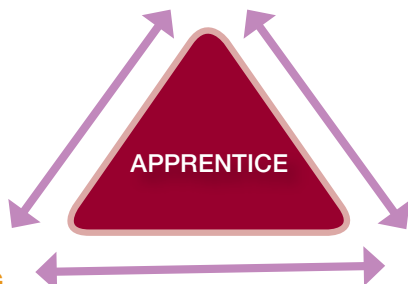
**10/11/12**  
**John Bartlett**  
West Coast /  
Canterbury  
**021 274 2224**



# THE THREE COMPONENTS OF AN APPRENTICESHIP

## ON THE JOB LEARNING

- your boss showing you how to do things and explaining why they are done that way



## DISTANCE LEARNING

- study you must do in your own time
- gives you an understanding of the theory behind the practical work you do on the job
- involves
  - study guides
  - written assessments you send to the ITO for marking

## COURSES, WORKSHOPS AND ASSESSMENTS

- different for each roofing strand
- includes first aid and fall arrest courses
- includes a one to two day practical assessment at a polytech or other suitable facility
- for some streams there is a three day technical workshop at a polytech or other suitable facility

## On-Job learning

A lot of the confirmation of your learning is also done on the job by your nominated supervisor. Your nominated supervisor can be your employer, or another experienced roofer who works for your employer. You have to keep records of the work you do and also get your supervisor to confirm you have carried out the tasks to an acceptable standard. You are responsible for sending your work records and your supervisor's signed confirmation to the ITO by the due date.

## Distance Learning

Distance learning is a term used to describe the part of your training that you have to do in your own time. The ITO will regularly send you study guides throughout your apprenticeship (generally sent via your work address). Your distance learning gives you an understanding of the theory behind the practical work you do on the job. It teaches you about why certain skills are important and why specific tasks are done in a certain way. It provides

knowledge you might not need until later in your career, but when you need it you will be pleased you learned it.

Once you have completed each study guide you have to complete a written assessment and send it to the ITO for marking. The ITO will give you deadlines for completion of each assessment. It is really important that you keep up to date with your distance learning. If you fall behind you run the risk of not completing your apprenticeship within the two years and having to pay extra fees to complete.

**“The apprentices that do some study every week always do much better than those who leave their study to the last moment”**

*– ITO regional training advisor*

The amount of time it takes to do this distance learning obviously depends on the individual, but if you do a few hours every week you should be fine – and you will soon work out if you need to do more to keep on track. If you are worried that your reading and maths skills might be holding you back on your distance learning talk to your ITO regional training advisor. They can arrange for you to get some help.

### **Courses, practical workshops and assessments**

For your first aid and fall arrest systems learning you will need to attend short courses. There are many different providers of first aid courses that you can choose from, but you must do one that covers the required unit standards (see pages 14–16). You don't have to do a first aid course if you have already completed one that includes the required unit standards. The cost of the first aid course is not included in your apprenticeship fees.

When you begin your apprenticeship we will give you a pre-paid voucher for a two day fall arrest system course. It is up to you to book this course with the training provider. Their details are on the voucher.

Some roofing apprenticeship strands include a three day technical workshop. These workshops cover some of the more complex aspects of roofing that

you might not get to do on the job. These workshops are run at a polytechnic or some other suitable facility such as a materials supplier premises.

You will also have to attend a one to two day practical assessment where your roofing assessor will do an assessment of your practical skills. This assessment will be done at a polytechnic or some other facility where you can demonstrate your practical hands on skills.



## **CONTENT OF YOUR TWO YEAR JOURNEY**

You will probably be familiar with the unit standard system from your study at school. Unit Standards are just small chunks of a bigger subject (in this case roofing). You are awarded a National Certificate once you complete the required unit standards.

The National Certificate in roofing is broken down into core unit standards that apply to all strands and specific unit standards for each strand. Unit standards are achieved by:

- passing your distance learning written assessments
- attending courses and technical workshops
- assessment of you skills by your roofing assessor
- you may even have achieved some of the unit standards at school.

The unit standards that make up the National Certificate are as follows:

## Core Compulsory

| ID    | TITLE                                                                                                |
|-------|------------------------------------------------------------------------------------------------------|
| 4249  | Demonstrate care and timeliness as an employee                                                       |
| 6401  | Provide first aid                                                                                    |
| 6402  | Provide resuscitation level 2                                                                        |
| 497   | Demonstrate knowledge of workplace health and safety requirements                                    |
| 14609 | Describe risk factors that contribute to injury on construction sites                                |
| 21209 | Demonstrate knowledge of and carry out health and safety procedures for a building construction site |
| 25334 | Demonstrate knowledge of the roofing industry within a BCATS environment                             |
| 12997 | Demonstrate knowledge of safe working practices on construction sites                                |
| 15757 | Employ fall arrest systems on building and construction sites                                        |
| 21413 | Demonstrate knowledge of roofing hand and power tools                                                |
| 25270 | Describe heat, moisture, air-flow, corrosion, and wind loadings relative to roof structures          |
| 25272 | Describe rainwater handling systems and discharge factors on roofs                                   |

## Concrete Roof Tiles Strand

| ID    | TITLE                                                                          |
|-------|--------------------------------------------------------------------------------|
| 1685  | Carry out preliminary site check for concrete roof tiling                      |
| 1686  | Fix battens for concrete and clay roof tiles                                   |
| 1687  | Fix underlay for concrete roof tiles                                           |
| 1688  | Load concrete roof tiles onto a roof                                           |
| 1689  | Fix full concrete roof tiles                                                   |
| 1690  | Fix part concrete roof tiles                                                   |
| 1691  | Install lead flashings to concrete roof tiles                                  |
| 1692  | Inspect the installation of specialist flashings to concrete roof tiles        |
| 1694  | Install finishes at concrete tile roof terminations                            |
| 1698  | Re-roof an existing concrete tile roof with concrete tiles                     |
| 25273 | Interpret roofing plans and specifications and perform simple calculations     |
| 25274 | Demonstrate basic knowledge of concrete roof tile systems                      |
| 25275 | Describe preparation and installation for concrete roof tiles                  |
| 25276 | Demonstrate knowledge of lead and specialist flashings for concrete roof tiles |

## Metal Roofing and Wall Cladding Strand

| ID    | TITLE                                                                             |
|-------|-----------------------------------------------------------------------------------|
| 10813 | Install translucent roof                                                          |
| 10815 | Install profiled metal roof and wall cladding                                     |
| 10816 | Install pan deck roof                                                             |
| 25271 | Perform calculations and develop ordering lists for metal roof and wall cladding  |
| 25277 | Demonstrate knowledge of metal roof and wall cladding systems                     |
| 25278 | Describe metal roof and wall cladding preparation and installation procedures     |
| 25279 | Describe metal flashings and penetrations                                         |
| 25280 | Describe the system characteristics and installation process for translucent roof |
| 25281 | Describe re-roofing an existing metal roof                                        |
| 25282 | Form and install flashings for metal roof and wall cladding                       |

## Metal Roof Tiles Strand

| ID    | TITLE                                                                          |
|-------|--------------------------------------------------------------------------------|
| 10812 | Install metal roof tiles                                                       |
| 25273 | Interpret roofing plans and specifications and perform simple calculations     |
| 25283 | Demonstrate knowledge of metal roof tile systems                               |
| 25284 | Demonstrate knowledge of metal roof tile preparation planning and organisation |
| 25285 | Describe metal roof tile installation procedures                               |
| 25286 | Describe re-roofing an existing metal tile roof                                |
| 25287 | Explain metal roof tile specialist flashing and penetration installations      |
| 25288 | Form and install flashings for metal roof tiles                                |

## Roof Membrane Strand

| ID    | TITLE                                                                                       |
|-------|---------------------------------------------------------------------------------------------|
| 20733 | Demonstrate knowledge of safe storage and handling of hazardous substances in the workplace |
| 10809 | Install membrane roof                                                                       |
| 25273 | Interpret roofing plans and specifications and perform simple calculations                  |
| 25289 | Demonstrate knowledge of roof membrane                                                      |
| 25290 | Describe roof membrane preparation and installation procedures                              |
| 25291 | Explain roof membrane installation, re-roofing considerations, and potential problems       |

## Liquid Roof Membrane Strand

| ID    | TITLE                                                                                        |
|-------|----------------------------------------------------------------------------------------------|
| 20733 | Demonstrate knowledge of safe storage and handling of hazardous substances in the workplace  |
| 10811 | Apply liquid roof membrane                                                                   |
| 25273 | Interpret roofing plans and specifications and perform simple calculations                   |
| 25292 | Demonstrate knowledge of liquid roof membrane systems                                        |
| 25293 | Describe liquid roof membrane preparation and application procedures                         |
| 25294 | Explain liquid roof membrane installation, re-roofing considerations, and potential problems |

## Torch on Roof Membrane Strand

| ID    | TITLE                                                                                          |
|-------|------------------------------------------------------------------------------------------------|
| 20733 | Demonstrate knowledge of safe storage and handling of hazardous substances in the workplace    |
| 10810 | Install torch on roof membrane                                                                 |
| 25273 | Interpret roofing plans and specifications and perform simple calculations                     |
| 25295 | Demonstrate knowledge of torch on roof membrane systems                                        |
| 25296 | Describe torch on roof membrane preparation and installation procedures                        |
| 25297 | Explain torch on roof membrane installation, re-roofing considerations, and potential problems |

## Roof Shingle Strand

| ID    | TITLE                                                                                |
|-------|--------------------------------------------------------------------------------------|
| 10814 | Install roof shingles                                                                |
| 25273 | Interpret roofing plans and specifications and perform simple calculations           |
| 25298 | Demonstrate knowledge of roof shingle systems                                        |
| 25299 | Describe roof shingle preparation and installation procedures                        |
| 25300 | Explain roof shingle installation, re-roofing considerations, and potential problems |

## Foreperson Optional Strand

| ID    | TITLE                                                                                     |
|-------|-------------------------------------------------------------------------------------------|
| 14599 | Produce a site specific safety plan and strategy for implementation on construction sites |
| 21408 | Apply foreperson leadership and communication skills on roofing construction projects     |
| 21410 | Apply quality assurance practices in the roofing industry                                 |

## ORGANISING YOUR STUDY PROGRAMME

Your employer, your ITO regional training advisor, your friends and family can all help you to get through your apprenticeship, but the most important thing that will get you through is your own commitment and being well organised. Having a written study plan that you follow and regularly review is probably the most important thing you can do to keep you on track. Your ITO regional training advisor will give you a plan outline that you can complete. They can even help you to develop the plan if you are not sure how to do it.

**“The guys who have written down their study plan always do much better than the ones who say they have a plan but reckon they don’t need to write it down”** – *ITO Regional Training Advisor*

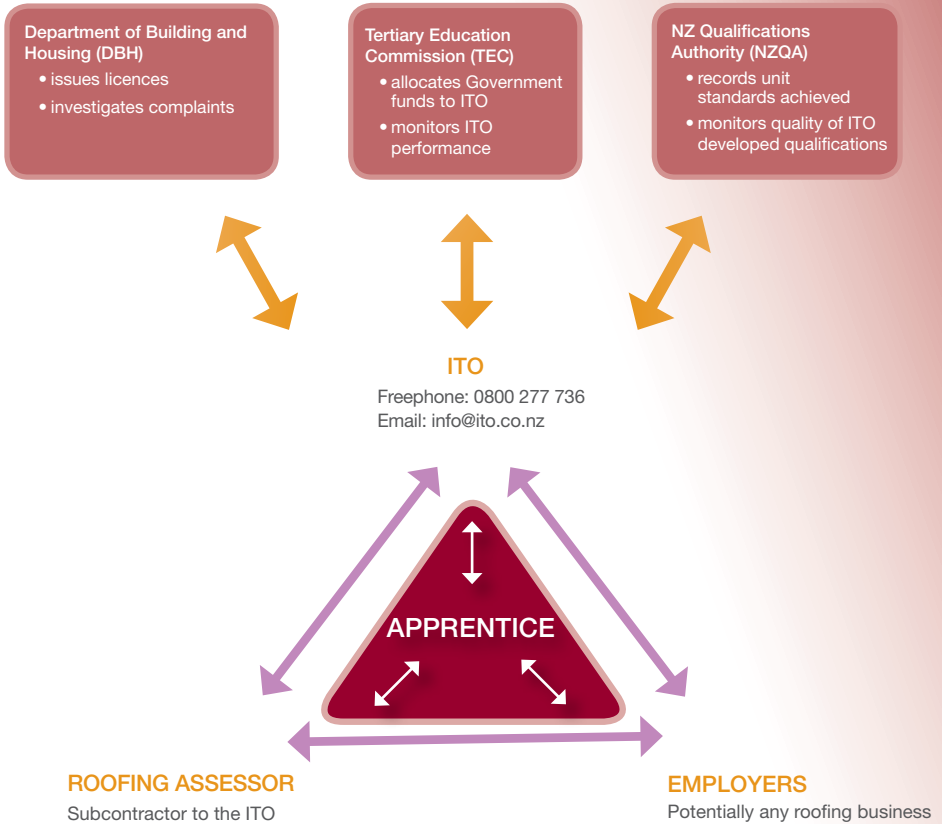
## KEEPING TRACK OF YOUR PROGRESS

Both you and your employer can keep track of you progress through your apprenticeship by logging on to the ITO website. This online system is easy to use and gives you a simple way of regularly checking that you are on track.

If you are unsure about whether you are up to date with your study contact your ITO regional training advisor. They can tell you if you are, and also help you to catch up if you have fallen behind.



# KEY ORGANISATIONS AND HOW THEY FIT TOGETHER



The Plumbing, Gasfitting, Drainlaying and Roofing Industry Training Organisation (PGDR ITO) works closely with the Roofing Association of New Zealand (RANZ) to ensure that the roofing qualifications that are developed and delivered to trainees meet industry needs and ensure apprentices gain the skills they need to work in the industry.

## PGDR ITO

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## RANZ

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