

The **Building & Construction Industry Training Organisation [BCITO]** is recognised under the Industry Training Act 1992 as the ITO for the sectors of the building and construction industry we cover. Under the Act, the BCITO has a particular statutory function to:

- Set qualification standards and register them on the National Qualifications Framework;
- Manage training arrangements that enable enterprises and employees achieve these qualifications
- Provide leadership to the industry on skill and training matters.

1. BCITO Mission

The BCITO is the industry training organisation that services particular sectors of the building and construction industry.

Our mission is to:

Promote, develop and organise relevant, appropriate, effective qualifications and training in the building and construction industry, by being responsive to the training needs of trainees, employers and enterprises.

3. BCITO Organisational Values

- Leadership
- Responsiveness
- Integrity and fairness
- Excellent customer service
- Professionalism
- Adding value and innovation
- Investing in people
- Team work

2. BCITO Vision

To be the leading industry training organisation for the building & construction industry.

4. Sectors Covered by the BCITO



Carpentry



Cement & Concrete



Interior Systems



Proprietary Plaster Cladding



Solid Plastering



Floor & Wall Tiling

5. BCITO's Special Character

- Owned and governed by the building industry to develop and deliver qualifications and related training for the benefit of New Zealand
- Broad industry coverage across a range of sectors, with a diverse range of enterprises [in terms of both size and training requirements]
- Instilling life-long competency-based learning in an industry where completion of a single trade qualification has been the norm, including an increasing focus on product use and technology
- Involvement of industry – formally and informally – at all levels of the organisation (including governance), reflecting our strong industry associations
- Emphasis on direct 'face-to-face' on-site facilitation of qualifications and training – requiring national coverage and a strong regional focus to our operations, especially given day-to-day site changes by employers and trainees
- Acknowledged and increasing leadership role within the building sector, not just related to qualifications and training
- Encouraging collaboration amongst construction-related ITOs for the benefit of the broader sector
- Developing multiple learning pathways and entry points across the construction industry

6. Key Strategic Outcomes

1. To **identify future training requirements** of the industry sectors we represent, and develop relevant qualifications and facilitate training options accordingly:
Measured by – a. Completion of an industry training strategy to industry satisfaction every 3 years;
b. Formal review of qualifications suite completed every 3 years.
2. To ensure there are **sufficient numbers of people** entering the construction sector:
Measured by – a. All secondary schools marketed to by BCITO;
b. 75% of industry employers aware of BCITO and our services.
3. To have a **high level of customer satisfaction** with the services provided by the BCITO:
Measured by – a. 85% customer satisfaction rating [both employers and trainees].

7. Contribution to New Zealand's Identity and Economic, Social and Cultural Development

The broader construction sector equates to 12% of New Zealand's Gross Domestic Product, employing over 100,000 people. Every other sector in New Zealand relies, in some shape or form, on outputs from the construction sector. The quality and efficiency of the construction sector's outputs are underpinned by the qualifications and training developed and facilitated by the BCITO.

The construction sector has, in recent years, experienced growth at unprecedented levels and its likely average annual turnover will settle at a sustainable level some 20% higher than the previous 10 year average. While historically the industry has suffered from significant volume fluctuations, growth over the next decade is expected to be relatively sustainable and stable. This growth, together with industry licensing and other reforms foreshadowed by changes to the Building Act 1992, will have far-reaching consequences on the construction sector and will demand higher industry and BCITO performance in terms of output quality, qualifications and training outcomes. Increased uptake of qualifications and training in the construction sector will also have positive social benefits.

The BCITO has a key and leading role in building capability across our sector – in both general [*foundation*] and specialist skills development, promulgating industry best practices by capturing these skills in our qualifications, prompting awareness of and compliance with relevant legislative requirements, and leading the growth of a wider industry-training culture.

We will prepare, update and promulgate an industry training strategy – as required by section 6(c) of the Industry Training Act 1992 – which will:

- identify current and future skill needs
- propose how we work with industry to meet these needs
- promote training to the broader industry.

8. BCITO's Contribution to the Tertiary Education System as a Whole

The BCITO is recognised by TEC as the standards setting body for national qualifications on the National Qualifications Framework for the qualifications applicable to our sectors – with over 4000 trainees working towards 19 different qualifications, giving us the broadest reach of any ITO servicing the sector. An increasing number of other specialist sectors recognise the BCITO's leadership role and continue to discuss with us options for development of qualifications for their sectors.

The Government's *Tertiary Education Strategy* and *Statement of Tertiary Education Priorities* documents will continue to have an important bearing on – and provide a focus point for – the work of the BCITO.

Our qualifications and training are recognised as being at international best practice level and as “delivering outcomes sought by the sector”. Despite this, there are always on-going improvements we seek to make within the range of work and services we provide, if we are to keep abreast (if not ahead) of building technology.

Through both our formal and informal networks – via our own governance arrangements [see section 15] and our industry association partnerships – we bring a national, cohesive and industry-driven perspective to qualifications and training in our industry.

The BCITO has relationships with a number of Polytechnics and PTEs for the delivery of theoretical learning in support of our qualifications, with multiple learning pathways open to our trainees. As we develop higher level qualifications for our sector, even more off-job-training will be required – which will further improve our trainee participation rates in the broader tertiary sector.

The BCITO also provides Moderation Apprenticeships Co-ordination services and works with other Modern Apprenticeships Co-ordinators to facilitate the entry of young people into skilled occupations within the building and construction industry.

As the national standards setting body for the building and construction sector we also have a moderation role for all of the training for our qualifications. This quality assurance role gives us the necessary overview of that training to ensure industry standards are met and maintained.

Increasingly the industry has asked us to have a role in marketing the sector and available career paths to secondary schools. We have also developed a qualification specifically designed to be delivered as part of the NCEA, to give young people early insights into the skills required within our industry. We now also work with a number of schools that participate in the Gateway programme.

Finally, we have a close engagement with the Industry Training Federation [ITF], the national organisation representing all ITOs, and work with the ITF to foster ITO best practice and ITO collaboration.

9. BCITO's Approach to Collaboration & Cooperation with other TEOs

The BCITO works collaboratively and collaboratively with other TEOs in two main ways:

Polytechnics & PTEs

- As noted above, we purchase off-job training from a broad range of Polytechnics and PTEs
- We involve these TEOs in the development and review of our qualifications, strategies, and procedures where appropriate
- We regularly liaise – formally and informally – with these TEOs to ensure a common understanding and agreement.

Other ITOs

- As noted above, we work closely with the ITF
- We work with/involve, as appropriate, other ITOs in the development and review of our qualifications, strategies, and procedures
- We are a foundation member of CAPITA, an alliance of construction-related ITOs, working to improve the collaboration and cooperation across the six member ITOs.

10. BCITO's Approach to Fulfilling Treaty of Waitangi Obligations

The BCITO does not, as yet, have a formal Maori Training Strategy. While the number of our trainees that list themselves as being of Maori descent [10.8%] is closely equivalent to the number of Maori people working in our sector as a whole [11%], we believe there is more we can do to deliver against Maori aspirations in the development and delivery of our qualifications and training. We are working with the ITF to develop an ITO-wide strategy, after which we will prepare a BCITO-specific strategy. This strategy should be completed and promulgated – at least initially – towards the end of 2003.

11. BCITO's Approach to Meeting the Needs of Pacific People

The number of our trainees that list themselves as being of Pacific descent [2.1%] is lower than the number of Pacific people working in our sector as a whole [3%]. We are working with the ITF to develop an ITO-wide strategy for Pacific people, after which we will prepare a BCITO-specific strategy. This strategy should be completed and promulgated – at least initially – towards the end of 2003.

12. BCITO's Approach to Meeting Learner Needs

The BCITO offers learners in our sector high quality qualifications and ready access to training/learning opportunities and outcomes that are relevant to their jobs and relevant to the industry. Our qualifications are industry designed, nationally recognised and quality assured. There are multiple pathways into and within our qualifications and training. National qualifications feature automatic credit transfer and transparent assessment practice.

Training systems that lead to the development of the qualifications build on the day-to-day experiential learning that takes place in the course of the trainee's day. The pace of learning, the delivery option and the actual place of learning are all able to be chosen by the trainee and their employer. We supply comprehensive support packages for trainees, their assessors and their employers to facilitate learning achievement, and will explore e-learning options where appropriate.

We provide support directly to trainees through a strong regional base of staff, who have contact 2-4 times per year with the trainee and their employer to ensure optimal learning outcomes. We provide regular reports of progress and maintain open processes for complaints, appeals and review.

13. Development and Support of a Staff Profile that Reflects our Mission and Special Character

The BCITO is committed to ensuring we have staff capability and capacity to meet the requirements of our strategic and business direction(s). We operate under a functional structure that works to ensure best practice is achieved across the range of our sectors and associated qualifications:

- **Chief Executive** – providing strategic oversight, leadership and drive
- **Business Development** – ensuring the BCITO continues to develop new areas of business and innovation
- **Qualifications Development** – developing new and reviewing existing qualifications and associated training and assessment materials
- **Moderation** – quality assuring both the on-job and off-job components of our training.
- **Marketing & Communications** – ensuring we communicate effectively with our stakeholders and appropriately market our qualifications
- **Operations/Customer Service** – providing the right level of in-the-field support to properly facilitate optimal learning outcomes [over 85% of our staff are regionally based]
- **Corporate [Back-Office] Services** – providing financial, IT and HR services for the proper functioning of the organisation.

Over 75% of our staff are “field-based”, and while the majority of these staff are qualified carpenters, we will recruit in other trade areas as trainee numbers in these areas increase.

14. BCITO's Governance and Management Structure and Principles

The BCITO has a formal two tier governance structure – **Subscribing Members** [being the 22 regional Master Builders' associations, effectively owners of the BCITO that aren't involved in its governance], and **Association Members** [currently 6 industry associations which are directly involved in the governance of the BCITO]. Association Members nominate representatives to an electoral college to elect six directors to the Board. The BCITO also currently has six sector National Advisory Groups and six Regional Advisory Groups to better inform its work – both strategic and operational.

The BCITO Board is a governing body concerning itself with setting strategy and policy, budgeting and planning, reporting to stakeholders, compliance, the performance of the CEO, and ensuring the Board's effectiveness. The Board has adopted a set of governance policies to facilitate the governance and management relationship between the Board and the CEO. The CEO has delegated authority for the effective operation of the organisation, and is responsible for implementing policies established by the Board, carrying out the business of the organisation, representing the organisation to clients and stakeholders, monitoring overall performance of the BCITO and reporting to the Board.

Over the next few years the BCITO will continue reviewing its plans and strategies to ensure they are well aligned with the Tertiary Education Strategy and the Statement of Tertiary Education Priorities.

15. Stakeholder Relationships

The BCITO's constitution provides for an electoral college that elects a Board of six directors. The governing [Association] members who participate in the electoral college are:

- Cement & Concrete Association of NZ
- NZ Building Trades Union
- NZ Claddings Institute
- NZ Institute of Building
- Interior Systems Association
- Registered Master Builders Federation

The BCITO's six National Advisory Groups are:

- Carpentry
- Cement & Concrete
- Interior Systems
- Floor & Wall Tiling and Solid Plastering
- Proprietary Plaster Cladding Systems
- Construction Management

Six Regional Advisory Groups operate in the following BCITO regions:

- Northern
- Waikato/Bay of Plenty
- Central North Island
- Wellington
- Central South Island
- Southern

The BCITO holds an Annual General Meeting at which its Annual Report is presented, and the performance of the BCITO and its strategic direction are discussed. We are also in regular communication and maintains dialogue with – and has sought input into this Charter from – the following key stakeholders:

- BCITO's Subscribing Members [x22]
- BCITO's Association Members [x6]
- National and Regional Advisory Group members
- Building Industry Authority
- Building Research Association of NZ
- Standards NZ
- Construction Industry Council [comprising 24 peak industry bodies]
- CAPITA [6 construction-related ITOs]
- Association of Polytechnics and relevant individual members
- Association of Private Education Providers and relevant members.

Our 4,000+ trainees and 2,600 employers have also been given the opportunity to give input to the development of this Charter.

16. Other Key Documents

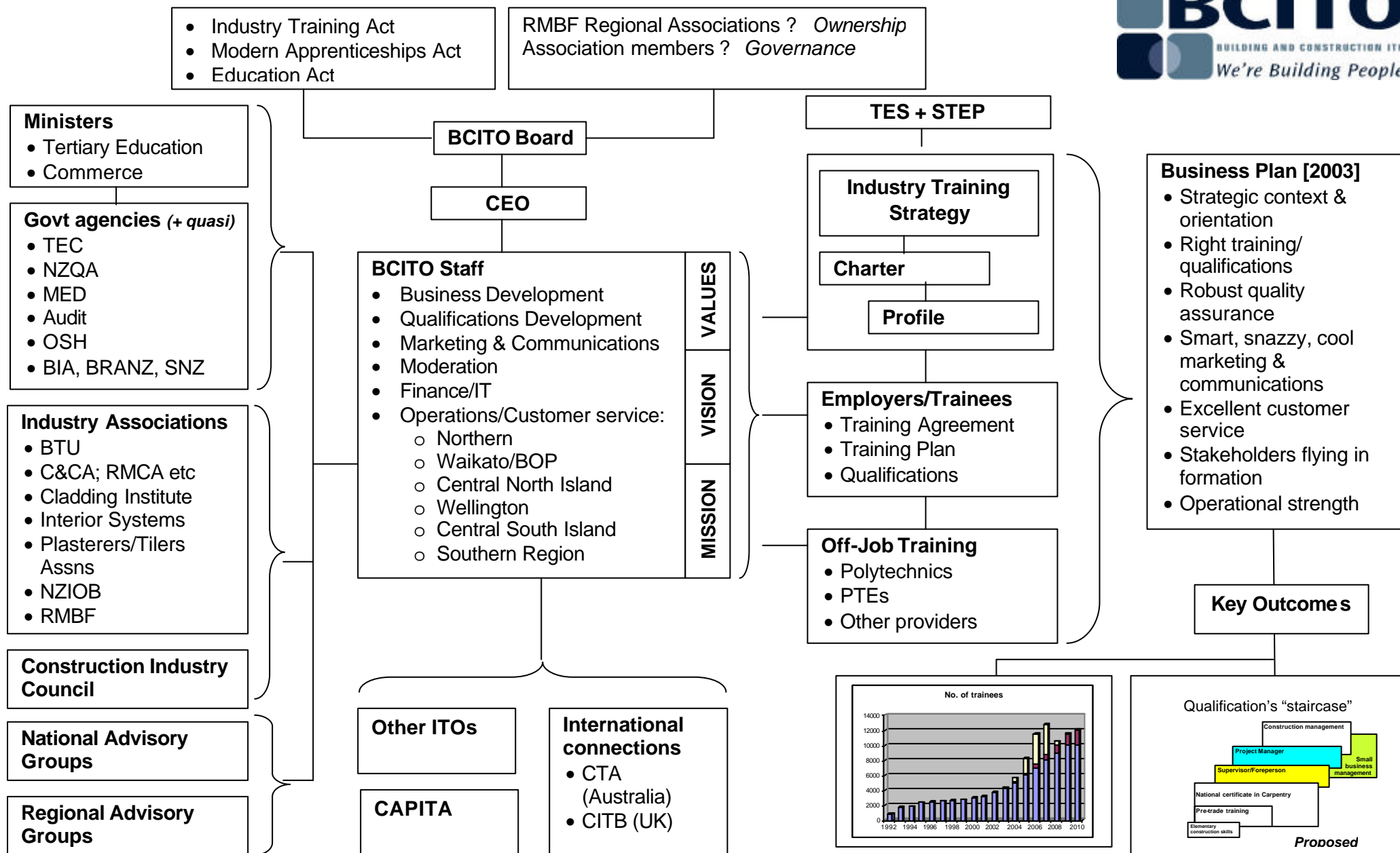
There are two other key documents which should inform any consideration of this initial Charter, both of which are available from the "News" section of the BCITO's website [www.bcito.org.nz]:

- *2003 Strategy & Business Plan*
- *2002 Annual Report*

17. Diagrammatic Overview of BCITO Charter

A diagrammatic overview of the BCITO's Charter and associated relationships follows.

BCITO Charter – diagrammatic overview



Sufficient numbers of qualified people

Right qualification mix for our industry

