



# We've got your future apprentice



**Masterlink**<sup>®</sup>

Mentored apprenticeships powered  
by Master Plumbers

- **Plumbing**
- **Gasfitting**
- **Drainlaying**



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Masterlink is New Zealand's ONLY national group training programme dedicated to the plumbing, gasfitting and drainlaying industry. Our goal is to increase the number of people entering our trade and completing formal training. We are owned by Master Plumbers, Gasfitters & Drainlayers NZ Inc (Master Plumbers)—the leading membership and advocacy organisation for our trades.



## Thank you

We'd like to thank you for taking an interest in training an apprentice in your business.

Our industry needs more people like you to ensure we have a steady stream of qualified plumbers, gasfitters and drainlayers now and into the future.

Bringing high-quality apprentices through is also a great way to grow your own business and to have a succession plan in place for when the time comes to sell.

In the current climate, there is a shortage of skilled, qualified tradespeople. You can address this in your business by taking on an apprentice and training them from the ground up with your own work ethic and values.

But where to find good candidates? That's where Masterlink comes in.

We provide a robust candidate recruitment process, which includes screening and testing.

Successful candidates are available for immediate placement and our nationwide Regional Managers make it their job to understand your business, so they can find you the right fit.

And it doesn't stop there.

Through regular appraisals, the Regional Manager mentors your apprentice to ensure they remain on track with their studies to get qualified.

The Regional Manager is also on hand as a third party to deal with any workplace performance issues that may arise.

While your apprentice is in training, Masterlink is the employer, which means you don't need to worry about their payroll, PAYE/ACC, KiwiSaver, leave management or any employment issues. We handle it all.

Please take time to read this brochure to discover more about the many benefits of taking on an apprentice through Masterlink.

Thank you again for showing your commitment to the industry—and we look forward to helping you realise your business goals.

**Greg Wallace**  
CEO  
Masterlink

# Supporting New Zealand

Whether you're located in the far South, the far North or somewhere in between, Masterlink is here to help.

We're passionate about training the next generation of Kiwi plumbers, gasfitters and drainlayers.

Your Masterlink Regional Manager (RM) will assist you and mentor your apprentice throughout their training.

Reach out to your RM or contact Masterlink's administration teams based in Wellington and Christchurch.



## Working together, our team will support you by

- 1 Sending you profiles of our screened, tested and pre-interviewed candidates
- 2 Arranging your apprentice's pre-employment medical and ongoing regular health monitoring, including random drug testing
- 3 Assisting with all employment paperwork and admin throughout the apprenticeship
- 4 Supplying PPE and starter tool kit
- 5 Liaising with training providers for all off-job training
- 6 Organising block course travel and accommodation when needed
- 7 Keeping your apprentice on track to qualify
- 8 Sharing the latest industry news such as funding initiatives and legislation updates

# How Masterlink works



# 10

## great reasons to use Masterlink

There are several routes to taking on an apprentice, including employing them direct. Here's why Masterlink is the way to go.

Each Masterlink apprentice receives a comprehensive PPE and starter toolkit.



*"If you need anything, we're just a phone call or an email away."*

## Support

Masterlink helps your business train the next generation of plumbers, gasfitters & drainlayers. Regular meetings set goals, track progress, and check apprentice wellbeing.

## Quality assured

We save you time, stress, and money. Find your ideal person through Masterlink, or put your own candidate through our screening and testing process for peace of mind.

## Recruitment

We help your new team member understand expectations. Only the best people make it through the Masterlink induction process.

## Getting started

Your Masterlink apprentice will be ready to work. We provide them with full PPE gear, a starter toolkit, and an annual allowance for boots.

## Admin-free

Focus on your business while Masterlink handles all the employment arrangements. Our Admin Team is here to support you every step of the way.

## Health & safety

Masterlink's comprehensive system is constantly updated. It includes workplace auditing, an apprentice app, and regular Health & Safety appraisal topics.

## Business growth

Grow your business by taking on apprentices. Grow your own tradespeople to fit your workplace culture. Invest in growing loyal people to help your team thrive. The people you grow could take over your business when you retire.

## Improving cashflow

Our hosts only pay for the hours their apprentice works for them each week. It's a regular, weekly, fully tax deductible payment. Masterlink pays for all their leave and when they go on block courses. At no extra charge to our hosts.

## Flexibility

Taking on an apprentice is a commitment. The construction industry has boom and bust cycles. If you face a major workload challenge, Masterlink works with you to achieve the best outcome for everyone involved.

## Pay it forward

It's your turn to pass on your skills. Every qualified tradesperson started out as an apprentice. Someone took a chance, gave them an opportunity, and trained them into our trade. Build your legacy. You're not only doing your bit to help the industry, but also helping New Zealand grow—now and into the future.





# Your apprentice

As a host, you will want to know what your apprentice needs to make a success of it—and what's expected from them. Here's a quick rundown.

## What we provide

A deposit is paid by the apprentice to show their commitment and goes towards start-up costs.

Masterlink apprentices are paid weekly via our online payroll system.

Weekly wage deductions are made to cover the total cost of their Masterlink apprenticeship.

We provide them with:

- Pre-employment medical, required inoculations and health monitoring every two years
- Comprehensive PPE gear and starter toolkit
- Payment of training provider fees for off-job block courses, plus travel and accommodation, as applicable
- Exclusive FREE Masterlink Training courses and scholarship opportunities
- Mentoring and support
- Health & Safety App for near miss and accident reporting

If needed:

- Wellbeing resources and discounted counselling services
- Dyslexia support or access to literacy, numeracy and study help

## On-job and off-job learning

The Level 4 New Zealand Certificate training programme consists of off-job block course training and on-job assessments worth 60 credits per year.

Apprentices attend week-long off-job block courses throughout their apprenticeship. These are a combination of theory and practical workshops with assessment for each module.

On-job assessments involve the apprentice documenting their work and having it verified, usually by their on-site supervisor. Your Masterlink Regional Manager can help with any queries.

## Master Plumbers Membership

Free Master Plumbers Apprentice Membership provides all Masterlink apprentices with access to exclusive deals, discounts and training opportunities. They benefit from being part of the Master Plumbers network and community



For full details of the apprenticeship, head to our website: [masterlink.co.nz](https://masterlink.co.nz)





# Good financial sense

Taking on an apprentice through Masterlink is the best value way to go.



## Bang for your buck

Some businesses think it's cheaper to hire apprentices directly and manage them on their own. But when you add everything up, the value of using Masterlink can be significantly greater than a ratecard suggests.

Your Regional Manager can provide current figures—tailored to your business—on the financial advantages of using Masterlink compared to other routes.

## Savings and profits

- You save on advertising and recruitment costs.
- You decide the hourly rate of pay for your apprentice, and we pay them—as well as providing all the other admin services.
- Your weekly Masterlink fee is only for the hours your apprentice actually works for you (about 40 hours a week for 42 weeks of the year).
- We pay your apprentice's stat holidays, annual leave, sick pay, etc. We pay them while they are at block course. At no extra cost to you.
- Get your charge-out fees right, and you will profit from your apprentice. Ask your Regional Manager for more information.



## What our hosts say

We were recommended Masterlink by Nelson members of Master Plumbers. The biggest advantage for us is that everything is taken care of and we are invoiced weekly for the service, no fuss. This includes organising of all block courses, wages etc. We appreciate the regular visits from the Masterlink Regional Manager, ensuring we are all on the right track.

**Bridget & Henny Russon**  
Henbridge Plumbing & Gas, Nelson

Masterlink has access to better quality apprentices and their pre-employment criteria is stringent. It's much easier, too, as they are involved in interviewing, training, organising block courses and sorting tools and PPE gear. With the regular appraisals, you always know where your apprentice is at in their training and skill levels. In the big picture, taking on a Masterlink apprentice costs less than we would have to allow for if we were employing the apprentice direct.

**Dale Lovell**  
Heron Plumbing, Auckland

By screening and interviewing candidates at the recruitment stage, Masterlink ensures a good match for my business. I look for apprentices with a good attitude. As long as they're willing to learn, I can teach them the skills.

**Bruce Trenwith**  
BT Plumbing, Auckland

I like the fact that there is someone else supporting the apprentice in the background—someone you can fall back on if there are any issues.

**Richard Graves**  
Inside Systems, Invercargill

It is nice to know all the admin is done for you, like holiday pay, sick leave, block courses, getting PPE gear and such. More than that, though, we like having a third party involved in getting good messages across to the trainees. If the trainee has any problems, or wants to bring up a particular subject, the Masterlink mentor is always there to lend a neutral ear. Having Masterlink on the team also keeps us up to date with trends and technology, like the new online payroll and timesheet app.

**Mike Gooch**  
EG Glennie & Co Ltd, Wellington

# Notes



**Master Plumbers®**

Representing Excellence



**Masterlink®**

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