

Skills for your Staff

Your employees need a wide range of skills and knowledge. They need to communicate clearly to clients and within the team, produce high quality jobs and follow correct processes and procedures within the workplace.

The Digital qualifications offered through CMITO will reinforce the skills and knowledge of your team – contact us for further information today.



Richard McOnie
Napier

“We think training and developing our staff is very important.

CMITO's digital training programme is very comprehensive. It allows us to put together a programme that suits the individual needs of each apprentice.

It's very important to keep up with the changing world and technology and the digital training programme does just that.”

“A high level of training and knowledge is provided for our apprentices.

The modules provide great insight to facets of the industry which the trainee may not always experience first-hand. Therefore a good cross section of knowledge is offered.”



Paul Johnson
Ashburton



COMMUNICATIONS AND MEDIA ITO



Digital Training

- On-job training programme
- NZQA and industry-recognised qualifications
- Increase knowledge and improve efficiencies

ON-JOB TRAINING FOR:

- Signmakers
- Graphic designers
- Digital printers
- Fabric printers
- Newspaper staff
- Copy centre staff
- Label printers
- Mail houses
- Digital photographers
- Wide format printers
- Packaging staff
- Commercial printers

GIVING YOUR BUSINESS A COMPETITIVE EDGE

What is CMITO?

The Communications and Media Industry Training Organisation (CMITO) provides workplace training programmes for the print, packaging, media and signmaking industries.

PrintNZ Training, New Zealand Journalists Training Organisation and Signmaking are sectors of CMITO.

CMITO works with industry to develop qualifications and provide access to workplace training.

Contact CMITO: **0800 654 455**
info@cmito.co.nz | www.cmito.co.nz



Why Train?

Flexible programmes

These training programmes are designed to be flexible to suit the wide range of digital environments in New Zealand. They lead to industry-recognised qualifications.

The wide variety of modules enables the training to be tailored to suit different workplaces.

Training is completed in the workplace. CMITO staff visit trainees and maintain regular contact to provide professional support and monitor progress.

CMITO's programmes are quality assured, easy to put in place and continually updated to reflect industry needs.

On-job training for

- Copy centre staff
- Signmakers
- Graphic designers
- Digital printers
- Fabric printers
- Wide format printers
- Label printers
- Mail houses
- Digital photographers
- Newspaper staff
- Packaging staff
- Commercial printers

Benefits of formal training

The benefits of on-job training for employees include:

- Increase your knowledge, skills and job satisfaction
- Gain a formal National Certificate qualification
- Boost your career prospects
- Learn on the job and use your new skills straight away

The benefits for your business include:

- Staff complete the training in the workplace
- Staff increase their knowledge and become more efficient in their roles
- Improvements to staff morale and participation in the workplace

Digital Qualifications

CMITO's Digital qualifications are designed for people in a wide range of industries. They are ideal for anyone involved in design, file preparation and digital printing.

The full training programme incorporates the Level 3 and 4 National Certificate qualifications. Other options include completing just one National Certificate or a shorter training programme to suit your particular requirements.

Each training programme contains compulsory modules and optional modules.

Module options

There are a wide range of modules to suit different roles and workplaces.

These currently include:

- Create and design simple jobs using digital processes for printing
- Create and design multipage documents for printing
- Prepare and present digital files for printing
- Advanced typography
- Create a colour managed process
- Digital manipulation of images
- Digital illustration
- Digital photography
- Digitally print client files
- Printing variable data
- Produce jobs on a digital press
- Large format printing
- Finishing – retail environment
- Finishing – large format print
- Customer service
- Maintenance
- Impositions

The full training programme (Level 3 and 4) takes three years to complete and costs \$850 a year. Discounts are available for PrintNZ and NZSDA Members.

Training agreements are based on a three-way partnership between the trainee, their employer and the ITO.

CMITO provides

- Training programmes, resources and assessments
- Support and advice through regular contact
- NZQA accredited qualifications
- Government subsidised training
- Certificates

The company provides

- A training supervisor
- Workplace learning opportunities
- Equipment, time and tools
- Support for trainees to complete on time

The trainee

- Takes responsibility for their learning
- Reads training materials and works to the best of their ability
- Completes assessment tasks
- Meets or maintains contact with CMITO's Training Advisors / Mentors
- Works to complete by the agreed dates
- Keeps training records up to date

**Speak to our
training team today -
phone 0800 654 455**

