



SKILLS
shift
Transition
from the familiar
to the unfamiliar

Skills Shift – The transition from the familiar to the unfamiliar

The world is constantly changing around us and at a very fast pace. A large part of this change is a result of new and improved technology designed to make our lives easier. One of the biggest challenges of these technology changes is keeping up with them and understanding how they can have a positive impact in our lives.

This programme has been designed for the New Zealand manufacturing sector to take our people on a learning journey to develop new skills and confidence to engage with these changes. Over the duration of this programme learners will develop skills in:

- moving into a digital environment
- engaging and interacting with technology
- the importance of data and how technology can support accuracy
- digital skills specific to you and your company.

Therefore, learners won't be sitting in a room for hours at a time having a facilitator talking to them. They will be experimenting with new technology and having engaging conversations with their facilitator and peers on how we make the transition from the familiar of the world we worked in yesterday to unfamiliar world we will be working in starting today.

This programme has been developed with the support The Manufacturers' Network, Employers and Manufacturers Association, Buckley Systems, LMAC Consulting, ATEED, Competenz and The Learning Wave.

Skills Shift programme outline

The Skills Shift programme has been designed over 9 3-hour sessions across three modules run over a 15-week period. The main objective of the programme is to introduce the idea of automation within the context of the manufacturing industry and build confidence to develop digital mindset and skillsets.

Module 1 – Digital Mindset*

Session 1 – 2: Frame the programme, introduce the learning journey, SME to give learners context on current and future digital skills, learners to set learning journey goal.

Module 2 – Foundational Skills*

Session 3 – 7: Develop core digital skills relative to operating in a manufacturing environment.

Module 3 – Applied Digital Skills*

Session 8 – 9: Linking the skills to learners manufacturing environment

*Each learner needs access to a laptop with Wi-Fi and Microsoft applications.

Micro credential: Learners will complete the 5 credit Micro credential 'Demonstrate and apply knowledge of digital processes, tasks, security, and data in a manufacturing environment' (Level 3).

Funding: Funding* for this programme is available for eligible learners via the Targeted Training and Apprenticeship Fund.

Funding is valued at \$2055 per eligible learner.

Group size between 7-12 learners per group.

T's and C's apply.

Includes: Site tour and site familiarisation, on-site facilitation, learning resources and 1 x laptop device per learner, assessment and marking of Micro credential, and evaluation services. Facilitator travel.

Session and learning outcomes

The Learning Wave facilitator will guide your people through the 9 modules to build confidence and capability.

Session 1 - Why digital? And the importance of data

Introduction to Industry 4.0, why data is crucial in today's world, how digital technology contributes to accurate data, where do we fit in, what's in it for us, our company and the manufacturing sector and computer, phone and tablet basics.

Session 2 - Digital skills specific to me and my company

SME session, introduction to the digital tools the organisation uses today and/or in the future, identify individual learner goals for the rest of the programme.

2-week break after session 2 for skills practice and transfer of learning onto the job.

Session 3 - Building foundational digital skills part 1

The importance of digital skillsets for personal and professional life, Google account set-up, effective filing, emailing, and creating documents.

Session 4 - Building foundational digital skills part 2

Browsers, websites, commonly used programmes and apps (including social and communication apps) and useful shortcuts and digital hacks, introduction to office tools.

Session 5 - Building foundational digital skills part 3

The "what" and "why" of an electronic workflow and creating your own in PowerPoint, the role of data on workflow, your role (transitions) in the workflow process, and digital collaboration tools.

Session 6 - Building foundational digital skills part 4

Data, productivity and the flow on effect (rework, waste, delivery, quality), data integrity and providing honest information, intro to Excel.

Session 7 - Building foundational digital skills part 5

Understanding and interpreting various data types using excel (schedules, graphs, electronic drawings/QA sheets/manuals), job progress and delivery performance (DIFOT) within a supply chain, clicking "okay" is your virtual signature.

2-week break after session 7 for skills practice and transfer of learning onto the job.

Session 8 - Inputting data and quality management

Data's journey through an ERP, understanding and selecting data input methods, quality assurance (QA) and the impact on quality control (QC), how timing impacts QA.

Session 9 - Putting it all together

Where, when and how to use what you have learnt both personally and professionally, your company's specific data requirements, your company's programmes, software and tools, SME session introduction.

On-going skills practice and transfer of learning onto the job.

Learners demonstrate application of the learning over the nine sessions. This is used as evidence towards the achievement of the Micro credential.

To book your group with The Learning Wave today - please email info@thelearningwave.com or contact on 09 376 6612