

Displaced apprenticeship redeployment scheme

So COVID-19 impacted your apprenticeship - what next? Don't worry we got you! Read on to find out how the Restaurant Association can help!

What is the displaced apprentice redeployment scheme?

The objective of the Displaced Apprentice Redeployment scheme (DARs) is to help displaced apprentices (those whose place of employment has shut down due to COVID-19) find a new place of employment, and continue (or re-engage) with their training.

How does it work?

If you are a displaced apprentice, you can seek assistance from us at the Restaurant Association, to help locate a new place of employment.

Our sector needs workers, so we want to help you to keep training and reach your career goals!

STEP 1: First, you should contact the Industry Training Organisation, ServielQ, and their Sector Advisors. The ServielQ Sector Advisors are the regional coordinators responsible for the oversight of your training.

You can also make yourself known to us at the Association directly, either through social media, our helpline or by sending us an email - just let us know you need apprenticeship redeployment support.

Why is it needed?

COVID-19 has had a momentous impact on our sector, with many businesses closing up shop, and more likely to follow suit. Despite this, our sector is still crying out for workers!

If you are an apprentice who is trying to forge a career in hospitality, then we can help you access support and stay tied to your training.

DARs is our interim redeployment solution for apprentices who have been impacted by COVID-19.

How can I access DARs?

There are **10 steps** to follow to access the DARs programme.

Are you a displaced apprentice?

Our definition: a displaced apprentice is someone engaged in formal tertiary education who finds their placement in jeopardy following the closure of their place of employment due to COVID-19.

STEP 2: The ServielQ Sector Advisors will then be in a position to be able to offer you our redeployment assistance.

If you accept the offer for assistance, the Sector Advisor will pass your contact details to our DARs Programme Lead (DARs Lead).

Alternatively, if you make yourself known to the Association direct, then your message will be passed straight to our DARs Lead who will then be in touch with you.

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10 steps of the Restaurant Association's displaced apprenticeship redeployment scheme (DARs)

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STEP 3: As a first step, the Restaurant Association will ask you to provide key information such as your CV and cover letter, as well as to arrange a time to meet. This meeting will be scheduled for in person, over the phone or via Zoom, depending on location.

At the meeting, the DARs Lead will discuss your skills and interests with you. This will include what experience you have in the kitchen, and what progress you have made in your training to date. The discussion will also focus on where you would like to be located in the country, and whether you are interested in moving regions if a suitable position was found.

The Association also takes steps to determine what style of cooking you are interested in and what kind of operation you would prefer to work in, for example:

- a fine dining restaurant,
- catering company
- gastro restaurant or
- hotel restaurant.

This will ensure you get personalised, suitable placement options.

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STEP 4: The DARs Lead will review your CV and cover letter to ensure you have included all relevant information and highlighted your abilities and skills.

This will also involve confirmation of your contact details are correct, as well as making any CV and cover letter suggestions that may help you.

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STEP 5: The DARs Lead will then begin to look for suitable workplaces for you.

This will be done through the following steps:

- checking the Association's Tautoko Hāpai Ō Job Boards
- checking the Association's regional Facebook pages
- reviewing online job advertising.

The Association may also reach out to Member businesses based in the same region as you.

From time to time, while Member businesses may not be advertising for a role, a call to the owner can result in opportunities for apprentices.

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STEP 6: The DARs Lead will get back in contact with you to discuss the placement options available, and confirm that you are happy for your CV and cover letter to be sent to potential employers.

The DARs Lead will also support you by providing you with copies of our Tautoko Hāpai Ō worker resources, and providing additional interviewing support and/or coaching if needed.

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STEP 7: Once the potential employer (establishment) has been agreed upon, an introduction between you and the potential employer will begin. The Association aims to make this process as seamless as possible.

FYI: Any role offered to you will involve a minimum of 30 hours per week.

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STEP 8: The potential employer will then contact you directly to arrange an interview.

As part of the interview process, you may be asked to conduct a pre-employment practical evaluation to assess your skill level, i.e a job trial or skills test.

The potential employer will be able to explain this in more detail as you move throughout the establishment's employment process.

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STEP 9: Once you have got confirmation of an offer of employment, the *ServiceIQ* Sector Advisor will meet with you and your new employer to finalise the paperwork and sign the training agreement.

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STEP 10: You're hired! (Yay!)

It is important to know that the DARs Lead you have been working with will remain available to assist you with any questions or provide support you may need with regard to the employment and apprenticeship transfer.