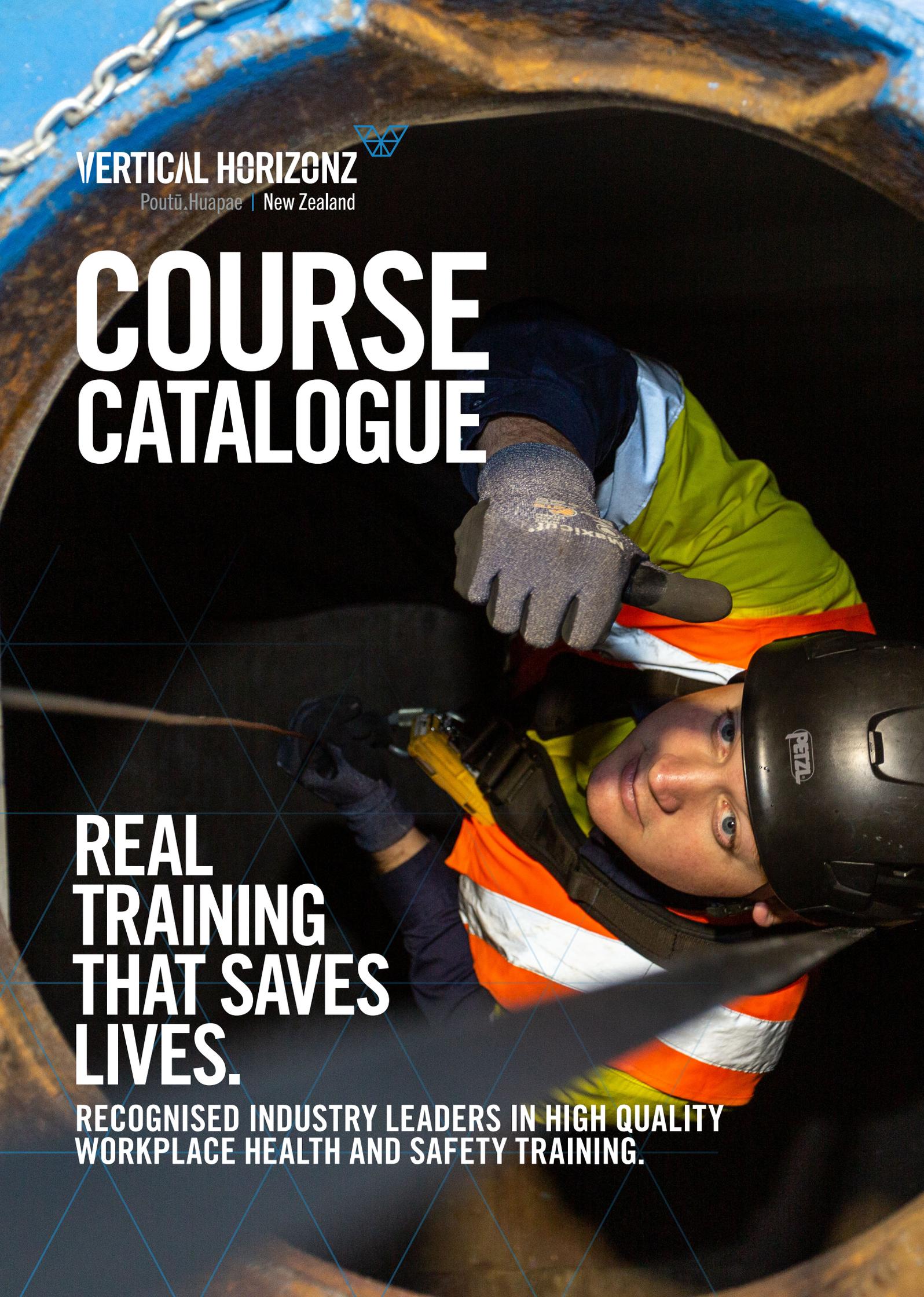




VERTICAL HORIZONZ

Poutū.Huapae | New Zealand

COURSE CATALOGUE



**REAL
TRAINING
THAT SAVES
LIVES.**

**RECOGNISED INDUSTRY LEADERS IN HIGH QUALITY
WORKPLACE HEALTH AND SAFETY TRAINING.**



OUR DETAILS

COMPANY NAME

Vertical Horizonz New Zealand Ltd

TRADING NAME

Vertical Horizonz New Zealand Ltd

REGISTERED OFFICE

246 Matakokiri Drive, Tauriko, Tauranga

COMPANY STRUCTURE

A Privately Owned Limited Liability Company

OWNERS AND DIRECTORS

Bruce A Mazengarb, Conrad McDonnell, Phil Hokianga, Bill Hadley, Carl McOnie

CHIEF EXECUTIVE OFFICER

Ben Johnstone

DATE AND PLACE OF INCORPORATION

12 June 2002

CERT OF INCORP NUMBER

1212358

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WEBSITE

verticalhorizonz.com

CONTENTS

OUR TRAINING CENTRES	4	Common Permit to Work	38
CLIENT AND TRAINEE INFO	6	Fonterra Safe Work Systems	39
REFRESHERS	7	Lockout Tagout	40
WE CREATE SAFETY CERTAINTY	8	New Zealand Certificate in Workplace Health and Safety Practice (Level 3)	41
WE KNOW YOUR INDUSTRY	8	New Zealand Certificate in Workplace Health and Safety Practice (Level 4)	45
WE ARE ACCREDITED AND COMPLIANT	8	Chemical Safety	47
WE OFFER MORE THAN JUST TRAINING	9	Chemical Safety at Work	48
INVESTMENT SCHEDULE	10	Chemical Handling and Storage	49
Health and Safety	19	Knowledge required of a Certified Handler	51
Workplace Health and Safety Requirements	20	Asbestos Awareness	53
Workplace Health and Safety Foundation	21	Asbestos Handling	54
Workplace Health and Safety	22	Asbestos Safety	55
Risk Assessment	23	Growsafe Basic	56
Rural Health and Safety	24	Growsafe Standard	58
Health and Safety Representative - Stage One	25	Contaminated Site Safety Certificate	59
Health and Safety Representative - Stage Two	26	Chemical Handling on Farms	60
Health and Safety Representative - Stage Three	27	Fire and Emergency	63
Health and Safety Committee	28	Fire Safety and Warden	64
Incident Investigation	29	Fire Warden	65
Construction Health and Safety	30	Fire Extinguisher	66
Contractor Health and Safety Management	31	Maritime	67
Workplace Safety	32	STCW Basic Training	68
Manual Handling	33	STCW Refresher	70
Hearing Conservation	34	STCW Crowd Management and Passenger Safety	71
Drug and Alcohol Management	35	First Aid	73
Safety Observer	36	Foundation First Aid Certificate (First Aid Level 1)	74
Permit to Work	37		

New Zealand First Aid Certificate (First Aid Level 2)	75	Confined Space	109
Early Childhood First Aid	76	Confined Space Hazards	110
Outdoor First Aid	77	Gas Testing	111
Pre-Hospital Emergency Care (PHEC)	78	Confined Space and Gas Testing	112
Height and Access	79	Confined Space in the Infrastructure Industry	114
Working at Height Basic	80	Breathing Apparatus	115
Working at Height Advanced	81	Operate Breathing Apparatus in a General Emergency	116
Solar Working at Height Refresher	82	Rural	117
Working at Height Rescue Planning and Techniques	83	Four Wheel Drive (4WD) Off-Road	118
Height Safety PPE Inspection	84	Four Wheel Drive (4WD) On-Road	119
Ladder Awareness	85	Four Wheel Drive (4WD) On and Off-Road	120
Rescue from an Electrical Structure	86	Quad Bike	121
Stock Picker Operations	87	Light Utility Vehicle (LUV)	122
Low Level Scaffolding	88	Tractor	124
Certificate in Construction Pre-Trade (High Work) (Level 3)	89	Chainsaw	125
New Zealand Certificate in Scaffolding (General) (Level 3)	91	Farm Bike	126
New Zealand Apprenticeship in Scaffolding (TRADE) (Level 4)	93	Open Space Mowing	127
New Zealand Apprenticeship in Roofing (Level 4)	95	New Zealand Certificate in Primary Industry Operational Skills (Level 3)	128
New Zealand Certificate in Roofing - Additional Strands	97	Transport and Licensing	135
IRATA Rope Access	99	Forklift Skills	136
Certificate of Competency in Industrial Rope Access (Level 3)	100	Forklift Operator and F Endorsement	137
New Zealand Certificate in Industrial Rope Access (Level 3)	101	Electric Pallet Jack	138
New Zealand Certificate in Industrial Rope Access (Level 4) (IRAANZ)	103	Fatigue Management (Logbook)	139
Global Wind Organisation (GWO) Basic Safety Training	105	Class 2 Licence	140
		Class 4 Licence	141
		Class 5 Licence	142
		Load and Unload a Goods Vehicle	143

CONTENTS

CONTINUED...

D Endorsement (Dangerous Goods)	144
Wheels, Tracks, Roller Endorsement (WTR)	146
V Endorsement Vehicle Recovery	147
On-Road Defensive Driving	148
Infrastructure	149
Operate Small Plant for Infrastructure Works	150
New Zealand Certificate in Infrastructure Works - (Level 2)	151
Crane	155
Mobile Elevated Work Platform	156
Introduction to Load Slinging	158
Overhead Crane - Pendant Controlled	159
Introduction to Load Slinging and Overhead Crane - Pendant Controlled	160
Overhead Crane - Cab Controlled	161
Prepare and Sling Complex Loads	162
Non-Slewing Articulated Crane	163
Load Slinging and Communication	164
Mobile Crane	166
Vessel Mounted Crane	167
Introduction to Load Slinging and Truck Loader Crane	168
Truck Loader Crane	170
Telehandler	172
Lift and Move	173
Lift and Move in Infrastructure	174
New Zealand Certificate in Rigging (Level 3)	175
New Zealand Certificate in Cranes (Level 3)	178

Electrical Safety	181
Electricity Supply Core Skills	182
Working at Heights within the Electrical Supply Environment	183
Electricity Supply Core Skills Refresher	185
Adult Education	187
Workplace Trainer	188
Workplace Assessor	189
Leadership	191
Action Orientated Team Leadership	192
Pou Kapua - Introduction to Leadership	194
Security	195
Certificate of Approval	196
Māori Pasifika	197
Marae Health and Safety	198
Cultural Safety	199
Train to Work	200
eLearning	203
Workplace Health and Safety Requirements	204
Workplace Health and Safety Legislation	205
Workplace Health and Safety Culture and Practices	206
Risk Assessment	207
Apply Safe Work Practices	208
Back Injury Prevention	209
Hearing Conservation	210
Permit to Work	211
Drug and Alcohol Management	212



Discomfort, Pain and Injury (DPI)	213
Role and Functions of the Health and Safety Representative	214
Safe Systems of Work	215
Incident Investigation	216
Lockout Tagout	217
Asbestos Safety	218
Chemical Safety at Work	219
Confined Space Hazards	220
Emergency Response Systems	221
Common Medications	222
Workplace Verifier	223
Workplace Assessor	224
Explain Safe Work Practices for Working at Height	225
Fire Extinguisher Refresher	226
Fire Warden	227
NEBOSH International General Certificate in Occupational Health and Safety	228
NEBOSH International Certificate in Construction Health and Safety	230
NEBOSH International Certificate in Fire Safety	232
NEBOSH International Diploma for Occupational Health and Safety Management Professionals	234

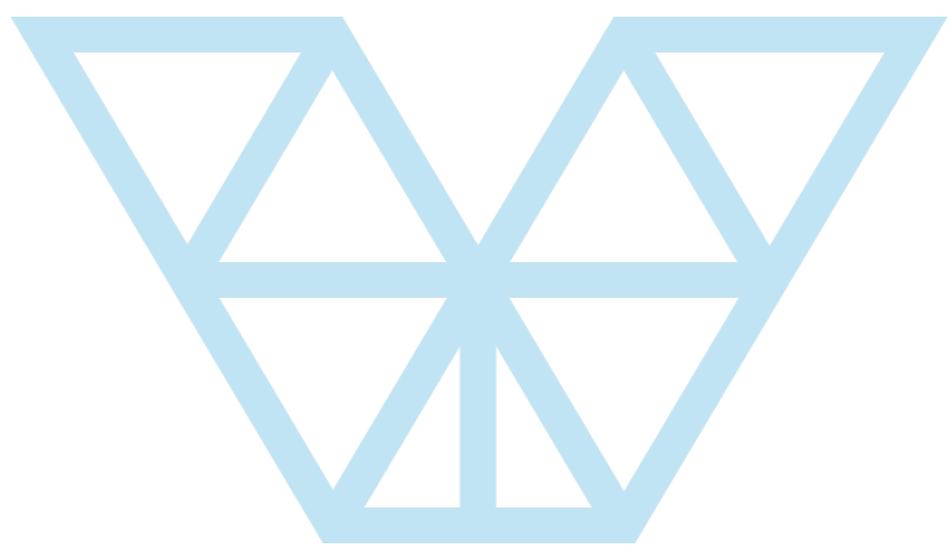
OUR TRAINING CENTRES

We deliver our courses
NATIONWIDE!



CONTACT US: Free Phone: 0800 72 33 848 or Email: info@vhnz.co.nz

verticalhorizonz.com



CLIENT AND TRAINEE INFO

THE RATES QUOTED EXCLUDE TRAINER TRAVEL AND ACCOMMODATION

For training delivered outside 100km of the main centres as listed on page 4, travel will be on-charged at \$0.83/km (excl. GST) and accommodation at \$185/night (excl. GST).

Flights will be on-charged at cost where this is the most cost effective option.

INVESTMENT INCLUDES

- ✔ Insurance - both General Liability and Indemnity.
- ✔ Coordination of all course bookings.
- ✔ Organising of third party delivery where applicable.
- ✔ Comprehensive learner guide for each trainee (applicable to most courses).
- ✔ Issue of a course certificate within 10 working days of successful initial course completion.

THE CLIENT INVESTMENT

Where required, the client will provide:

- ✔ Suitable equipment; and
- ✔ Suitable venue for theory and/or practical training and assessments.

PLANNING CONSIDERATION

- ✔ At time of booking a course confirmation letter will be sent to your organisation; this will confirm date, location and attendance numbers.
- ✔ A Purchase Order number (if required) is to be provided to Vertical Horizonz New Zealand Limited prior to each course delivery.
- ✔ Billing will be carried out by Vertical Horizonz New Zealand Limited's accounts section direct to your company or nominee(s) as agreed at the time of booking.
- ✔ Vertical Horizonz New Zealand Limited require all vehicles, plant and equipment being supplied for courses to be in a safe and compliant state.

CANCELLATION AND POSTPONEMENT POLICY

1. Notification of cancellation or postponement of training must be made in writing.
2. Confirmed training cancelled or postponed by the client within three to five business days of the course commencement date will be invoiced at 50% of the agreed course fee; training cancelled or postponed by the client within two business days of the course will be invoiced at the full quoted rate plus any associated costs, e.g. accommodation/flights booked, rental vehicles, etc. No cancellation fee is charged if 6 or more working days' notice has been given.

STUDENT FEE PROTECTION

Student fees over \$500 for programmes or training schemes of three months duration or more and paid in advance are held in an independently managed Trust Account.

Domestic students are entitled to a refund if they withdraw from a programme or training scheme of three months duration or more, and the withdrawal occurs up to the end of the eighth day after the start of the course. Withdrawals must be notified in writing. VHNZ may deduct a fee equal to the lesser of 10 per cent of the fees paid or \$500.

REFRESHERS

You must have been assessed against the NZQA unit standards for the course you need refreshed. If you have these unit standards on your NZQA Record of Achievement (ROA), book your refresher course now.

VHNZ does not assess against unit standards on refresher courses, therefore we do not report unit standards to NZQA from refresher courses. If you did your last course with VHNZ your unit standards will be on your ROA.

If you did not do your last course with VHNZ we ask that you confirm you hold the unit standard/s you need refreshed by checking your ROA. If you have not yet registered to receive your ROA you can register through the NZQA website as follows:

<https://secure.nzqa.govt.nz/for-learners/records/register.do?nsn=>

If you have not had a unit standard awarded, please contact your last provider to arrange registration of the unit standard/s. If you have any issues you can complain to NZQA by submitting a complaints form via the below link:

<https://www.nzqa.govt.nz/about-us/make-a-complaint/>

If you need to do a refresher and do not hold a unit standard, you can still do the refresher. Once you have successfully demonstrated the competencies required by the refresher course, you will be issued a refresher certificate. **You will not be awarded the unit standard.**

WE CREATE SAFETY CERTAINTY

AT VERTICAL HORIZONZ, WE ARE STRUCTURED TRAINING SPECIALISTS, EMPOWERING REVOLUTIONARY CHANGE TO GIVE YOU THE CERTAINTY OF KNOWING YOUR PEOPLE ARE PROTECTED.

Through our highly tailored training solutions and world-class advisory, partnership, and development services, we will help you achieve standout business performance.

As a Private Training Establishment we provide you with nationally recognised qualifications, ensuring the approved quality standards are met.

WE KNOW YOUR INDUSTRY

All of our trainers have extensive industry experience, and have been selected to join the Vertical Horizonz team because of their standout performance within their chosen field. As subject matter experts, our trainers speak from experience, demonstrating industry best practice and providing practical and contextualised advice. They understand the everyday challenges faced by your employees, and are well positioned to provide meaningful training experiences.

WE ARE ACCREDITED AND COMPLIANT

As a registered Private Training Establishment (PTE), we are bound to meet all the requirements of the New Zealand Qualifications Authority (NZQA).

We are members of the New Zealand Institute of Safety Management (NZISM).

NZQA awarded VHNZ Highly Confident in our most recent audit. This is the highest result achievable.

In addition to our NZQA accreditation, we have been audited against ISO 9001 and the Global Wind Organisation (GWO).

WE OFFER MORE THAN JUST TRAINING

AS RECOGNISED LEADERS IN SAFETY SOLUTIONS, VERTICAL HORIZONZ NEW ZEALAND PROVIDES WORLD CLASS ADVISORY, PARTNERSHIPS, DEVELOPMENT, AND TRAINING SERVICES. WE EMPOWER CHANGE TO GIVE OUR CLIENTS THE CERTAINTY OF KNOWING THEIR PEOPLE ARE EQUIPPED WITH THE SKILLS AND KNOWLEDGE THEY NEED TO BE SAFE.

ADVISORY

We provide trusted advice and uncompromising leadership to forge business performance. Our specialised knowledge of industry best practice enables us to develop and implement customised solutions, helping you achieve strategic safety solutions.

TRAINING

We create complete training solutions, setting the benchmark for safety training. Our responsiveness enables us to assess the current skills of your workforce and provide a unique solution that meets your specific needs.

PARTNERSHIPS

We build highly-valued business partnerships to provide you with agile and innovative solutions. Our collaborative approach to problem solving enables us to deliver quality training, allowing you to focus on the bigger picture and getting the job done.

DEVELOPMENT

We design advanced professional development programs that empower change. Our bespoke solutions will revolutionise your workforce, enabling your people to perform at the highest possible standard.

INVESTMENT SCHEDULE

2025 SERVICES AND INVESTMENT SCHEDULE

NOTE: ALL PRICES ARE EXCLUSIVE OF GST

VHNZ BOOK PRICES 2025						
Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
HEALTH AND SAFETY						
Workplace Health and Safety Requirements	497	4 hours	\$200.00	\$1,750.00	8	15
Workplace Health and Safety Foundation	30264, 30265, 30266	2 days	\$585.00	\$5,200.00	8	15
Workplace Health and Safety	30264, 30265	1 day	\$300.00	\$2,700.00	8	15
Risk Assessment	30265	4 hours	\$210.00	\$1,750.00	8	15
Rural Health and Safety	23542, 31656	1 day	\$300.00	\$2,700.00	8	15
Health and Safety Representative (Stage 1)	29315, 30264	2 days	\$585.00	\$5,200.00	8	15
Health and Safety Representative (Stage 2)	30265, 30266	2 days	\$585.00	\$5,200.00	8	15
Health and Safety Representative (Stage 3)	17601	1 day	\$295.00	\$2,700.00	8	15
Health and Safety Committee	30433	4 hours	\$295.00	\$1,800.00	8	15
Incident Investigation	17601	1 day	\$295.00	\$2,700.00	8	15
Construction Health and Safety	14609, 21209	4 hours	\$205.00	\$1,750.00	8	15
Contractor Health and Safety Management	17595	1 day	\$300.00	\$2,700.00	8	12
Workplace Safety	17591, 17592, 17594	1 day	\$300.00	\$2,700.00	8	12
Manual Handling	17591, 17592	1 day	\$300.00	\$2,700.00	8	12
Manual Handling	17592	4 hours	\$200.00	\$1,750.00	8	12
Hearing Conservation	17594	4 hours	\$200.00	\$1,750.00	8	12
Drug and Alcohol Management	22316, 22318	1 day	\$300.00	\$2,700.00	8	15
Safety Observer	17596	1 day	\$300.00	\$2,700.00	8	10
Permit to Work	17588, 17590	2 days	\$570.00	\$5,200.00	8	10
Permit Receiver	17588	1 day	\$295.00	\$2,700.00	8	10
Permit Issuer	17590	1 day	\$295.00	\$2,700.00	8	10
Permit to Work Refresher	17588, 17590	1 day	\$295.00	\$2,700.00	8	12
Common Permit to Work	17588	1 day (10 hours)	\$415.00	\$3,700.00	8	10
Common Permit to Work Refresher	17588	4 hours	\$245.00	n/a	8	10
Fonterra Safe Work Systems	17588, 17590	2 days	\$570.00	\$5,200.00	8	12
Fonterra Safe Work Systems Receiver	17588	1 day	\$295.00	\$2,700.00	8	12
Fonterra Safe Work Systems Issuer	17590	1 day	\$295.00	\$2,700.00	8	12
Fonterra Safe Work Systems Refresher	17588, 17590	1 day	\$295.00	\$2,700.00	8	12
Lockout Tagout	25043	4 hours	\$220.00	\$1,800.00	8	12
New Zealand Certificate in Workplace Health and Safety Practice (Level 3)	TBA on enquiry - will affect duration	20 weeks	POA	POA	8	12

Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
New Zealand Certificate in Workplace Health and Safety Practice (Level 4) Competenz	TBA on enquiry - will affect duration	9 Months	\$2,850.00	POA	8	12
CHEMICAL SAFETY						
Chemical Safety at Work	31292	4 hours	\$295.00	\$2,750.00	8	12
Chemical Handling and Storage	31290, 31293	1 day	\$430.00	\$3,950.00	8	12
Knowledge required of a Certified Handler	31291	Extramural	\$520.00	n/a	n/a	n/a
Asbestos Awareness	2138	4 hours	\$200.00	\$1,800.00	8	15
Asbestos Handling	30596	4 hours	\$200.00	\$1,950.00	8	15
Asbestos Safety	2138, 30596	1 day	\$295.00	\$2,750.00	8	15
Growsafe Basic	27215	1 day	\$410.00	POA	8	12
Growsafe Standard	21563	1 day	\$480.00	POA	8	12
Pre-requisite for Growsafe Standard: Growsafe Basic, Or equivalent knowledge, plus one season's spraying experience.						
Contaminated Site Safety Certificate	30265, 31292	1 day	\$585.00	n/a	8	12
Chemical Handling on Farms	21563, 31290 & 31293	1 day	\$425.00	\$3,950.00	8	12
FIRE AND EMERGENCY						
Fire Safety and Warden	3271, 18408, 4647	1 day	\$325.00	\$2,650.00	10	15
Fire Warden	18408	4 hours	\$190.00	\$1,750.00	10	15
Fire Extinguisher	4647, 3271	4 hours	\$195.00	\$1,750.00	10	15
MARITIME						
STCW Basic Training - for New Entrants	n/a	7.5 days	\$2,250.00	n/a	10	15
STCW Refresher	n/a	3 days	\$890.00	n/a	10	15
STCW Crowd Management & Passenger Safety Training	n/a	1 day	\$310.00	n/a	10	15
STCW Crowd Management & Passenger Safety Training Refresher	n/a	1 day	\$180.00	n/a	10	15
FIRST AID						
First Aid Level 1 (BLENDED)	6401, 6402	4 hours	\$170.00	\$1,950.00	10	15
First Aid Level 2 (BLENDED)	6400, 6401, 6402	1 day	\$235.00	\$2,850.00	10	15
First Aid Refresher (BLENDED)	6401, 6402	4 hours	\$140.00	\$1,650.00	10	15
First Aid Level 1	6401, 6402	1 day	\$195.00	\$2,200.00	10	15
First Aid Level 2	6400, 6401, 6402	1.5 days	\$270.00	\$32,00.00	10	15
First Aid Refresher	6401, 6402,	6 hours	\$160.00	n/a	10	15
Early Childhood First Aid	25459	4 hours	\$90.00	n/a	10	15
Outdoor First Aid	424, 6400	2 days	\$345.00	\$3,800.00	10	15
Pre-requisite for 424 = 6400 - Manage first aid in an emergency situation.						
Pre-requisite for 6400 = 6401 - Provide first aid. Pre-requisite for 6401: 6402 - Provide basic life support.						
Pre-Hospital Emergency Care (PHEC)	29321, 29323	3 days	\$975.00	\$8,500.00	8	12
Pre-requisite for 29321 = A current first aid certificate at the time of assessment. See info sheet for more detail.						

Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
HEIGHT AND ACCESS						
Working at Height Basic	23229, 25045	1 day	\$310.00	\$2,650.00	8	12
Working at Height Basic Refresher	23229, 25045	1 day	\$310.00	\$2,650.00	8	12
Working at Height Advanced	23229, 25045, 15757	2 days	\$565.00	\$5,050.00	8	12
	Optional Unit: 17600					
Pre-requisite for 15757 = 23229 - Use safety harness system when working at height.						
Working at Height Advanced Refresher	23229, 25045, 15757	1 day	\$310.00	\$2,650.00	8	12
	Optional Unit: 17600					
Solar Working at Height Refresher		1 day	\$325.00	\$2,700.00	8	10
Working at Height Rescue Planning and Techniques	23232	1 day	\$395.00	\$2,700.00	6	8
	Pre-requisite for 23232 = 23229 - Use safety harness system when working at height.					
Height Safety PPE Inspection	19359	2 days	\$560.00	\$4,950.00	8	10
Ladder Awareness	n/a	2-4 hours	\$200.00	\$1,950.00	10	12
Rescue from an Electrical Structure <i>Formerly Pole Top Rescue</i>	17025	1 day	\$395.00	\$2,700.00	6	8
	Pre-requisites for 17025 = 10509 - Climb and work on electricity network structures (Note Pre-requisite for 10509 = 10507); 6401 - Provide first aid; Pre-requisite for 6401 = 6402 - Provide basic life support.					
Rescue from an Electrical Structure Refresher <i>Formerly Pole Top Rescue</i>	17025	1 day	\$345.00	\$2,650.00	8	10
	10507, 10509, 17025	2 days	\$615.00	\$5,050.00	6	8
Stock Picker Operations	NUSB	4 hours	n/a	\$2,000.00	8	10
Low Level Scaffolding	9184, 13016, 13053	2 days	\$585.00	\$5,050.00	8	10
	Pre-requisite for 13053: 13016 - Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height.					
Certificate in Construction Pre-Trade (High Work) (Level 3)	17600, 23229, 25045, 13016, 13053, 20855, 10851, 23960, 23966, 1753, 17592, 6401, 6402, SS1	12 weeks	Funded	POA	9	12
New Zealand Certificate in Scaffolding (General) Level 3	TBA on enquiry	21 months	Funded	n/a	n/a	n/a
New Zealand Apprenticeship in Scaffolding (TRADE) - Level 4	TBA on enquiry	34 months	Funded	n/a	n/a	n/a
New Zealand Apprenticeship in Roofing - Level 4	TBA on enquiry	varied - see info sheet	Funded	n/a	n/a	n/a
New Zealand Certificate in Roofing - Additional Strands	TBA on enquiry					
IRATA Rope Access	23229, 15757, 19359	5 days	\$2,000.00	POA	4	8
	Note: This course is broken into 3 Levels. Above pricing applicable per level.					
Certificate of Competency in Industrial Rope Access (Level 3)	IRAANZ	1 day	\$410.00	POA	6	8
New Zealand Certificate in Industrial Rope Access (Level 3)	23229, 15757, 19522, 19358, 19359, 19360, 30266, 19361, 19362, 19363	8 months	Funded	POA	6	8
	Note: This course is currently funded, however is subject to change.					
New Zealand Certificate in Industrial Rope Access (Level 4) - IRAANZ	19364, 19366, 19367, 19368, 19369, 31854	12 months	Funded	POA	6	6
Note: This course is currently funded, however is subject to change.						

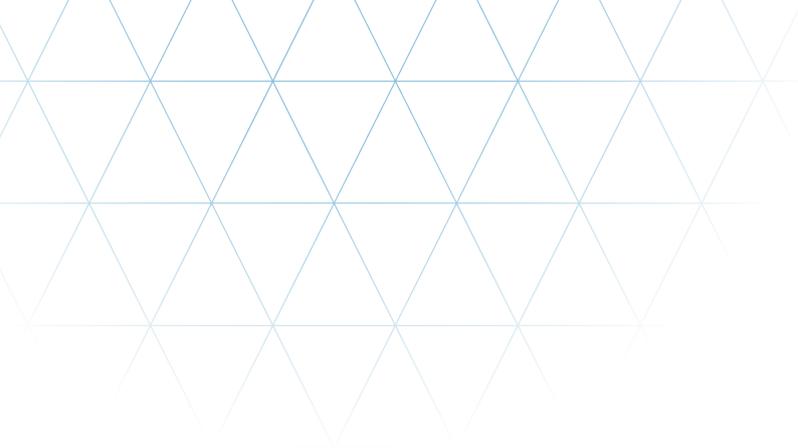
Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
Global Wind Organisation Basic Safety Training (GWO)	23229, 6400, 6401, 6402, 3271, 4647, 17592	4 days	\$1,800.00	POA	6	8
Global Wind Organisation Basic Safety Training (GWO) Refresher	23229, 6400, 6401, 6402, 3271, 4647, 17592	3 days	\$1,400.00	POA	6	8
CONFINED SPACE						
Confined Space Hazards	18426	1 day	\$310.00	\$2,700.00	8	10
Confined Space Hazards Refresher	18426	1 day	\$310.00	\$2,700.00	8	12
Gas Testing	25510	4 hours	\$285.00	\$2,000.00	8	12
Gas Testing Refresher	25510	4 hours	\$285.00	\$2,000.00	8	12
Confined Space and Gas Testing	17599, 18426, 25510	2 days	\$565.00	\$5,050.00	8	10
Optional Units: 3058, 19207						
Note: 3058 must be conducted in an appropriate workplace.						
Confined Space and Gas Testing Refresher	18426, 17599, 25510	1 day	\$310.00	\$2,700.00	8	10
Confined Space in the Infrastructure Industry	19207	1 day	\$310.00	\$2,700.00	8	10
Note: 19207 must be partly assessed in the workplace.						
Pre-requisite for 19207 = 18426 - Demonstrate knowledge of hazards associated with confined space;						
If units 17599, 18426 & 25510 are already held, this course can be conducted extramurally at a cost of \$130.00 + GST.						
Breathing Apparatus	25044	1 day	\$385.00	\$2,900.00	6	12
Breathing Apparatus Refresher	25044	4 hours	\$280.00	\$2,200.00	6	12
Operate Breathing Apparatus in a General Emergency	3272	1 day	\$390.00	\$2,900.00	6	12
RURAL						
Four Wheel Drive Off-Road	17976, 17978	2 days	\$685.00	\$4,950.00	6	8
Pre-requisite for 17978 = Candidates must have held a full Class 1 driver licence for a minimum of twelve months.						
Four Wheel Drive Off-Road Refresher	17976, 17978,	1 day	\$330.00	\$2,700.00	6	10
Four Wheel Drive On-Road	17976, 20848	2 days	\$685.00	\$4,950.00	6	8
Pre-requisite for 20848 = Candidates must hold a minimum of a Restricted Class 1 driver licence						
Four Wheel Drive On-Road Refresher	17976, 20848	2 days	\$330.00	\$2,700.00	6	10
Four Wheel Drive On and Off-Road	17976, 17978, 20848	3 days	\$970.00	\$7,200.00	6	8
Quad Bike	24554, 24557, 24559	2 days	\$685.00	\$4,950.00	6	8
Optional Units: 24561, 24563						
Pre-requisite for 24554 = 24557 - Demonstrate knowledge of the safe operation of a quad bike;						
Pre-requisite for 24559 & 24561 = 24554 - Ride a quad bike on flat terrain in the workplace.						
Quad Bike Refresher	24554, 24557, 24559	1 day	\$330.00	\$2,700.00	6	10
Optional Units: 24561, 24563						
Light Utility Vehicle (LUV)	24553, 24556, 24558	2 days	\$685.00	\$4,950.00	6	8
Optional Units: 24560, 24662						
Pre-requisite for 24553 = 24556 - Demonstrate knowledge of the safe operation of a light utility vehicle (LUV);						
Pre-requisite for 24558, 24560 & 24562 = 24553 - Drive a light utility vehicle (LUV) on flat terrain.						
Light Utility Vehicle (LUV) Refresher	24553, 24556, 24558	1 day	\$330.00	\$2,700.00	6	10
Optional Units: 24560, 24662						
Tractor	19044, 31913, 31914	2 days	\$685.00	\$4,950.00	6	8
Pre-requisite for 31913 & 31914 = 19044 - Demonstrate knowledge of the legal requirements and hazards associated with tractor use;						
Pre-requisite for 27604 = 31913 - Operate a basic tractor on flat terrain under close supervision; and 31914 - Attach and detach a power take off driven 3-point linkage mounted implement to a basic tractor under close supervision.						

Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
Tractor Refresher	19044, 31913, 31914	1 day	\$330.00	\$2,700.00	8	10
Chainsaw	6916, 6917	2 days	\$685.00	\$4,950.00	6	8
Pre-requisite for 6917 = 6916 - Demonstrate knowledge of the rules relating to chainsaw use.						
Chainsaw Refresher	6916, 6917	1 day	\$330.00	\$2,700.00	6	10
Farm Bike	19053, 19054, 19055, 24555	1 day	\$395.00	\$2,700.00	6	8
Open Space Mowing	20533	1 day	\$500.00	\$2,700.00	4	6
Open Space Mowing Refresher	20533	1 day	\$330.00	\$2,700.00	6	8
NZ Certificate in Primary Industry Operational Skills (Level 3) with Optional Strand in Specialist Equipment or Infrastructure	TBA on enquiry	14 Weeks	Funded	n/a	6	8
TRANSPORT AND LICENSING						
Forklift Skills	NUSB	1 day	\$200.00	n/a	4	8
Forklift Operator and F Endorsement	10851, 18496	1 day	\$295.00	\$2,650.00	8	10
Forklift Operator	10851	1 day	\$260.00	\$2,500.00	8	10
Forklift Operator Refresher	10851	4 hours	\$180.00	\$1,800.00	8	10
Forklift Work Platform	18409	4 hours	\$200.00	\$1,850.00	8	10
Forklift Attachments	10852	4 hours	\$200.00	\$1,850.00	8	10
Pre-requisite for 10852 = 10851 Operate a powered industrial lift truck (forklift).						
Forklift Operator Refresher and F Endorsement	10851, 18496	4 hours	\$220.00	\$1,900.00	8	10
Electric Pallet Jack	NUSB	4 hours	\$195.00	\$1,850.00	8	12
Fatigue Management (Logbook)	24089	1 day	\$305.00	\$2,700.00	8	10
Class 2 Licence	17574	1 day	\$845.00	POA	3	5
Class 4 Licence	17576	1 day	\$845.00	POA	3	5
Class 5 Licence	17577	1 day	\$845.00	POA	3	5
Pre-requisite for Class 2, 4, 5 Licences = 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements. Must hold learner licence for each class, as well as comply with legislative and NZ Transport Agency (NZTA) approved driver licensing course requirements.						
Load and Unload a Goods Vehicle	1753	1 day	\$365.00	POA	8	12
Additional Vehicle Hire = \$400.00						
D Endorsement	16718	1 day	\$355.00	\$2,700.00	8	10
D Endorsement Refresher	16718	3 hours	\$235.00	\$1,850.00	8	10
Wheels, Tracks, Roller Endorsement (WTR):	16701, 16702, 16703	1 day	\$415.00	\$2,600.00	6	10
V Endorsement	17580	1 day	\$355.00	\$2,700.00	8	10
Pre-requisite for 17580 = 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements. Must also comply with legislative and NZ Transport Agency (NZTA) approved driver licensing course requirements.						
OnRoad Defensive Driving	3465, 3466	1 day	\$445.00	\$2,700.00	5	6
Driving Instructor	n/a	Hourly	\$165.00	n/a	1	n/a
INFRASTRUCTURE						
Operate Small Plant for Infrastructure Works	31488	1 day	\$345.00	\$2,000.00	6	8
New Zealand Certificate in Infrastructure Works (Level 2)	31941, 26720, 20868, 497, 20877, 20878, 6475, 17327, 9677, 22283, 6453, 6477, 23285, 6469, 6472, 12349	11 weeks	Funded	Funded	8	15

Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
CRANE						
Note that most crane units will require a minimum level of workplace experience operating the machine (typically 6 months or 20 hours logged) - check information sheets for full details						
Mobile Elevated Work Platform	23966, 23960, 23962	1 day (2-3 machines)	\$495.00	\$2,650.00	5	8
Optional Unit: 23961, 23963, 23964						
Note: Additional cost for machines if required = \$90pp (or \$50pp for MEWP refresher).						
Mobile Elevated Work Platform Refresher	23966, 23960, 23962	4 hours (2-3 machines)	\$300.00	\$1,800.00	8	12
Optional Unit: 23961, 23963, 23964						
Introduction to Load Slinging	30072	4 hours	\$340.00	\$2,200.00	5	8
Overhead Crane - Pendant Controlled	3800	1 day	\$530.00	\$2,650.00	5	8
Overhead Crane - Pendant Controlled Refresher	3800	6 hours	\$370.00	\$2,600.00	8	10
Introduction to Load Slinging and Overhead Crane - Pendant Controlled	30072, 3800	1 day	\$585.00	\$3,040.00	5	8
Overhead Crane (Cab Controlled) - Lift and Place Loads	3790	1 day	n/a	\$2,500.00	5	6
Pre-requisite for 3790 = 3800 - Use a radio remote or pendant controlled gantry crane to lift and place regular loads;						
Pre-requisite for 3800 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.						
Overhead Crane (Cab Controlled) Refresher	3790	6 hours	n/a	\$2,000.00	8	10
Prepare and Sling Complex Loads	3801	2 days	n/a	\$4,500.00	4	6
Pre-requisite for 3801 = 3789 - Sling varied regular loads and safely direct a crane during crane operations;						
Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely. Evidence required of at least 40 lifts.						
Non-Slewing Articulated Crane	24511	1 day	n/a	\$2,650.00	4	6
Pre-requisite for 24511 = 3789 - Sling varied regular loads and safely direct a crane during crane operations;						
Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.						
Load Slinging and Communication	3789	1 day	\$530.00	\$2,650.00	4	6
Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely. Evidence required of at least 40 lifts.						
Load Slinging and Communication Refresher	3789	6 hours	\$370.00	\$2,600.00	8	10
Mobile Crane	3795	2 days	n/a	\$4,800.00	4	6
Pre-requisite for 3795 = 3789 - Sling varied regular loads and safely direct a crane during crane operations;						
Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.						
Vessel Mounted Crane - Marine Application	19468	1 day	n/a	\$2,650.00	4	6
Introduction to Load Slinging and Truck Loader Crane	30072, 16617	1 day	\$585.00	\$3,200.00	5	6
Truck Loader Crane	16617	1 day	\$530.00	\$2,650.00	5	6
Pre-requisite for 16617 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.						
Truck Loader Crane Refresher	16617	6 hours	\$370.00	\$2,600.00	8	10
Telehandler	23637	1 day	\$435.00	\$2,700.00	6	10
Pre-requisite for 23637 = W Endorsement.						
Telehandler including W Endorsement	TBA on enquiry	1 day	\$485.00	\$2,800.00	6	10
Lift and Move	17695	1 day	\$530.00	\$2,650.00	5	6
Lift and Move in Infrastructure	31245	1 day	\$530.00	\$3,000.00	5	6
Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
New Zealand Certificate in Rigging (Level 3)	TBA on enquiry	12 months	Funded	n/a	n/a	n/a

New Zealand Certificate in Cranes (Level 3)	TBA on enquiry	11 months	Funded	POA		
ELECTRICAL SAFETY						
Electricity Supply Core Skills	10507, 10508, 18038, 12300	2 days	\$510.00	POA	8	12
Working at Heights within the Electrical Supply Environment	10509, 17025, 23229	2 days	\$615.00	POA	7	8
<p>Pre-requisite for 10509 = 10507 - Use personal protection equipment within an electricity supply environment Pre-requisite for 17025 = 10509 - Climb and work on electricity network structures; 6401 - Provide first aid; 6402 - Provide basic life support.</p>						
Electricity Supply Core Skills Refresher (WTC1 and WTC3)	10507, 10508, 10509, 17025, 18038, 23229, 12300	1 day	\$450.00	POA	8	10
ADULT EDUCATION						
Workplace Trainer	27565	1 day	\$395.00	\$3,200.00	8	10
Workplace Assessor	4098	1 day	\$480.00	\$3,200.00	8	10
LEADERSHIP						
Action Orientated Team Leadership and Practical	n/a	5 days	\$1,900.00	POA	6	16
Action Orientated Team Leadership	n/a	2 days	\$685.00	POA	6	16
Pou Kapua - Introduction to Leadership	n/a	4 weeks	\$650.00	\$5,100.00	8	12
SECURITY						
Certificate of Approval (Security) <i>Compulsory Training</i>	27360, 27361, 27364	1.5 days	\$575.00	\$575.00	10	14
<p>Note: This course has a 1.5 day duration via a face to face programme. Should the learner select unit standard 27360, this will be carried out via eLearning.</p>						
MĀORI PASIFIKA						
Marae Health and Safety	NUSB	2 days	POA	POA	15	20
Cultural Safety	NUSB	1 day	POA	POA	6	10
Train To Work Programme	TBA on enquiry	Up to 10 Days	POA	POA	n/a	n/a
E-LEARNING						
Workplace Health and Safety Requirements	497	E-Learn	\$120.00	n/a	n/a	n/a
Workplace Health and Safety Requirements Refresher	n/a	E-Learn	\$120.00	n/a	n/a	n/a
Workplace Health and Safety Legislation	30264	E-Learn	\$150.00	n/a	n/a	n/a
Workplace Health and Safety Culture and Practices	30266	E-Learn	\$150.00	n/a	n/a	n/a
Risk Assessment	30265	E-Learn	\$180.00	n/a	n/a	n/a
Risk Assessment Refresher	n/a	E-Learn	\$120.00	n/a	n/a	n/a
Apply Safe Work Practices	17593	E-Learn	\$180.00	n/a	n/a	n/a
Apply Safe Work Practices Refresher	n/a	E-Learn	\$120.00	n/a	n/a	n/a
Back Injury Prevention	17592	E-Learn	\$150.00	n/a	n/a	n/a
Hearing Conservation	17594	E-Learn	\$150.00	n/a	n/a	n/a
Permit to Work	17588, 17590	E-Learn	\$450.00	n/a	n/a	n/a
Permit Issuer	17590	E-Learn	\$225.00	n/a	n/a	n/a
Permit Receiver	17588	E-Learn	\$225.00	n/a	n/a	n/a
Permit to Work Refresher	n/a	E-Learn	\$150.00	n/a	n/a	n/a
Courses	Unit Standards	Duration	Book Price (pp)	Company Rate	Learner Min	Learner Max
Drug and Alcohol Management	22316	E-Learn	\$150.00	n/a	n/a	n/a
Discomfort, Pain and Injury (DPI)	17591	E-Learn	\$180.00	n/a	n/a	n/a

Health and Safety Representative	29315	E-Learn	\$180.00	n/a	n/a	n/a
Safe Systems of Work	19522	E-Learn	\$150.00	n/a	n/a	n/a
Incident Investigation	17601	E-Learn	\$225.00	n/a	n/a	n/a
Lockout Tagout	25043	E-Learn	\$180.00	n/a	n/a	n/a
Asbestos Safety	2138, 30596	E-Learn	\$150.00	n/a	n/a	n/a
Chemical Safety at Work	31292	E-Learn	\$225.00	n/a	n/a	n/a
Chemical Safety at Work	n/a	E-Learn	\$120.00	n/a	n/a	n/a
Confined Space Hazards	18426	E-Learn	\$150.00	n/a	n/a	n/a
Emergency Response Systems	29322	E-Learn	\$180.00	n/a	n/a	n/a
Common Medications	29324	E-Learn	\$180.00	n/a	n/a	n/a
Workplace Verifier	30423	E-Learn	\$350.00	n/a	n/a	n/a
Workplace Assessor	4098	E-Learn	\$350.00	n/a	n/a	n/a
Explain Safe Work Practices for Working at Height	17600	E-Learn	\$150.00	n/a	n/a	n/a
Fire Extinguisher Refresher	n/a	E-Learn	\$120.00	n/a	n/a	n/a
Fire Warden	18408	E-Learn	\$150.00	n/a	n/a	n/a
Fire Warden Refresher	n/a	E-Learn	\$120.00	n/a	n/a	n/a
NEBOSH International General Certificate in Occupational Health and Safety	n/a	E-Learn	\$885.00	n/a	n/a	n/a
NEBOSH International Certificate in Construction Health and Safety	n/a	E-Learn	\$885.00	n/a	n/a	n/a
NEBOSH International Certificate in Fire Safety	n/a	E-Learn	\$885.00	n/a	n/a	n/a
NEBOSH International Diploma for Occupational Health and Safety Management Professionals	n/a	E-Learn	\$2,851.00	n/a	n/a	n/a
BLENDED LEARNING						
First Aid Level 1 (BLENDED)	6401, 6402	4 hours	\$195.00	\$2,200.00	10	15
First Aid Level 2 (BLENDED)	6400, 6401, 6402	8 hours	\$270.00	\$3,200.00	10	15
First Aid Refresher (BLENDED)	6401, 6402	4 hours	\$160.00	\$1,750.00	10	15
Pre-Hospital Emergency Care (PHEC)	29321, 29323	3 days	\$975.00	\$8,500.00	8	12
Certificate of Approval (Security) <i>Compulsory Training</i>	27360, 27361, 27364	1.5 days	\$575.00	\$4,600.00	10	14
Note: This course has a 1.5 day duration via a face to face programme. Should the learner select unit standard 27360, this will be carried out via E-Learn.						
CONSULTANCY						
Onsite Consultancy <i>Rate Per Hour</i>	n/a	hourly	\$180.00	n/a	n/a	n/a
Desktop Consultancy <i>Rate Per Hour</i>	n/a	n/a	\$95.00	n/a	n/a	n/a



DEFINITIONS

NUSB	Non Unit Standard Based.
POA	Price on Application.
1 day	6-8 hours. NB: May be flexible depending on knowledge/skills/experience and number of attendees.
E-Learn	Online learning.
Blended Learning	A mixture of e-Learn and face to face components.
Refreshers	Please read refresher notes before booking any refresher course.
Extramural	Course completed and submitted extramurally. Workplace based assessments.



HEALTH AND SAFETY

SITE REQUIREMENTS

To deliver training at your site all we need is a training room that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop, projector and props for theory and practical lessons. If you have an active Health and Safety system VHNZ can work with you to incorporate your processes into the training. Talk to your VHNZ Representative to organise.



WORKPLACE HEALTH AND SAFETY REQUIREMENTS

PURPOSE

At the successful completion of this course, learners will be able to: identify and describe legislative rights and responsibilities for workplace health and safety; describe the systems approach to workplace health and safety; and explain how hazards are defined in the Health and Safety at Work Act 2015 (HSWA).



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**



COURSE OBJECTIVES

Theory lessons covering the following:

- ✓ Responsibilities of employers under the HSWA are identified and described.
- ✓ Responsibilities and rights of employees under the HSWA are identified and described.
- ✓ Describe the systems approach to workplace health and safety.
- ✓ The hierarchy of hazard management controls is described in terms of eliminating and minimising hazards.
- ✓ Explain how hazards are defined in the HSWA.



**NZQA UNIT
STANDARD**

497

Demonstrate knowledge of workplace health and safety requirements

WORKPLACE HEALTH AND SAFETY FOUNDATION

PURPOSE

Organisations need to ensure that their staff are compliant with and understand the health and safety requirements for the work they do. This course provides learners with a clear understanding of the health and safety responsibilities of themselves and others. It provides foundational knowledge for further learning in the Health and Safety field.



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**

COURSE OBJECTIVES

Theory and practical lessons covering the following:

- ✓ Health and safety legislation.
- ✓ Reporting and documentation requirements.
- ✓ Key duties and responsibilities.
- ✓ Key roles in worker participation and engagement.
- ✓ Risk assessment and its application to a job role.
- ✓ Industry good practice.
- ✓ Communication practices.
- ✓ Workplace Health and Safety culture.

SPECIAL NOTE

Workplace health and safety foundation can also be completed online as individual courses for each unit standard.



**NZQA UNIT
STANDARD**

30264

Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation

30265

Apply health and safety risk assessment to a job role

30266

Demonstrate knowledge of workplace health and safety culture and practices



WORKPLACE HEALTH AND SAFETY

PURPOSE

At the successful completion of this course a learner will be able to identify and describe legislative rights and responsibilities for workplace health and safety, and identify the principles of workplace safety. They will also be able to demonstrate safe work practices and describe hazards that may harm fellow workers, the work environment, and organisations. They can then apply risk assessment procedures and implement hazard control measures to deal with the hazard.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**



COURSE OBJECTIVES

Theory and practical lessons covering the following:

- ✓ Responsibilities of employers and employees under the Health and Safety at Work Act 2015 (HSWA) are identified.
- ✓ Describe the systems approach to workplace health and safety.
- ✓ Hazard management controls are explained.
- ✓ Explain how hazards are defined in the HSWA.
- ✓ Describe hazards that may harm workers, the work environment, and organisations.
- ✓ Explain health and safety requirements for hazard control.
- ✓ Describe hazard control methods.
- ✓ Apply risk assessment procedures.
- ✓ Identify the principles of workplace safety in a workplace.
- ✓ Identifying safe and unsafe work practices.
- ✓ Describe good workplace health and safety practices.



NZQA UNIT STANDARD

30264

Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation

30265

Apply health and safety risk assessment to a job role

RISK ASSESSMENT

PURPOSE

At the successful completion of this course a learner will be able to: describe hazards that may harm workers, the work environment, and organisations; explain health and safety requirements for hazard control; describe hazard control methods; and identify hazards and apply risk assessment procedures.

We strongly recommend the use of your own health and safety polices and documentation, then our trainers can contextualise the content to your own workplace.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**



COURSE OBJECTIVES

Theory lessons covering the following:

- ✓ Responsibilities of employers and employees under the Health and Safety at Work Act 2015 (HSWA) are described.
- ✓ Explain how hazards are defined in the HSWA.
- ✓ Describe hazards that may harm workers, the work environment, and organisations.
- ✓ Explain health and safety requirements for hazard control.
- ✓ Describe hazard control methods.
- ✓ Identify hazards and apply risk assessment procedures.
- ✓ The hierarchy of hazard management controls is described in terms of eliminating and minimising hazards.



**NZQA UNIT
STANDARD**

30265

Apply health and safety risk assessment to a job role

SPECIAL NOTE

This course is also available via online learning. See eLearning section for further details.



RURAL HEALTH AND SAFETY

PURPOSE

The purpose of this course is to provide essential information about factors that contribute to injury in the rural workplace along with safe work practices in rural workplaces.



**ONE
DAY**

**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 15

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✓ Describe personal and external factors that contribute to injury in a rural workplace.
- ✓ Describe strategies to manage personal and external factors that may contribute to injury in a rural workplace.
- ✓ Demonstrate knowledge of features of the Health and Safety at Work Act 2015 (HSWA) applicable to a primary industry operation.
- ✓ Apply the HSWA in relation to the duties of a primary industry worker.

WHO SHOULD ATTEND

This course is intended for employees working in a rural workplace.

ENTRY CRITERIA

Hold a current New Zealand Firearms licence if handling firearms.



**NZQA UNIT
STANDARD**

23542

Describe personal and external factors, and strategies to manage factors, that contribute to injury in a rural workplace

31656

Demonstrate knowledge of safe work practices in a primary industry operation

HEALTH AND SAFETY REPRESENTATIVE - STAGE ONE

PURPOSE

The purpose of this course is for representatives to explain and demonstrate the overall role and functions of a Health and Safety Representative in a New Zealand workplace.



**TWO
DAYS**

**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 15

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✓ Explain the role and functions of the Health and Safety Representative under the Health and Safety at Work Act 2015 and its regulations.
- ✓ Explain the role of a Health and Safety Representative as an advocate for workers.
- ✓ Identify the obligations of a PCBU and WorkSafe New Zealand towards the Health and Safety Representative.
- ✓ Describe the risk management process and the importance of communicating with workers and management.
- ✓ Describe and demonstrate the powers and obligations that a Health and Safety Representative has in terms of issuing a provisional improvement notice (PIN).
- ✓ Describe the rights & process for ceasing unsafe work.
- ✓ Describe key health and safety documentation.
- ✓ Describe key roles in terms of worker participation and engagement.



**NZQA UNIT
STANDARD**

29315

Describe the role and functions of the Health and Safety Representative in a New Zealand workplace

30264

Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation

Note: This course provides credits towards the NZ certificate in Workplace Health & Safety Practice (Level 3).



HEALTH AND SAFETY REPRESENTATIVE - STAGE TWO

PURPOSE

Organisations need to ensure that their staff are compliant with and understand the Health and Safety requirements for the work they do. This course provides learners with a clear understanding of the health and safety responsibilities of themselves and others. It provides foundational knowledge for further learning in the Health and Safety field.



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**



COURSE OBJECTIVES

At the completion of this course, successful learner will be able to:

- ✓ Describe the principles of health and safety risk assessment.
- ✓ Apply health and safety risk assessment to a job role.
- ✓ Describe health and safety practices in a workplace.
- ✓ Describe reporting and documentation requirement.
- ✓ Describe the communication process in terms of health and safety practices in a workplace setting.
- ✓ Describe workplace health and safety culture.

SPECIAL NOTE

Health and Safety Representative - Stage Two can also be completed online as individual courses for each unit standard.



NZQA UNIT STANDARD

30265

Apply health and safety risk assessment to a job role

30266

Demonstrate knowledge of workplace health and safety culture and practices

Note: This course provides credits towards the NZ Certificate in Workplace Health & Safety Practice (Level 3).

HEALTH AND SAFETY REPRESENTATIVE - STAGE THREE

PURPOSE

The purpose of this course is to enable a learner to produce an occupational health and safety incident investigation based on organisational requirements, an incident and a report based on that incident.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✓ Explain why workplace accidents need to be reported and investigated.
- ✓ Explain the concepts of multiple causation and root-cause analysis.
- ✓ Detail an incident investigation process using a hypothetical incident.
- ✓ Produce an incident investigation report based on a documented incident.



**NZQA UNIT
STANDARD**

17601

Produce an occupational health and safety incident investigation

Note: This course provides credits towards the NZ Certificate in Workplace Health & Safety Practice (Level 3).

SPECIAL NOTE

Health and Safety Representative - Stage Three can also be completed online.



HEALTH AND SAFETY COMMITTEE

PURPOSE

This course is for individuals who are part of a Health and Safety Committee (HSC) within an organisation or intending to join a health and safety committee in the future.

The course enables the individual to understand the role and function of a Health and Safety Committee in a New Zealand workplace.



**FOUR
HOURS**

**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**

COURSE OBJECTIVES

At the successful completion of this course, the learner will know:

- ✔ Benefits of work representation.
- ✔ Functions and purpose of a health and safety committee in terms of the Health and Safety at Work Act 2015 (HSWA).
- ✔ Requirements and obligations of a PCBU under the HSWA.
- ✔ Meeting frequency requirements.
- ✔ Reviewing and preparing for a health and safety committee meeting.
- ✔ Escalation and follow-up of issues to be actioned.
- ✔ Participate in, at least three health and safety committee meetings.

SPECIAL NOTES

We recommend that the trainer is advised of specific health and safety issues/concerns within the organisation and a minimum of 3 learners prepared to act as minute taker/ timekeeper and chairperson.



**NZQA UNIT
STANDARD**

30433

Describe the role and function of a health and safety committee in a New Zealand workplace

ASSESSMENT REQUIREMENT

Learners will participate in a H&S meeting during this course.

PLUS, Learners must participate in TWO more HSC meetings within an organisation and provide evidence, e.g., meeting minutes. Evidence can be given to the assessor on the day of the course or sent to the assessor after the course.

Note: evidence must show participation (not just attendance).



INCIDENT INVESTIGATION

PURPOSE

The aim of this course is to enable a learner to produce an occupational health and safety incident investigation based on organisational requirements, an incident and a report based on that incident.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✓ Understand why workplace accidents/incidents need to be reported and investigated.
- ✓ Be able to explain the concepts of multiple causation and root-cause analysis.
- ✓ Detail an incident investigation process using a hypothetical incident.
- ✓ Produce an incident investigation report based on a documented incident.

ASSESSMENT REQUIREMENT

Following the one day course, learners will be required to submit a health and safety investigation report which will contribute to the final assessment.



**NZQA UNIT
STANDARD**

17601

Produce an occupational health and safety incident investigation



CONSTRUCTION HEALTH AND SAFETY

PURPOSE

At the successful completion of this course, learners will be able to demonstrate knowledge of an organisation's health and safety procedures, and the application of health and safety procedures under supervision. Additionally, learners will be able to identify risk factors that contribute to injury, and demonstrate knowledge of the economical, physical and psychological consequences of injury.

These units are for those people who work in the building and construction industry and who wish to act as Safety Supervisors or become involved in health and safety and injury prevention over a wide range of building and construction activities and environments.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**



**NZQA UNIT
STANDARD**



14609

Describe risk factors that contribute to harm on construction sites

21209

Demonstrate knowledge of and apply health and safety procedures for a building construction site

CONTRACTOR HEALTH AND SAFETY MANAGEMENT

PURPOSE

This unit standard is for people who work as Project/Contract Managers involved with the health and safety and injury prevention over a wide range of building and construction activities and environments.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Demonstrate knowledge of an organisation's legislative, health and safety procedures, for engaging contractors to perform work on site.
- ✓ Explain how to manage the use of contractors on site to ensure compliance with legislative and organisational health and safety requirements.
- ✓ Monitoring of contracts.
- ✓ Explain contractor health and performance review requirements.
- ✓ Post contract review.



**NZQA UNIT
STANDARD**

17595

Explain health and safety management requirements for contractors working on site

PRE-REQUISITES

- ✓ Relevant tender/contract information.
- ✓ Health and Safety Management system.
- ✓ Contractor tendering/procurement system.
- ✓ Awarding contracts.





WORKPLACE SAFETY

PURPOSE

These unit standards are for people involved in the prevention and management of DPI (Discomfort, Pain, and Injury) in the workplace.

People credited with this unit standard are able to: describe what is meant by DPI; outline the groups of contributory factors and how they combine to result DPI; describe contributory factors individuals and workplaces need to consider when preventing and managing DPI; and outline measures used to manage the risks to staff experiencing DPI.

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✔ Understand the mechanism of hearing.
- ✔ Identify the causes of hearing impairment.
- ✔ Apply the benefits of using hearing protection equipment in the workplace.
- ✔ Describe the structure and function of the spine.
- ✔ Identify the risk factors for occupational back injury.
- ✔ Identify back care techniques.
- ✔ Identify workplace control measures to reduce the risk of back injury.
- ✔ Describe what is meant by DPI.
- ✔ Outline the groups of contributory factors and how they combine to result in DPI.
- ✔ Describe the contributory factors individuals and workplaces need to consider when preventing and managing DPI.
- ✔ Outline measures used to manage the risks to staff experiencing DPI.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 12



NZQA UNIT STANDARD

17591

Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace (approx. 6 hours stand alone)

17592

Identify the causes of back injury and methods to prevent back injuries in the workplace (approx. 4 hours stand alone)

17594

Demonstrate knowledge of hearing conservation in the workplace (approx. 4 hours stand alone)

SPECIAL NOTE

The Workplace Safety two day course can also be delivered separately as follows:

- ✔ Manual Handling - 1 day
- ✔ Hearing Conservation - 4 hours

MANUAL HANDLING

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✔ Describe the structure and function of the spine.
- ✔ Identify the risk factors for occupational back injury.
- ✔ Identify back care techniques.
- ✔ Identify work place control measures to reduce the risk of back injury.
- ✔ Describe what is meant by Discomfort, Pain and Injury (DPI).
- ✔ Outline the groups of contributory factors and how they combine to result in DPI.
- ✔ Describe the contributory factors individuals and workplaces need to consider when preventing and managing DPI.
- ✔ Outline measures used to manage the risks to staff experiencing DPI.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 12



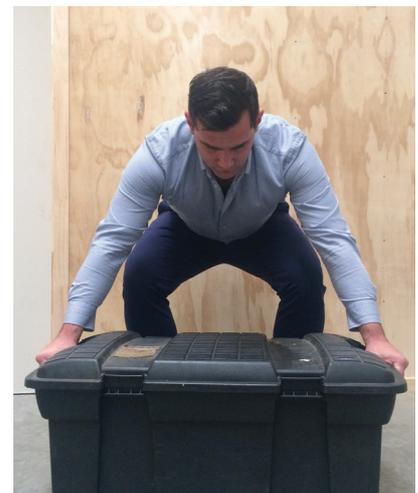
NZQA UNIT STANDARD

17591

Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace (approx. 6 hours stand alone)

17592

Identify the causes of back injury and methods to prevent back injuries in the workplace (approximately 4 hours stand alone)





HEARING CONSERVATION

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to demonstrate knowledge of:

- ✔ The mechanism of hearing, and the causes of hearing impairment.
- ✔ How sound intensity is measured, the hearing comfort zone, and the effects of noise on the hearing mechanism.
- ✔ Types of, and the benefits of using, hearing protection equipment.
- ✔ Workplace hearing protection programme requirements.



FOUR HOURS



ATTENDANCE NUMBERS
MINIMUM **8**
MAXIMUM **12**



NZQA UNIT STANDARD

17594

Demonstrate knowledge of hearing conservation in the workplace





DRUG AND ALCOHOL MANAGEMENT

PURPOSE

The purpose of this course is to develop your understanding of the effects of drug and alcohol use and the management of drug and alcohol related problems in a workplace.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Define drug classifications, offences, and penalties in terms of the Misuse of Drugs Act 1975.
- ✓ Describe the behaviour and protocols that are used when dealing with individuals under the influence of drugs.
- ✓ Demonstrate knowledge of obligations and liabilities of an employer in relation to drug and/or alcohol use in the workplace.
- ✓ Describe the impact on a company of an employee's failure to meet legislative and compliance obligations.
- ✓ Describe how workers with drug and alcohol related problems are managed in an organisation.
- ✓ Explain the rights and responsibilities of a company when interacting with compliance personnel in relation to drugs and/or alcohol in the workplace.

WHO SHOULD ATTEND

Any person seeking to improve workplace health and safety and who wants to work in drug and alcohol prevention programmes in the workplace. Learners do not need to hold a management role but could be carrying out these duties in addition to their everyday role.

Completion of this course provides 14 credits toward the VHNZ New Zealand Certificate in Workplace Health and Safety (Level 3).



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 15



**NZQA UNIT
STANDARD**

22316

Demonstrate knowledge of the management of drug and alcohol problems in the workplace

22318

Demonstrate knowledge of employer responsibilities in relation to drug and/or alcohol use in the workplace



NOTE: This course is also available via online learning. See eLearning section for further details.



SAFETY OBSERVER

PURPOSE

The aim of this course is to enable a learner to identify criteria where the Safety Observer (SO) is required to control, monitor and maintain safety for activity; hazardous environments and activities requiring safety observer control; the safety observer responsibilities; and emergency response measures.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **10**



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Identify hazardous environments and activities requiring safety observer control.
- ✔ Identify criteria where the safety observer is required to control, monitor, and maintain safety for activity.
- ✔ Identify the safety observer responsibilities.
- ✔ Identify emergency response measures.

SPECIAL NOTES

Ideally each learner will also have the necessary qualification and/or skill sets to be able to understand the safety observer role in their particular context, i.e. as fire-watch or when teams are working at heights or in confined spaces.



**NZQA UNIT
STANDARD**

17596

Demonstrate knowledge of safety observer responsibilities in the workplace

ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: equivalent to NCEA Level 1 English communication skills.

PERMIT TO WORK

PURPOSE

To prepare a learner to function as a Permit Receiver and/or Permit Issuer within a Work Permit system.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

Permit Receiver

- ✔ Understand the types of work permits and the roles of those involved in the Work Permit system.
- ✔ Understand the requirements to prepare, receive, and undertake work under the permit.
- ✔ Describe and carry out the controls and actions to be taken at the end of the work period or upon the completion of work.

Permit Issuer

- ✔ Explain work permit procedures and requirements.
- ✔ Ensure the need for work permit is properly identified and the worksite prepared accordingly.
- ✔ Issue, monitor, close and audit work permits.

ENTRY CRITERIA

The course requires learners to demonstrate a level of written and spoken English equivalent to NCEA Level 3 English communication skills, as learners must be able to read and interpret PTW documentation, including Health and Safety legislation, and the various permit types and their supporting documentation.

It is recommended that people attending this course hold, as a minimum, the following New Zealand Qualifications Authority (NZQA) Unit Standard:

30265

Apply health and safety risk assessment to a job role.

SPECIAL NOTE

This can be run either as an Issuer only (US 17590), a Receiver only (US 17588), or as a Receiver/Issuer Combined (US 17588 and 17590).



ATTENDANCE NUMBERS

MINIMUM **8**
MAXIMUM **10**



COURSE DURATION

17590 Permit Issuer - 1 day

17588 Permit Receiver – 1 day

17588 and **17590** – 2 days



NZQA UNIT STANDARD

17588

Apply for, accept and carry out work according to a work permit (receiver)

17590

Issue worksite specific work permits (issuer)

REFRESHER

Refreshing learning outcomes above for unit standards 17590 and 17588, together or individually.



ATTENDANCE NUMBERS

MINIMUM **8**
MAXIMUM **10**



DURATION: 1 DAY



E-LEARN AVAILABLE

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



COMMON PERMIT TO WORK

PURPOSE

To prepare a learner to function as a Permit Receiver within the Common Permit to Work System.



ONE DAY

(Based on a 10 hour day).

ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 10



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Understand the types of work permits and the roles of those involved in the Work Permit system.
- ✔ Understand the requirements to prepare, receive and undertake work under the permit.
- ✔ Describe and carry out the controls and actions to be taken at the end of the work period or upon the completion of work.

PRE-REQUISITE

People attending this course must hold, as a minimum, the following New Zealand Qualifications Authority (NZQA) Unit Standard: **30265**

Apply health and safety risk assessment to a job role.

ENTRY CRITERIA

The course requires learners to demonstrate a level of written and spoken English equivalent to Level 3 English communication skills, as learners must be able to read and interpret PTW documentation, including Health and Safety legislation, and the various permit types and their supporting documentation.



NZQA UNIT STANDARD

17588

Apply for, accept and carry out work according to a work permit (receiver)

SPECIAL NOTE

This course is delivered in accordance with the requirements of the CPTW Control Group.

REFRESHER

Refreshing learning outcomes above for unit standard 17588.



ATTENDANCE NUMBERS

MINIMUM 8
MAXIMUM 10



DURATION: 4 HOURS

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



FONTERRA SAFE WORK SYSTEMS

PURPOSE

To prepare a learner to function as a Permit Receiver and/or Permit Issuer within the Fonterra Safe Work System.



ATTENDANCE NUMBERS

MINIMUM **8**
MAXIMUM **12**



COURSE DURATION

17590 Safe Work Systems Issuer - 1 day

17588 Safe Work Systems Receiver – 1 day

17588 and **17590** – 2 days



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

Permit Receiver

- ✔ Understand the types of work permits and the roles of those involved in the Work Permit system.
- ✔ Understand the requirements to prepare, receive and undertake work under the permit.
- ✔ Describe and carry out the controls and actions to be taken at the end of the work period or upon the completion of work.

Permit Issuer

- ✔ Explain work permit procedures and requirements.
- ✔ Ensure the need for work permit is properly identified and the worksite prepared accordingly.
- ✔ Issue, monitor, close and audit work permits.

ENTRY CRITERIA

The course requires learners to demonstrate a level of written and spoken English equivalent to Level 3 English communication skills, as learners must be able to read and interpret Safe Work System documentation, including Health and Safety legislation, and the various permit types and their supporting documentation.

It is recommended that people attending this course hold, as a minimum, the following New Zealand Qualifications Authority (NZQA) Unit Standard:

30265

Apply health and safety risk assessment to a job role.

SPECIAL NOTE

This can be run either as an Issuer only (US 17590), a Receiver only (US 17588), or as a Receiver/Issuer Combined (US 17588 and 17590).



NZQA UNIT STANDARD

17588

Apply for, accept and carry out work according to a work permit (receiver)

17590

Issue worksite specific work permits (issuer)

REFRESHER

Refreshing learning outcomes above for unit standards 17590 and 17588, together or individually.



ATTENDANCE NUMBERS

MINIMUM **8**
MAXIMUM **12**



DURATION: 1 DAY



E-LEARN AVAILABLE

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



LOCKOUT TAGOUT

PURPOSE

The aim of this course is intended as a basic training platform for people operating machinery under supervision across a range of industries.



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Demonstrate knowledge of machinery lockout and reinstatement in the workplace.
- ✓ Lockout machinery in the workplace.
- ✓ Reinstatement machinery in the workplace.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



**NZQA UNIT
STANDARD**

25043

Lockout and reinstate machinery in the workplace



SPECIAL NOTE

This course can and will be contextualised towards your organisational requirements.

NEW ZEALAND CERTIFICATE IN WORKPLACE HEALTH & SAFETY PRACTICE

LEVEL 3

PURPOSE

The New Zealand Certificate in Workplace Health and Safety (Level 3) trains, certifies and qualifies individuals to work safely in their task environment and/or move down a career pathway as a health and safety practitioner. It uses the NZQA unit standards as the means to measure each candidate's competence. This programme is flexible in order to meet the context in which the candidate works or is intending to work.



**TWENTY
WEEKS**
PART-TIME
LEARNING

WITH **340 HOURS** WORK EXPERIENCE
AND **7 DAYS** FACE-TO-FACE



**ATTENDANCE
NUMBERS**

MINIMUM **8**
MAXIMUM **12**

PROGRAMME OVERVIEW

This programme is delivered over twenty weeks part-time by a combination of at least seven days of face-to-face and online learning and workplace experience to achieve the required learning outcomes. At the successful completion of the programme, learners will be able to:

- ✔ Identify health and safety legislative and workplace requirements in industry.
- ✔ Apply good health and safety behaviours to meet legislative and workplace requirements in industry.
- ✔ Identify constructive and effective communication techniques to inform others of good practices in health and safety.
- ✔ Communicate the health and safety requirements in industry clearly and effectively.
- ✔ Conduct risk assessment in industry.
- ✔ Apply risk management processes in industry.
- ✔ Act responsibly and sensibly to achieve a health and safety conscious environment for themselves, their families, work, and communities they live in.

The programme of study includes all compulsory Unit Standards in Module A totalling 17 credits, and 23 credits from elective Unit Standards in Module B as follows:



MODULE A - COMPULSORY UNIT STANDARDS (17 CREDITS)

UNIT STANDARD	UNIT DESCRIPTION	NZQA CREDITS	LEVEL
30264	Describe duties, rights, representation, and the regulator in terms of New Zealand health and safety legislation	3	3
30265	Apply health and safety risk assessment to a job role	8	3
30266	Demonstrate knowledge of workplace health and safety culture and practices	6	3

MODULE B - ELECTIVE UNIT STANDARDS (23 CREDITS REQUIRED)

UNIT STANDARD	UNIT DESCRIPTION	NZQA CREDITS	LEVEL
HEALTH AND SAFETY ROLES			
18408	Demonstrate knowledge of fire and emergency warden duties in the workplace	3	3
29315	Describe the role and functions of the Health and Safety Representative in a New Zealand workplace	2	3
30433	Describe the role and function of a health and safety committee in a New Zealand workplace	2	3
17595	Explain health and safety management requirements for contractors working on site	8	4*
17596	Demonstrate knowledge of safety observer responsibilities in the workplace	8	3
RURAL			
23542	Describe personal and external factors, and strategies to manage factors, that contribute to injury in a rural workplace	4	3
17976	Demonstrate knowledge of operating a light four-wheel drive (4WD) vehicle in an off-road environment	4	3
17978	Operate a light four-wheel drive (4WD) vehicle in an off-road environment	4	3
CONFINED SPACES			
18426	Demonstrate knowledge of hazards associated with confined spaces	4	3
25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	4	3
WORKING AT HEIGHT			
17600	Explain safe work practices for working at heights	3	3
23229	Use safety harness system when working at height	4	3
15757	Use, install and disestablish temporary proprietary height safety systems when working at height	4	3
25045	Employ height safety equipment in the workplace	4	3
CRANE			
30072	Demonstrate and apply knowledge of slinging regular loads safely	14	3
3788	Demonstrate knowledge of crane types, and safe practices required in the crane industry	4	3

SCAFFOLDING			
19620	Interpret and apply scaffolding health and safety legislative requirements to scaffolding work	3	3
20861	Demonstrate, at height, safety procedures for the erection and dismantling of scaffolding	4	3
20862	Demonstrate, at height, safety procedures for the dismantling of scaffolding	4	3
DRIVING			
24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	5	3
3466	Apply risk reduction techniques and strategies while driving	4	3
16718	Demonstrate and apply knowledge of law and practice for the transport of Dangerous Goods by road	5	3
MANUAL HANDLING			
1753	Load and unload a heavy goods vehicle	4	3
17459	Demonstrate and apply knowledge of safe manual handling practices in the workplace	3	3
17592	Identify the causes of back injury and methods to prevent back injuries in the workplace	4	3
FORKLIFT			
10851	Operate a powered industrial lift truck (forklift)	7	3
MOBILE ELEVATED WORK PLATFORMS (MEWP)			
23960	Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP)	3	3
23962	Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP)	5	4*
23963	Describe types of elevating work platforms (EWPs), and industry requirements for their use	2	3
HAZARDOUS SUBSTANCES			
31292	Demonstrate knowledge of workplace procedures relating to hazardous substances	2	3
31290	Demonstrate knowledge of the safe management and potential adverse effects of hazardous substances in the workplace	6	4*
31293	Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace	3	4*
30596	Demonstrate knowledge of asbestos and safety measures for asbestos-related work	2	3
HEALTH AND SAFETY AT WORK			
22316	Demonstrate knowledge of the management of drug and alcohol-related problems in the workplace	4	3
22318	Demonstrate knowledge of employer responsibilities in relation to drug and/or alcohol use in the workplace	10	3
17591	Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace	8	3
17594	Demonstrate knowledge of hearing conservation in the workplace	3	3
21337	Demonstrate knowledge of sleep and sleep management in relation to work performance	2	3



HEALTH AND SAFETY ACTIVITIES

25042	Prepare a workplace health and safety improvement plan using data analysis and productivity measures	4	3
17601	Produce an occupational health and safety incident investigation	6	4*
19522	Undertake job safety analysis	3	3
17588	Apply for, accept, and carry out work according to a work permit in the workplace	4	3
17590	Issue worksite specific work permits	6	3
14609	Describe risk factors that contribute to harm on construction sites	3	3
25043	Lockout and reinstate machinery in the workplace	4	3
17586	Demonstrate knowledge of electrical safety in the workplace	4	3

*SPECIAL NOTE

40 credits required. A maximum of 8 credits can be at level 2 and a maximum of 20 credits at level 4.

WHO SHOULD ATTEND

- ✔ Individuals who work in industry. Industry includes the construction, manufacturing, transport, and primary industries.
- ✔ People who are not directly involved in industry but have a vested interest in Health and Safety in New Zealand and wish to begin on a pathway to a career in Health and Safety.
- ✔ Further, many organisations need to ensure that their staff are compliant for the work they do.

COURSE INVESTMENT

The course investment will vary depending on specific course requirements such as customisation of content, training location, and number of candidates.

ENTRY CRITERIA

To be eligible to enrol applicants should:

- ✔ Be over 18 years of age.
- ✔ Have access to appropriate work to complete the relevant work experience requirements as verified by an employer or supervisor.

For heights related courses candidates must:

- ✔ Weigh less than 135 kilograms (due to harness weight restrictions) for heights-based training.
- ✔ Be physically fit and able to climb and carry heavy weights.
- ✔ Have access to relevant tools and equipment.

Candidates will be required to attend a pre-enrolment interview to agree on electives and ensure the above criteria are met.

NEW ZEALAND CERTIFICATE IN WORKPLACE HEALTH & SAFETY PRACTICE

LEVEL 4 (TE PUKENGA - COMPETENZ)

NOTE: Learners enrolment is with Te Pukenga - Competenz and the qualification is issued by Te Pukenga - Competenz.

PURPOSE

This qualification provides New Zealand workplaces with people that have the skills and knowledge to promote and monitor health and safety practices and procedures, and a positive health and safety culture in the workplace. Graduates will have the workplace health and safety skills applicable to job roles such as health and safety coordinators.

COURSE OBJECTIVES

On completion of this eLearning course you will be able:

- ✔ Implement, supervise, monitor, and communicate organisational and job specific health and safety requirements and practices, for a team in the workplace.
- ✔ Utilise leadership skills to promote the benefits of good workplace health and safety practices and a proactive health and safety culture within a team.
- ✔ Apply knowledge of health and safety risk analyses and mitigation strategies for a team in the workplace.
- ✔ Recognise the impact of work-related ill health and injuries on a specific business operation and wider industry.

WHO SHOULD ATTEND

This qualification is suitable for people who are working or intending to work as health and safety advisors, coordinators, and managers.



**NINE
MONTHS**

Delivered via DISTANCE learning
PART TIME STUDY OVER 9 MONTHS

OUR TEACHING METHOD

Delivery via paper-based distance learning or face to face instruction on request. Recognition of Prior Learning (RPL) based on provision of a comprehensive portfolio of evidence is also available.

Previously completed Unit Standards toward this qualification will be recognised.

ENTRY CRITERIA

Learners must be eligible for Competenz funding to enrol in this programme of study.

Learners must be able to provide evidence of oversight of health and safety systems and processes in an organisation.



NZQA UNIT STANDARDS

Learners are required to complete the THREE compulsory Unit Standards listed below for 50 credits. Learners must also select and complete Unit Standards from the list below for 10 credits in order to complete this qualification.

COMPULSORY UNIT STANDARDS (50 CREDITS)

UNIT STANDARD	UNIT DESCRIPTION	CREDITS	LEVEL
5607	Implement workplace health and safety management requirements	25	4
5616	Develop and implement a hazard management system for a selected business operation	10	4
5619	Conduct an occupational health and safety management systems audit for a selected business operation.	15	4
	Credits	50	

ELECTIVE CREDITS (10 CREDITS REQUIRED)

UNIT STANDARD	UNIT DESCRIPTION	CREDITS	LEVEL
15189	Implement a health and safety plan for a workplace	4	4
17595	Explain the health and safety requirements for contractors working on site	8	4
17599	Plan a confined space entry	5	4
18426	Demonstrate knowledge of hazards associated with confined spaces	4	3
19521	Demonstrate knowledge of the requirements of the Health and Safety Act 2015 (HSWA)	5	4
17601	Produce an occupational health and safety incident investigation	6	4
17600	Explain safe work practices for working at heights	3	3



CHEMICAL SAFETY

SITE REQUIREMENTS

To deliver training at your site we need a training room that can hold the number of scheduled learners.

The VHNZ trainer will conduct a site tour as part of this training and will be looking at storage locations, handling/use locations and emergency spill response kits.

Please make available your:

- ✔ Chemical Inventory.
- ✔ Safety Data Sheets (SDS).
- ✔ Test certificates for locations (if applicable).
- ✔ Certified handlers certificate (if applicable).
- ✔ Stationary containers (if applicable).

Please advise a VHNZ representative if you do not have any of the above prior to training.

The VHNZ trainer will bring their own laptop, projector and props for theory and practical lessons.



CHEMICAL SAFETY AT WORK

PURPOSE

Between 600–900 New Zealanders are estimated to die from work-related illness every year, many from chronic illness arising from the unnecessary exposure to hazardous chemicals.

This course is designed to train workers to identify the health and safety risks of the chemicals at work and correctly apply controls designed to minimise their exposure to these risks.

The course ensures PCBU meet the requirements of Regulation 4.5 of the Health and Safety at Work (Hazardous Substances) Regulations 2017.



FOUR HOURS

ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 12



NZQA UNIT STANDARD

31292

Demonstrate knowledge of workplace procedures relating to hazardous substances

Note: Online Delivery

This can be delivered ONLINE. Please see Chemical Safety at Work in the eLearning section.



COURSE OBJECTIVES

After the successful completion of this course, learners will be able to demonstrate knowledge of:

- ✔ Their obligations under the current legislation.
- ✔ The health and safety risks associated with their workplace chemicals.
- ✔ The controls required to reduce the risk of exposure.
- ✔ The safe use of equipment, including PPE, to reduce their risk of exposure.
- ✔ Their actions during chemical emergencies at work.
- ✔ An emergency involving Hazardous Substances in the workplace.



COURSE OUTLINE

Learners will be:

Introduced to their obligations under the Health and Safety at Work Act 2015 and the Hazardous Substances Regulations; trained to identify the hazardous substances on their workplace, and interpret workplace SDS or equivalent documentation; and check and implement the controls to minimise their risks of exposure. Learners will drill actions to take during chemical emergencies according to their workplace procedures.

WHO SHOULD ATTEND

Section 4.5 of the Health and Safety at Work (Hazardous Substances) Regulations 2017 require all workers at risk of exposure to Hazardous Substances at work to attend this training.

SPECIAL NOTE

This course may not be sufficient to meet the evidence requirements of a 'Competent Person' as specified under regulation 19.1 of the Regulations 2017. People intending to handle 'tracked substances' or manage chemical stores should complete our Chemical Handling and Storage course.



CHEMICAL HANDLING AND STORAGE

PURPOSE

Between 600–900 New Zealanders are estimated to die from work-related illness every year, many from chronic illness arising from poor controls on the handling, storage and disposal of hazardous chemicals. This course is designed to train people to identify the health and safety risks of the chemicals in a workplace; and to identify, select and apply the legislated and other controls designed to minimise the exposure of workers to these risks, and ensure the proper reporting.

The course addresses the requirements of a ‘Competent Person’ as specified under regulation 19.1 of the Health and Safety at Work (Hazardous Substances) Regulations 2017.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



**NZQA UNIT
STANDARD**

31290

Demonstrate knowledge of the safe management and potential adverse effects of hazardous substances in the workplace

31293

Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace

RECOMMENDED PRE-LEARNING

Skills and knowledge of workplace procedures relating to hazardous substances,

or hold unit standard:

31292

Demonstrate knowledge of workplace procedures relating to hazardous substances



COURSE OBJECTIVES

After the successful completion of this course, learners will be able to demonstrate and explain the:

- ✓ Classification of workplace chemicals according to their hazardous property thresholds.
- ✓ Routes of contamination, pollution and/or exposure, the safety risks and health effects of workplace chemicals.
- ✓ Storage, handling, and disposal controls compliant to the legislation and workplace requirements.
- ✓ Monitoring of controls managing the risks of workplace chemicals.
- ✓ Management of workplace chemical emergencies and the reestablishment of controls.
- ✓ Documentation and reporting requirements under the current legislation.



COURSE OUTLINE

Learners will be introduced to the requirements of the HSNO Act 1996 Hazardous Substances Notices, the HSW Act 2015, Hazardous Substances Regulations and Safe Work Instruments as they apply to the chemicals on their site.

Learners will be trained to:

- ✓ Manage a workplace Hazardous Substances Inventory.
- ✓ Interpret SDS.
- ✓ Identify environmental and safety risks and health effects.
- ✓ Select, implement and monitor appropriate controls, including tracking and emergency management controls, to help minimise the risks of workplace Hazardous Substances and worker exposure.

LEGISLATIVE DRIVER

This course is aligned to Regulation 4.5 of the Health and Safety at Work (Hazardous Substances) Regulations 2017.

WHO SHOULD ATTEND

Any person responsible for the management, storage, use, and disposal or otherwise handling of hazardous substances in a workplace, especially those substances requiring the maintenance of tracking and/or other application records. This would include store persons, team leaders, supervisors, shift managers, safety officers, purchasing officers and other managers responsible for the PCBU Hazardous Substances controls.

It may be useful for line managers who need awareness to inform the decisions they make and to ask questions regarding hazardous substances.



All applicants seeking certification as a Certified Handler must attend this course



KNOWLEDGE REQUIRED OF A CERTIFIED HANDLER

PURPOSE

This course is designed to support learners preparing for, and intending to apply for, Certified Handler Compliance Certification, under the Health and Safety at Work (Hazardous Substances) Regulations 2017. Learners will describe requirements relevant for a Certified Handler in accordance with Regulation 4.3. They will demonstrate the knowledge, skills, and procedures relevant to their role, to handle highly hazardous substances safely, and make themselves safe, compliant to the Regulations. They will also describe the workplace emergency procedures involving these hazardous substances, in accordance with their role.

WHO SHOULD ATTEND

This course is limited to those people who are required to handle and/or supervise people handling Class 6.1A or 6.1B hazardous substances, 6.1A or 6.1B agrichemicals or any Vertebrate Toxic Agent and/or Fumigant.

Applicants seeking Certified Handler Compliance Certification through Vertical Horizonz must attend this course.

*Note that the issuing of a Certified Handler Compliance Certificate is conducted by an independent Certifier and is independent of this course. The successful completion of this course, however, ensures the learner knows and can provide the required competency and compliance evidence they need to submit to an Independent Certifier for consideration for the issue of a Certified Handler Compliance Certificate.



**THIS COURSE IS
CARRIED OUT
EXTRAMURALLY**



**NZQA UNIT
STANDARD**

31291

Demonstrate knowledge of hazardous substances relevant to Certified Handlers

RECOMMENDED PRE-LEARNING

31290

Demonstrate knowledge of the safe management and potential adverse effects of hazardous substances in the workplace

LEGISLATIVE DRIVER

This course is aligned to Regulation 4.3 of the Health and Safety at Work (Hazardous Substances) Regulations 2017.



COURSE OBJECTIVES

After the successful completion of this course, the learner will be able to demonstrate and explain the:

- ✔ Hazard classifications, properties, and adverse effects of those hazardous substances for which they are applying to be a Certified Handler.
- ✔ Requirements under the HSNO Act 1996 Hazardous Substances Notices, the HSW Act 2015 Hazardous Substances Regulations and Safe Work Instruments as they apply to those Hazardous substances for which they are applying to be a Certified Handler.
- ✔ Scope and limitations of their Certified Handler Compliance Certificate, including limitations on the life cycle stage, purpose, location, and timeframe they may handle the hazardous substances for which they are applying to be a Certified Handler.
- ✔ Precautions required to prevent injury or illness to any person at the workplace caused by any of those hazardous substances for which they are applying to be a Certified Handler.
- ✔ Procedures (including tracking) and plant (including personal protective equipment) necessary to manage those hazardous substances at the workplace for which the person is to be a Certified Handler.
- ✔ Procedures to adopt in an emergency involving those hazardous substances for which they are applying to be a Certified Handler.

COURSE OUTLINE

Learners will be guided to establish and evidence their competencies and workplace compliance to the requirements of the HSNO Act 1996 Hazardous Substances Notices, the HSW Act 2015 Hazardous Substances Regulations and Safe Work Instruments as they apply to those hazardous substances for which they are applying to be a Certified Handler.

Learners will evidence:

- Compliant documentation including workplace inventory, SDS, training, tracking and application records as required.
- Emergency response planning, documentation and drills.
- Safe and compliant handling as required by those hazardous substances and life cycle stages for which they are applying to be a Certified Handler.



ASBESTOS AWARENESS

PURPOSE

This course is designed to inform workers in the construction industry about asbestos, including its uses, health hazards and the safety procedures that should be followed when it is present.



COURSE OBJECTIVES

After successfully completing this course, the learner will be able to:

- ✓ Describe asbestos and its uses in the building industry.
- ✓ Identify common asbestos products used in the building industry.
- ✓ Describe the health hazards of common asbestos products.
- ✓ Identify relevant legislation, codes of practice, and guidelines used to help manage the health hazards of asbestos.
- ✓ Describe safety procedures to follow when asbestos is identified in the building industry including its reporting and isolation.
- ✓ Describe the requirements to remove and dispose of asbestos.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**



**NZQA UNIT
STANDARD**

2138

Demonstrate knowledge of asbestos and safety procedures



NOTE: This course is also available via online learning. See eLearning section for further details.



ASBESTOS HANDLING

PURPOSE

People accredited with these unit standards are able to demonstrate knowledge of:

- Asbestos and associated health risks.
- Measures to protect people doing asbestos-related work against asbestos exposure risk.



FOUR HOURS



ATTENDANCE NUMBERS
MINIMUM **8**
MAXIMUM **15**



COURSE OBJECTIVES

On completion of this course, the learner will be able to:

- ✓ Demonstrate knowledge of asbestos and associated health risk.
- ✓ Demonstrate knowledge of measures to control respiratory risk for people doing asbestos-related work.



NZQA UNIT STANDARD

30596

Demonstrate knowledge of asbestos and safety measures for asbestos-related work

WHO SHOULD ATTEND?

This unit standard is for people whose work may bring them into contact with asbestos.

The VHNZ course is designed for individuals engaged in unlicensed asbestos work - those working with bonded (non-friable) asbestos in small quantities.

PRE-REQUISITE

While there are no formal pre-requisite requirements for the course, it is advantageous to have prior knowledge and hold unit standard **2138**

Demonstrate understanding of asbestos and safety procedures.



ASBESTOS SAFETY

PURPOSE

People accredited with these unit standards are able to demonstrate knowledge of:

- Asbestos and associated health risks.
- The range of safety procedures to follow when asbestos is present.
- Measures to protect people doing asbestos-related work against asbestos exposure risk.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **15**

COURSE OBJECTIVES

On completion of this course, the learner will be able to:

- ✓ Demonstrate knowledge of asbestos and associated health risk.
- ✓ Demonstrate knowledge of measures to control respiratory risk for people doing asbestos-related work.

WHO SHOULD ATTEND?

This unit standard is for people who work, or intend to work, in construction. This unit standard is for people whose work may bring them into contact with asbestos.

The VHNZ course is designed for individuals engaged in unlicensed asbestos work - those working with bonded (non-friable) asbestos in small quantities.



**NZQA UNIT
STANDARD**

2138

Demonstrate knowledge of asbestos and safety procedures

30596

Demonstrate knowledge of asbestos and safety measures for asbestos-related work



NOTE: This course is also available via online learning. See eLearning section for further details.



GROWSAFE BASIC CERTIFICATE

PURPOSE

This course is appropriate for people who use and apply agrichemicals e.g. on farms, orchards, vineyards, forests and/or industry where herbicides and pesticides are used. The successful learners will be able to prepare to apply, and apply, agrichemicals using handheld equipment.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✔ Prepare to apply agrichemicals using handheld equipment.
- ✔ Apply agrochemicals using handheld equipment.
- ✔ Dispose of surplus mix, decontaminate, clean, and store equipment, and complete documentation.
- ✔ Identify and interpret information for an agrichemical product.
- ✔ Describe the routes of entry of agrichemicals into the body when being used, types of agrichemical poisoning, and the role of personal protective equipment.
- ✔ Describe basic safety procedures when working with agrichemicals.
- ✔ Describe the symptoms of agrichemical poisoning, and first aid measures sourced from agrichemical product information.



**NZQA UNIT
STANDARD**

27213

Identify and interpret agrichemical product information, and describe safety procedures when working with agrochemicals

27215

Prepare to apply, and apply, agrichemicals using hand held equipment



COURSE DURATION

One day course plus workplace practical application.

For the practical component of the assessment, there are practical tasks on the course and after the course you are required to undertake a spray activity and provide your spray diary and documentation from your supervisor/employer confirming your competency.

SPECIAL NOTE

Applicators with a GROWSAFE Basic certificate should be operating under the supervision of someone with a GROWSAFE Standard (or higher) certificate.

REFRESHER

Refreshing learning outcomes above for unit standard 27215.



ATTENDANCE NUMBERS

MINIMUM **8**

MAXIMUM **12**



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



GROWSAFE STANDARD CERTIFICATE

PURPOSE

This course is for agrichemical users working independently (i.e. with little or no supervision) with responsibility for a single site/property, and may have responsibility for managing or supervising others. Learners are likely to be operating in a known set of circumstances, e.g. one location, crop and/or equipment type (or operating under the supervision of someone with GROWSAFE Advanced or RCA certification).



COURSE OBJECTIVES

- ☑ Trained to apply agrichemicals in a safe, responsible and effective way with minimal adverse impact on human, environmental and animal health.
- ☑ Aware of the regulatory and market requirements relating to agrichemical use.
- ☑ Aware of your obligations under the various legislations that impact on the use of agrichemicals in New Zealand.

ASSESSMENT

The GROWSAFE Standard certificate will be awarded on successful completion of both written and practical assessments. The practical assessment requires the following:

- ☑ Copy of an inventory for your workplace.
- ☑ Provision of eight completed spray diaries covering eight independent spray events (i.e. different date, place or agrichemical) with sign-off from an independent third party e.g. manager.

Alternatively, in place of the spray diaries, the following evidence will be acceptable:

- ☑ A practical demonstration of skill in a real or simulated workplace using real agrichemicals.
- ☑ Interview of candidate by the assessor/tutor.
- ☑ Interview of candidate's supervisor/employer.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 12

WHO SHOULD ATTEND?

Agrichemical users working independently (i.e. with little or no supervision) with responsibility for a single site/property, and may have responsibility for managing or supervising others.

The course tutors will assume all learners have a basic level of knowledge of agrichemicals and their use so they can focus on new, higher level content.



NZQA UNIT STANDARD

21563

Describe hazard classification systems, and the safe and responsible use of agrichemicals

PRE-REQUISITE

GROWSAFE Basic Certificate; OR equivalent knowledge, plus one season's spraying experience.



CONTAMINATED SITE

SAFETY CERTIFICATE



**ONE
DAY**

**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**

PURPOSE

The aim of this course is to train learners to look for, recognise, and safely control for hazards and risk on a contaminated site. People credited with this certificate have the knowledge to operate safely on a contaminated site.



**NZQA UNIT
STANDARD**

30265

Apply health and safety risk assessment to a job role

31292

Demonstrate knowledge of workplace procedures relating to hazardous substances



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Explain their responsibility to look for, identify, and control hazards and risks on an actual or potentially contaminated site.
- ✓ Identify the health risks of a number of contaminants they may find on a contaminated work site.
- ✓ Identify appropriate controls to minimise the risks of a number of contaminants they may find on a work site.
- ✓ Don appropriate PPE, and remove it safely (without cross contamination), and decontaminate tools and equipment.
- ✓ Create a procedure, including the selection of appropriate PPE, to safely sample a contaminated site in context of a HSEP.
- ✓ Respond safely to discovering an unexpected contaminant.
- ✓ Respond appropriately to a site emergency.

ENTRY CRITERIA

Learner must be a member of ALGA or WasteMINZ, already be inducted into their employer procedures and hold a Site Safe Certificate (or be able to demonstrate equivalent knowledge and skills) before attending this course.



CHEMICAL HANDLING ON FARMS

PURPOSE

As our understanding of the nature of the hazards and risks of farm chemicals increases so does our understanding of the need for controls. A number of regulations are now in place to protect us, our health, the health and safety of our workers, and our land, from the negative effects of agrichemicals. Vertical Horizonz have developed this course to show you how to identify the hazards and risks of the chemicals you use, and select and apply the necessary controls to keep yourself, your workers and your farms safe, and your business compliant.



COURSE OBJECTIVES

At the successful completion of the course, learners will be able to:

- ✔ Identify the hazards and risks of the agrichemicals you use.
- ✔ Select and apply the appropriate controls to keep yourself, your workers and your farm safe, and compliant.
- ✔ Know how to use, store and dispose of the agrichemicals you need on farm safely, and compliantly.
- ✔ Know how to manage chemical emergencies and re-establish controls.
- ✔ Meet all your compliance requirements including your inventory, tracking and application reporting requirements.
- ✔ Meet the requirements of a 'Competent Person', under the Health and Safety at Work (Hazardous Substances) Regulations 2017, and a 'Qualified Person', as defined in the Hazardous Substances (Hazardous Property Controls) Notice 2017.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 12



NZQA UNIT STANDARD

21563

Describe hazard classification systems, and the safe and responsible use of agrichemicals

31290

Demonstrate knowledge of the safe management and potential adverse effects of hazardous substances in the workplace

31293

Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course. Skills and knowledge of workplace procedures relating to hazardous substances, **or hold unit standard: 31292** Demonstrate knowledge of workplace procedures relating to hazardous substances.



REQUIREMENTS

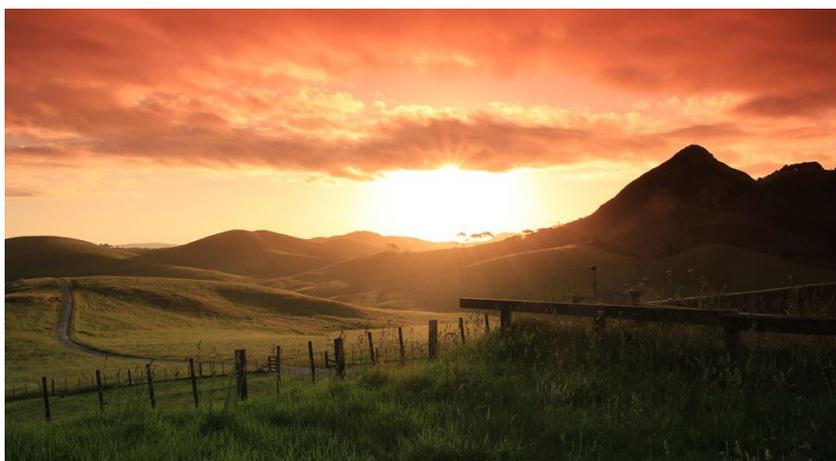
This course includes attendance on a short course and completion of a workbook. Course delivery options include:

- ✔ A 4 hour webinar followed by an up to 2 hour online tutorial during which you may complete much of the workbook requirements. Note that you will need access to a good internet connection and a quiet place to work to be able to participate in a webinar. You will need to send in your completed workbook within a week of completing the course;
- ✔ A 7 hour face to face interactive course during which delivery is interspersed by the workbook activities completing the requirements of the course by the end of the day.

WHO SHOULD ATTEND

Any person responsible for the management, storage, use, and disposal, or otherwise handling of agrichemicals in a workplace, especially those substances requiring the maintenance of tracking and other application records.

This course can be used as evidence of 'knowledge of the regulations', a prerequisite requirement for a Certified Handlers Compliance Certificate.



CERTIFIED HANDLERS

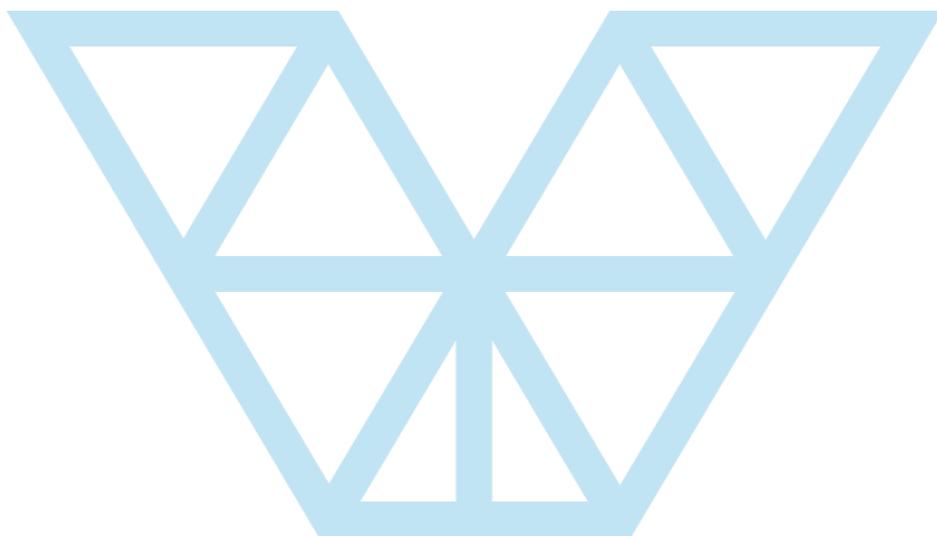
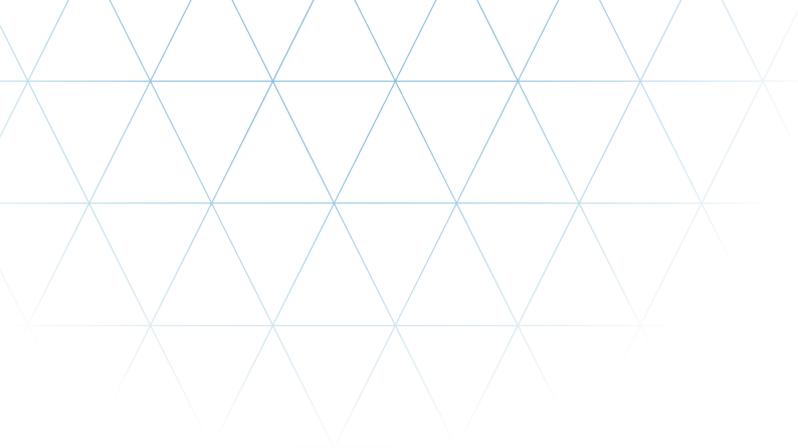
If you handle 6.1A or 6.1B agrichemicals you will need to go on to apply for Certified Handlers Compliance Certificate.

This course addresses the knowledge requirements for this Certification.

LEGISLATIVE DRIVERS

This course meets the requirements of a 'Qualified Person' as defined under the HSNO Act EPA (Hazardous Property Controls) Notice 2017 and a 'Competent Person' as specified under s4.5, s19.1 and in Schedule 27 of the Health and Safety at Work (Hazardous Substances) Regulations 2017.

It provides the successful learner the opportunity to meet the requirements of a 'Certified Handler' as defined under s4.3 of that regulation.





FIRE AND EMERGENCY

SITE REQUIREMENTS

Theory elements: All that is required is a training room that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop, projector, and props for theory lessons.

Practical elements: The VHNZ trainer will bring the equipment required to deliver the fire training which can involve either a real fire or a gas controlled fire simulator. If training is in a built up area then the gas controlled fire simulator will need to be utilised. More remote, open areas can accommodate the real fire system. For both systems a cleared area of at least 10m² is required. It would be advantageous to have a hose reel in the near vicinity.

PPE & Dress:

- ☉ Your staff will be required to be dressed in long pants and long sleeved tops.
- ☉ No polyester fabrics, fully covered footwear, cotton material preferred.
- ☉ VHNZ will provide fire retardant gloves and full face shield.
- ☉ Long hair to be tied up.

VHNZ will administer Fire Permits when needed.



FIRE SAFETY AND WARDEN

PURPOSE

At the successful completion of the course, the learner will be able to demonstrate knowledge of the fire classes and fire suppression techniques, select and implement a strategy to deal with fire and demonstrate knowledge of evacuation requirements for a particular workplace or site, and explain the duties of a Fire and Emergency Warden.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **10**
MAXIMUM **15**



COURSE OBJECTIVES

- ✔ Demonstrate knowledge of the fire classes and fire suppression techniques.
- ✔ Select and implement a strategy to deal with fire.
- ✔ Explain the use of fire blankets and their limitations.
- ✔ Apply safety actions when dealing with a fire.
- ✔ Demonstrate knowledge of Fire and Emergency Warden duties in the workplace.
- ✔ Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- ✔ Explain the duties of a Fire and Emergency Warden.



NZQA UNIT STANDARD

18408

Demonstrate knowledge of fire and emergency warden duties in the workplace (theory)

3271

Suppress fire with hand extinguishers and fixed hose reels (practical)

4647

Demonstrate knowledge of the basic principles of fire science

PPE & DRESS

- ✔ Your staff will be required to be dressed in long pants and long sleeved tops.
- ✔ No polyester fabrics (cotton material preferred), fully covered footwear.
- ✔ VHNZ will provide fire retardant gloves and full face shield.
- ✔ Long hair to be tied up.



FIRE WARDEN

PURPOSE

People credited with this unit standard are able to demonstrate knowledge of evacuation requirements for a particular workplace or site, and explain the duties of a Fire and Emergency Warden.



**FOUR
HOURS**

**ATTENDANCE
NUMBERS**
MINIMUM **10**
MAXIMUM **15**

COURSE OBJECTIVES

- ✔ Demonstrate knowledge of Fire and Emergency Warden duties in the workplace.
- ✔ Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- ✔ Explain the duties of a Fire and Emergency Warden.



**NZQA UNIT
STANDARD**

18408

Demonstrate knowledge of fire and emergency warden duties in the workplace (theory)



NOTE: This course is also available via online learning. See eLearning section for further details.



FIRE EXTINGUISHER

PURPOSE

At the successful completion of the course, the learner will be able to demonstrate knowledge of the fire classes and fire suppression techniques, select and implement a strategy to deal with fire. The successful learner will also demonstrate knowledge of the principles of fire chemistry and physics.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **10**
MAXIMUM **15**



COURSE OBJECTIVES

- ✔ Demonstrate knowledge of the fire classes and fire suppression techniques.
- ✔ Select and implement a strategy to deal with fire.
- ✔ Explain the use of fire blankets and their limitations.
- ✔ Apply safety actions when dealing with a fire.
- ✔ Demonstrate knowledge of basic principles and physical dynamics of fire.

PPE & DRESS

- ✔ Your staff will be required to be dressed in long pants and long sleeved tops.
- ✔ No polyester fabrics, fully covered footwear, cotton material preferred.
- ✔ VHNZ will provide fire retardant gloves and full face shield.
- ✔ Long hair to be tied up.
- ✔ VHNZ will administer Fire Permits when needed.



NZQA UNIT STANDARD

3271

Suppress fire with hand extinguishers and fixed hose reels (practical)

4647

Demonstrate knowledge of the basic principles of fire science



MARITIME

SITE REQUIREMENTS

Theory elements: All that is required is a training room that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop, projector, and props for theory lessons.

Practical elements: The VHNZ trainer will bring the equipment required to deliver the fire training which can involve either a real fire or a gas controlled fire simulator. If training is in a built up area then the gas controlled fire simulator will need to be utilised. More remote, open areas can accommodate the real fire system. For both systems a cleared area of at least 10m² is required. It would be advantageous to have a hose reel in the near vicinity.

PPE & Dress:

- ☑ Your staff will be required to be dressed in long pants and long sleeved tops.
- ☑ No polyester fabrics, fully covered footwear, cotton material preferred.
- ☑ VHNZ will provide fire retardant gloves and full face shield.
- ☑ Long hair to be tied up.

VHNZ will administer Fire Permits when needed.

STCW BASIC TRAINING

FOR NEW ENTRANTS



**SEVEN
& HALF
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **10**
MAXIMUM **12**

PURPOSE

STCW stands for Standards of Training, Certification and Watchkeeping (for Seafarers). Before embarking as a crew member on board a commercial vessel such as offshore fleet, tankers, ferries, super yachts and passenger vessels, it is now mandatory to complete a series of short courses known as STCW Basic Safety training or STCW Basic Courses.

The STCW Basic Training programme is a practical marine course covering safety onboard, survival and rescue. On the completion of this course you will receive an internationally recognised certificate that will enable you to work on board vessels throughout the world including Super Yachts and Cruise Ships.



COURSE OUTLINE

The course consists of the following:

- ✔ **Fire Prevention and Firefighting (FPFF) - 2.5 days:** A theory and practical based course ensures crew responding to fires understands fire dynamics, fire prevention systems available, and maintaining a state of readiness to respond to the various types of fire classes.
- ✔ **Elementary First Aid (EFA) - 1.5 days:** A combined theory and practical based course, examining common medical emergencies that can occur on-board, including CPR. Includes NZQA unit standards 6400, 6401 and 6402.
- ✔ **Personal Survival Techniques (PST) - 2 days:** A theory and simulated practical course. Crew members learn the principals of survival at sea, actions to be taken when called to survival craft, dangers to survivors, and equipment available.
- ✔ **Personal Safety and Social Responsibilities (PSSR) - 1 day:** This course centred on theory equips learners with understanding various vessel types, practicing safe procedures onboard, recognizing emergency situations, fostering interpersonal skills, and implementing measures to mitigate pollution onboard.
- ✔ **Security Awareness (SA) - 4 hours:** Security on board and security threats.



BASIC TRAINING

Basic training includes **PSSR, EFA, PST, FPFF, SA** and are normally delivered together. However, the courses can be delivered separately if required.

Crowd Management Training can be added to this course if required. This is required for all crew members with a duty to assist passengers on board ships - i.e.. Cook Strait Ferries and Cruise Ships. Minimum of 10 learners required to confirm this addition, and will add 1 extra day to the course duration.

ENTRY REQUIREMENTS

- ✔ Learners **MUST** be 16 years or older to enrol in this course
- ✔ Learners must be able to swim unaided for 25m and be able to float unaided for 60 seconds.
- ✔ A fully completed and signed enrolment form
- ✔ Proof of identity - e.g. passport, drivers licence etc.
- ✔ A current seafarers medical certificate or a completed VHNZ medical form



REFRESHERS

Personal Survival Techniques (PST) and Fire Prevention and Firefighting Techniques (FPFF) require refresher training every **FIVE** years.

SPECIAL NOTES

- There is an additional venue charge for the Personal Survival Techniques component.
- Location to be arranged at the time of booking. If training is onsite, a site examination can be carried out by VHNZ prior to your training course, to ensure course content is tailored for your unique working environment.
- Meals can be provided on request.
- Public courses are also available from time to time. However, this depends on the demand.

STCW REFRESHER

PURPOSE

STCW stands for Standards of Training, Certification and Watchkeeping (for Seafarers). Before embarking as a crew member on board a commercial vessel such as offshore fleet, tankers, ferries, super yachts and passenger vessels, it is now mandatory to complete a refresher course every 5 years.



COURSE OUTLINE

The course consists of the following:

- ✔ **Fire Prevention and Firefighting (FPFF) - 2 days:** A theory and practical based course ensures crew responding to fires understands fire dynamics, fire prevention systems available, and maintaining a state of readiness to respond to the various types of fire classes.
- ✔ **Personal Survival Techniques (PST) - 2 days:** A theory and simulated practical course. Crew members learn the principals of survival at sea, actions to be taken when called to survival craft, dangers to survivors, and equipment available.
- ✔ **Crowd Management Training (CMT) - 4 hours:** Personnel responsible for attending to people aboard passenger ships are required to undergo supplementary safety instruction. The objective is to ensure that individuals can proficiently communicate, execute emergency protocols, and utilize emergency equipment.

ENTRY REQUIREMENTS

- ✔ Completed Enrolment form.
- ✔ Proof of Identity - e.g. Photo ID such as passport.
- ✔ Proof of having completed the full course or a refresher course within five years.
- ✔ A Drills and Sea Service letter.
- ✔ A current Seafarers medical certificate or completed VHNZ medical form (FPFF refresher only).



**THREE
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **10**
MAXIMUM **12**

TRAINING

Basic training includes **FPFF and PST** and are normally delivered together. However, the courses can be delivered separately if required.

Crowd Management Training Refresher can be added to this course if required. This is required for all crew members with a duty to assist passengers on board ships - e.g., Cook Strait Ferries and Cruise Ships. Minimum of 10 learners required to confirm this addition, and will add 4 extra hours to the course duration.

SPECIAL NOTES

- Location to be arranged at the time of booking. If training is onsite, a site examination can be carried out by VHNZ prior to your training course, to ensure course content is tailored for your unique working environment.
- Meals can be provided on request.
- Public courses are also available from time to time. However, this depends on the demand.

STCW CROWD MANAGEMENT & PASSENGER SAFETY

PURPOSE

Staff dealing with passengers in passenger spaces on board passenger ships, must receive additional safety training. The aim is for the student to be able to communicate effectively, apply emergency procedures, and use emergency equipment.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM **10**
MAXIMUM **12**

COURSE OUTLINE

During this course, learners will learn to:

- ✔ Contribute to the implementation of shipboard emergency plans and procedures.
- ✔ Assist passengers en route to muster and embarkation stations.
- ✔ Establish and maintain effective communication with passengers during an emergency.
- ✔ Demonstrate to passengers the use of life saving equipment.
- ✔ Assist persons during an emergency that have a disability or needing special assistance.

QUALIFICATION

This training meets the requirements of the STCW code Regulation V/2 Para 6 & 7. On successful completion you will be issued with an "STCW Crowd Management Training Certificate of Competence".

ENTRY REQUIREMENTS

- ✔ Learners **MUST** be 16 years or older to enrol in this course
- ✔ A fully completed and signed enrollment form.
- ✔ Proof of identity - e.g. passport, drivers licence etc.

ACCREDITATION

This course is accredited by Maritime New Zealand.

REFRESHER

Refreshing learning outcomes above for the STCW Crowd Management Training Certificate of Competence.

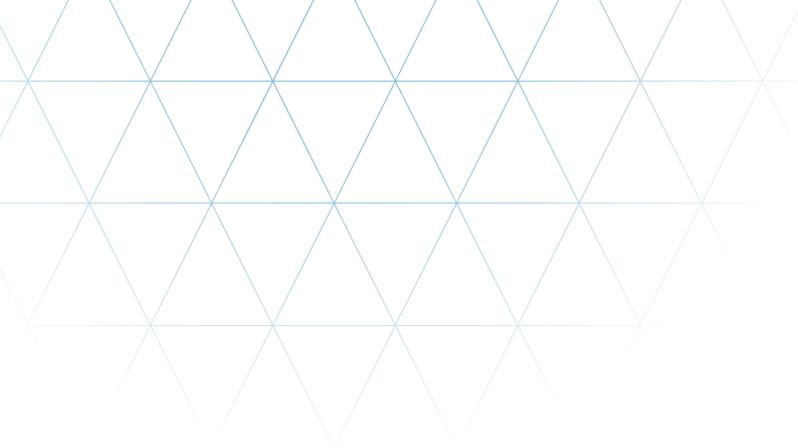


ATTENDANCE NUMBERS
MINIMUM **10**
MAXIMUM **15**



DURATION: 8 HOURS

REQUIREMENT: Refresher course required every 5 years.





FIRST AID

SITE REQUIREMENTS

To train at your site all that is required is a training room that can hold the number of scheduled learners.

The VHNZ trainer will bring their own laptop, projector and props for theory and practical lessons.

FOUNDATION FIRST AID CERTIFICATE



FOUR HOURS

WITH ONLINE PRE-LEARN



ATTENDANCE NUMBERS
MINIMUM 10
MAXIMUM 15

PURPOSE

The aim of this course is to train a person to be capable of providing immediate first aid in an emergency situation in order to preserve life, promote recovery and prevent the casualty's condition from worsening.

We suggest this foundation course to those who already have industry safety rescue components built into other training.



COURSE OBJECTIVES

The course contains theory and practical assessments covering the following topics:

- ✓ Overview of HSW Act regulations relating to accidents in the workplace.
- ✓ Approaching an accident scene – hazard management.
- ✓ Primary assessment – workplace specific.
- ✓ CPR - adult / child / infant.
- ✓ Choking - adult / child / infant.
- ✓ AED operation.
- ✓ Soft tissue injuries – sprains and strains.



NZQA UNIT STANDARD

6402

Provide basic life support

6401

Provide first aid

MEDICAL TOPICS

- ✓ Breathing difficulties.
- ✓ Heart conditions.
- ✓ Stroke and seizures.
- ✓ Allergies and anaphylaxis.

TRAUMA TOPICS

- ✓ Shock and the recovery position.
- ✓ External & internal bleeding.
- ✓ Burns and scalds.
- ✓ Fractures and dislocations.

PRE-REQUISITE

Learners **MUST** have completed the online pre-learn assessment.

They will provide the trainer with evidence in the format of a certificate. If no certificate they must complete 8 hours.

REFRESHER

Refreshing learning outcomes above for unit standards 6402 & 6401.



ATTENDANCE NUMBERS

MINIMUM 10
MAXIMUM 15



DURATION: 4 HOURS
(6 HOURS WITHOUT PRE-LEARN)

ENTRY CRITERIA: A first aid certificate 2 years old, issued by an NZQA accredited provider. The certificate must be presented on the day of the course.

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

NEW ZEALAND FIRST AID CERTIFICATE



**ONE
DAY**

WITH ONLINE
PRE-LEARN

**ATTENDANCE
NUMBERS**

MINIMUM 10
MAXIMUM 15

PURPOSE

The aim of this course is to train a person to be capable of managing an emergency situation and providing immediate first aid in order to preserve life, promote recovery and prevent the casualty's condition from worsening.

This is a comprehensive scenario based course that is tailored to workplace situations. It is recommended that this course is conducted onsite to create contextualised first aid scenarios.

TRAUMA TOPICS

- ✓ External and internal bleeding.
- ✓ Basic wound care.
- ✓ Burns and scalds.
- ✓ Fractures and dislocations.
- ✓ Head, neck & spinal injuries.
- ✓ Soft tissue injuries – sprains and strains.
- ✓ Thermal conditions – hypothermia & hyperthermia.



COURSE OBJECTIVES

The course contains theory and practical assessments covering the following topics:

- ✓ Overview of HSW regulations relating to accidents in the workplace.
- ✓ Scene assessment and management.
- ✓ Primary assessment.
- ✓ CPR - adult/child/infant.
- ✓ AED use and practice.
- ✓ Choking - adult/child/infant – conscious and unconscious.
- ✓ Shock and the recovery position.

MEDICAL TOPICS

- ✓ Breathing difficulties.
- ✓ Dealing with asthma casualties.
- ✓ Dealing with heart attack casualties.
- ✓ Heart conditions.
- ✓ Neurological - stroke and seizures.
- ✓ Allergies and anaphylactic shock.



NZQA UNIT STANDARD

6400

Manage first aid in an emergency situation

6401

Provide first aid

6402

Provide basic life support

REFRESHER

Refreshing learning outcomes above for unit standards 6402 & 6401.



ATTENDANCE NUMBERS

MINIMUM 10

MAXIMUM 15



DURATION: 4 HOURS

(6 HOURS WITHOUT PRE-LEARN)

ENTRY CRITERIA: A first aid certificate 2 years old, issued by an NZQA accredited provider. The certificate must be presented on the day of the course.

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

PRE-REQUISITE

Learners **MUST** have completed the online pre-learn assessment. They will provide the trainer with evidence in the format of a certificate. If no certificate they must complete 12 hours (1.5 days).



EARLY CHILDHOOD (ECE) FIRST AID

SPECIFIC FOR 0-6 YEARS

PURPOSE

When faced with an emergency or helping an injured or seriously unwell child it can be frightening and difficult if you don't know what to do. This course teaches you how to deal with injuries and illnesses that may commonly occur with our young children. We discuss how to identify and deal with serious illness and life-threatening medical emergencies.

This course is for people who have responsibility for young children, including those who provide home-based education and care services for young children, and may need the knowledge and skills to provide first aid for young children.

- ✔ Recommended for home-based educators, babysitters, parents, grandparents and other family caregivers.
- ✔ Providing peace of mind for those looking after children.



**NZQA UNIT
STANDARD**

25459

Provide first aid for young children



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **10**
MAXIMUM **15**



COURSE OBJECTIVES

Our course is delivered by highly experienced early childhood trainers and educators and emphasises practical realistic skills in an interesting, interactive learning environment.

Upon successful completion the learner will be confident to:

- ✔ Recognise life-threatening situations and prevent conditions from worsening.
- ✔ Offer vital assistance before more experienced help arrives.

Practical and theory lessons covering the following topics:

- ✔ CPR (cardiopulmonary resuscitation) for infants and children.
- ✔ Managing choking.
- ✔ Breathing problems.
- ✔ Control of bleeding.
- ✔ Burn management.
- ✔ Stabilising broken bones.
- ✔ Poisoning.
- ✔ Severe allergic reactions – EPI pen use.
- ✔ Seizures.
- ✔ Altered level of consciousness.
- ✔ Head injuries.



OUTDOOR FIRST AID

PURPOSE

People credited with this unit standard are able to: identify common emergencies and pre-trip emergency planning for an outdoor activity; demonstrate initial response to emergency care management situations in the outdoors; assess and manage the patient's condition in line with current first aid practices and cultural considerations; secure and transport the patient; and make an evacuation plan for the patient (and/or the group) from the outdoor location to outside help.



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **10**
MAXIMUM **15**

**1 DAY IF THE LEARNER HOLDS A
CURRENT 6400 CERTIFICATE**



COURSE OBJECTIVES

Practical and theory lessons covering the following topics:

- ✓ Environmental conditions and management.
- ✓ Accident site management.
- ✓ Patient assessment.
- ✓ CPR and basic life support.
- ✓ AED use.
- ✓ Fracture assessment and treatment.
- ✓ Spinal assessment and treatment.
- ✓ Common medical conditions.

ENTRY CRITERIA

The course requires a level of fitness to demonstrate competency for the skill being trained.



NZQA UNIT STANDARD

424

Assess and manage an emergency care situation during an outdoor recreation activity

6400

Manage first aid in an emergency situation

PRE-REQUISITES

US 424:

US 6400 - Manage first aid in an emergency situation

US 6400:

US 6401 - Provide first aid
US 6402 - Provide basic life support



PRE-HOSPITAL EMERGENCY CARE (PHEC)



**THREE
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 12

PURPOSE

This course is designed to train people to provide advanced level first aid in emergency situations.

This training may be an end in itself or be used by those who intend to become emergency care responders. It is particularly useful for people who have an advanced first aid role or responsibility in an organisation, or work in high risk situations.

ENTRY CRITERIA

Learners MUST complete an online course and assessment before attending the 3-day practical training. The online course introduces candidates to the techniques and equipment that are used by first responders. How to use them effectively and confidently is taught during the practical training using scenario-based activities.

ENTRY REQUIREMENTS

Learners must have a current New Zealand First Aid Certificate (previously First Aid Level 2), refreshed or completed in the last two years.



COURSE OBJECTIVES

This three-day course covers the following topics:

- ✔ Assess and manage the scene of an emergency situation.
- ✔ Perform a primary survey to identify any life threats.
- ✔ Perform a secondary survey.
- ✔ Demonstrate and apply knowledge of safe patient moving and lifting techniques without injury to self, patient or others.
- ✔ Demonstrate and apply knowledge of devices and/or techniques to manage patients in an emergency situation.
- ✔ Monitor patients and provide information in an emergency situation.
- ✔ Recognise signs of stress in self and apply appropriate strategies to mitigate effects.
- ✔ Demonstrate and apply knowledge requirements relating to patient information and documenting events.
- ✔ Assess and record patient vital signs and explain perfusion status in the emergency care first response context.
- ✔ Gather current and relevant patient medical history in the emergency care first response context.



NZQA UNIT STANDARD

29321

Provide basic emergency care

29323

Gather and record information to support patient assessment

SPECIAL NOTE

The achievement of unit standard 29321, as well as 29322 and 29324 (which can be achieved through VH via eLearning courses) are mandatory for candidates for the NZ Resuscitation Council (Whakahauroa Aotearoa) Emergency Care Instructor (ECI) certificate.



See our eLearn section for more information on:

- 29322** - Emergency Response Systems
- 29324** - Common Medications.



HEIGHT AND ACCESS

SITE REQUIREMENTS

Theory Lessons: A training room is required that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop and projector for theory lessons.

Practical Lessons: VHNZ will provide a full set of height safety equipment but, learners are welcomed and encouraged to make their own equipment available for use during training. Please note all personal equipment must be compliant.

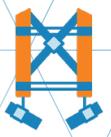
Although many skills sets can be conducted on the ground, it's always beneficial to operate at height during training to ensure the training is specific to the work environment. If the actual area where you operate at height could be made available that would be preferable so the course can be contextualised specifically to your people.

When conducting working at height training on your site it's advantageous but not mandatory to have some of the following:

- ⊙ Exposed beam to suspend ropes.
- ⊙ Access equipment where used e.g. ladders, MEWPs.

We strive to be as accommodating as possible and can conduct practical lessons on the majority of sites. A VHNZ trainer will do a site tour on the day prior or the morning of a training course to establish the best practical area for training.

Note: An advance copy of your own safe system of work for working at height will enable us to take account of this as part of the course.



WORKING AT HEIGHT BASIC

PURPOSE

The aim of this course is to enable a learner to use a safety harness for personal fall prevention when working at height.

COURSE OBJECTIVES

- ✔ Demonstrate knowledge of the hazards associated with wearing a safety harness and associated equipment.
- ✔ Demonstrate knowledge of safety harnesses and associated systems and equipment.
- ✔ Check and fit a safety harness.
- ✔ Use a safety harness where a fall hazard exists at height.
- ✔ Demonstrate knowledge of the rescue plan to be activated in the event of a fall.

As far as possible, training will focus on prevention and restraint techniques using travel restraint strategies rather than fall arrest.

REFRESHER

Refreshing Unit Standards 23229 and 25045.



ATTENDANCE NUMBERS:

MINIMUM **8**
MAXIMUM **10**



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM **8**
MAXIMUM **10**



NZQA UNIT STANDARD

23229

Use safety harness system when working at height

25045

Employ height safety equipment in the workplace

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

The course requires a level of fitness to demonstrate competency for the skill being trained.

Those who are required to install, disestablish, and identify anchor points for fall arrest systems, as well as demonstrate knowledge of the rescue plan, should look at the greater level of training; unit standard 15757.



WORKING AT HEIGHT ADVANCED

PURPOSE

The aim of this course is to enable a learner to use, install and disestablish proprietary fall arrest systems when working at height.



TWO DAYS



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 10

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course. The course requires a level of fitness to demonstrate competency for the skill being trained.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Identify anchor points.
- ✔ Use proprietary fall arrest systems.
- ✔ Install and disestablish straightforward proprietary fall arrest systems using designated anchor points.
- ✔ Demonstrate knowledge of the hazards associated with wearing a safety harness and associated equipment.
- ✔ Demonstrate knowledge of safety harnesses and associated systems and equipment.
- ✔ Check and fit a safety harness.
- ✔ Use a safety harness where a fall hazard exists at height.
- ✔ Demonstrate knowledge of the rescue plan to be activated in the event of a fall.
- ✔ Retrieve a worker trapped within a system.



NZQA UNIT STANDARD

23229

Use safety harness system when working at height

25045

Employ height safety equipment in the workplace

15757

Use, install and disestablish temporary proprietary height safety systems when working at height

OPTIONAL UNIT STANDARDS

17600

Explain safe work practices for working at height

REFRESHER

Refreshing learning outcomes above for unit standards 23229, 25045 and 15757.

Optional Unit: 17600



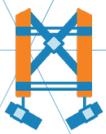
ATTENDANCE NUMBERS:

MINIMUM 8



MAXIMUM 10
DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



SOLAR WORKING AT HEIGHT

REFRESHER

PURPOSE

The purpose of this refresher course is to equip solar installation professionals with a comprehensive understanding of the unique critical risks and controls within the solar industry. By integrating real-world height scenarios, the course aims to provide an immersive and impactful learning experience that enhances safety and efficiency in solar installations.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Understand the unique risks faced by the solar industry and apply appropriate risk controls.
- ✔ Identify safe anchor points and their correct application.
- ✔ Use proprietary fall arrest systems effectively.
- ✔ Install and dismantle straightforward proprietary fall arrest systems using designated anchor points.
- ✔ Check, fit, and correctly use a safety harness.
- ✔ Safely use a safety harness where a fall hazard exists at height.
- ✔ Demonstrate understanding of the rescue plan to be activated in the event of a fall.
- ✔ Safely retrieve a worker trapped within a fall arrest system.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 10

ENTRY CRITERIA

The course requires a level of fitness to demonstrate competency for the skill being trained.

Learners must hold the unit standards 23229 and 25045 (Working at Height Basic) to enrol in the course. It is preferred that they also hold unit standards 15757 and 17600 (Working at Height Advanced) alongside the basic requirements



NZQA UNIT STANDARD

23229

Use safety harness system when working at height

25045

Employ height safety equipment in the workplace

15757

Use, install and disestablish temporary proprietary height safety systems when working at height

17600

Explain safe work practices for working at height.

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



WORKING AT HEIGHT RESCUE PLANNING AND TECHNIQUES

PURPOSE

The aim of this course is to enable a learner to evaluate retrieval possibilities for recovery of a suspended individual after a fall in a particular work context and determine retrieval strategies; prepare a rescue plan to recover an individual suspended in a safety harness after a fall; and review a rescue plan to recover an individual suspended in a safety harness after a fall.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 6
MAXIMUM 8



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Evaluate retrieval possibilities for recovery of a suspended individual after a fall.
- ✓ Prepare a rescue plan to recover an individual suspended in a harness after a fall.
- ✓ Evaluate the availability of medical aid.
- ✓ Communicate the rescue plan.
- ✓ Conduct a rescue using a variety of techniques appropriate to the situation.



**NZQA UNIT
STANDARD**

23232

Develop a rescue plan for recovery of a suspended individual after a fall

PRE-REQUISITES

US 23232:

23229 - Use safety harness systems when working at height

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.



HEIGHT SAFETY PPE INSPECTION

PURPOSE

At the successful completion of the course, the learner will be able to demonstrate knowledge of height safety PPE inspection techniques, identify faults and probable causes within various items of height safety PPE. In addition they will be able to design and implement an inspection record database.



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **10**

COURSE OBJECTIVES

- ✔ Identify manufacturer's maintenance instructions.
- ✔ Identify manufacturer's maintenance specifications.
- ✔ Reject damaged and/or worn equipment.
- ✔ Carry out maintenance procedures in accordance with manufacturers specifications.
- ✔ Record equipment in log book.
- ✔ Record maintenance procedures in log book.



**NZQA UNIT
STANDARD**

19359

Inspect and maintain height safety equipment

RECOMMENDATION

Due to the nature of this course, it is highly recommended that the learner has an understanding of safe working at height, as such a minimum of 23229 Use safety harness system when working at height is recommended.





LADDER AWARENESS

PURPOSE

The aim of this course is to provide awareness of ladder safety in the workplace.



**2 - 4
HOURS**

DEPENDENT ON EXPERIENCE



COURSE OBJECTIVES

- ✔ Understand best practice guidelines for ladder use in NZ; covering ladders and stepladders.
- ✔ Understand knowledge of the hazards associated with using a ladder.
- ✔ Understand inspection of ladders prior to use.
- ✔ Understand correct access and egress techniques.



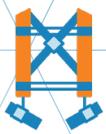
**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



**NZQA UNIT
STANDARD**

This awareness course is non unit standard based.





RESCUE FROM AN ELECTRICAL STRUCTURE

PURPOSE

People credited with this unit standard are able to: describe procedures for rescue from an electrical structure; carry out rescue of a victim from an electrical structure; and report rescue from an electrical structure.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 6
MAXIMUM 8



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Describe procedures for rescue from an electrical structure.
- ✔ Describe planned climbing route in terms of safety and time restrictions.
- ✔ Carry out rescue of victim from an electrical structure.
- ✔ Report rescue from electrical structure.

PRE-REQUISITES

In order to achieve the pre-requisites of this unit, evidence of the following must be sighted, prior to attendance on this course, or evidence of equivalent knowledge and skills must be shown.

Requirements:

- ✔ Qualified in NZQA Unit Standard 10509, Climb and work on electricity network structures. (Note Pre-requisite of 10509 is 10507).
- ✔ Hold a current (within two years) Workplace First Aid NZQA Unit Standards 6401: Provide First Aid and 6402: Provide basic life support.

Above Unit Standards can be delivered by Vertical Horizontz, to find out more please enquire.



NZQA UNIT STANDARD

17025

Carry out a rescue from an electrical structure

REFRESHER

Refreshing learning outcomes above for unit standard 17025.



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 10



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

The course requires a level of fitness to demonstrate competency for the skill being trained.



STOCK PICKER OPERATIONS

PURPOSE

The aim of this course is to enable a learner to use a safety harness system for personal fall prevention when operating a stock picker.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **6**
MAXIMUM **8**

COURSE OUTLINE

At the successful completion of this course, the learner will be able to:

- ✓ Demonstrate knowledge of the hazards associated with wearing a safety harness system and associated equipment.
- ✓ Check and fit a safety harness.
- ✓ Identify suitable anchor points on a stock picker.
- ✓ Demonstrate knowledge of the rescue plan to be activated in an emergency.



**NZQA UNIT
STANDARD**

This awareness course is non unit standard based.

SPECIAL NOTE

Exceptions to the above may only be made following consultation with VHNZ.

ENTRY CRITERIA

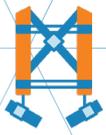
Learners **MUST** be 15 years or older to enrol in this course.

Learners must have a valid operator's certificate for the make/model/type of stock picker being used for the training.

Additionally, learners must meet the safety weight criteria¹ for the machine, harness system, including connecting components (max. 136 kg), and anchor points.

WHO SHOULD ATTEND

Any workers operating a stock picker in the warehouse or distribution industry.



LOW LEVEL SCAFFOLDING

PURPOSE

The aim of this course is to enable a learner to be able to outline the requirements of non-notifiable prefabricated scaffolds; erect non-notifiable prefabricated scaffolding; alter non-notifiable prefabricated scaffolding; inspect completed non-notifiable prefabricated scaffold; and dismantle non-notifiable prefabricated scaffolding.



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **10**



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Outline the requirements of non-notifiable prefabricated scaffolds.
- ✔ Identify and describe types of scaffold are in terms of function and use.
- ✔ Erect non-notifiable prefabricated scaffolding.
- ✔ Alter non-notifiable prefabricated scaffolding.
- ✔ Inspect completed non-notifiable prefabricated scaffold.
- ✔ Dismantle non-notifiable prefabricated scaffolding.

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course. This course requires a level of fitness to demonstrate competency for the skill being trained.

SPECIAL NOTE

Successfully completing this course does not certify a person to inspect and sign off scaffolding systems.

Site Safe Passport can be renewed only when booked on a full course at a rate of \$15.00 excl. GST per person.



NZQA UNIT STANDARD

9184

Erect and dismantle non-notifiable prefabricated frame scaffolding up to five metres in height

13016

Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height

13053

Erect and dismantle scaffolding up to five metres in height

RECOMMENDED

For NZQA Unit Standard 13053, it is recommended to complete 13016 - Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height



CERTIFICATE IN CONSTRUCTION

PRE-TRADE (HIGH WORK) (LEVEL 3)



TWELVE WEEKS



ATTENDANCE NUMBERS
MINIMUM 9
MAXIMUM 12

PURPOSE

The purpose of this programme is to train individuals in safe practices for working at heights on construction sites. Over 12 weeks, learners learn practical skills in scaffolding, using safety equipment, operating forklifts and mobile elevating work platforms, and handling materials safely. They also cover essential safety topics like back injury prevention and first aid. Upon completion, participants gain a Site Safe Construction Passport and unit standard credits, paving the way for further training or employment in specialised construction roles.

COURSE DURATION

12 weeks including:

- 12 days face-to-face learning.
- 36 hours of self-directed learning.
- 338 hours of verified work experience.

PROGRAMME OBJECTIVES

This programme is delivered over twelve weeks by a combination of a compulsory two-and-a-half-week block course (this can be completed in one block or as a series of smaller blocks spread over the Twelve weeks) and workplace experience.

At the successful completion of the programme, the learner will be able to:

- ✓ Explain safe work practices for working at heights.
- ✓ Use safety harness system when working at height.
- ✓ Employ height safety equipment in the workplace.
- ✓ Erect and dismantle scaffolding up to five meters in height.
- ✓ Handle and maintain basic scaffolding components.
- ✓ Load and unload a general freight vehicle.
- ✓ Identify causes of back injury and methods to prevent back injuries in the workplace.
- ✓ Operate a forklift.
- ✓ Operate an Elevated Work Platform (EWP).
- ✓ Provide first aid and basic life support.

ENTRY CRITERIA

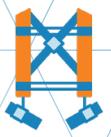
To be eligible to enrol, applicants must:

- Be physically fit and able to climb and lift weights.
- Weigh less than 135 Kilograms (due to harness weight restrictions).

Note:

Applicants must have access to a real workplace in New Zealand where they can complete the 338 hours of workplace practical experience, projects, and assessments required in relation to the qualification.

Suitability to enrol will be established through an interview with VHNZ prior to offer of place.



Height and Access

The programme of study includes the following selection of Unit Standards:

UNIT STANDARD	UNIT DESCRIPTOR	LEVEL	CREDIT
1753	Load and unload a general freight vehicle	3	4
6401	Provide First Aid	2	1
6402	Provide basic life support	1	1
10851	Operate a powered industrial lift truck (Forklift)	3	7
13016	Demonstrate knowledge of the erection and dismantling of scaffolding up to 5 metres in height	3	3
20855	Handle and maintain basic scaffolding components	2	5
13053	Erect and dismantle scaffolding up to five metres in height	3	6
17600	Explain safe work practices for working at heights	3	3
17592	Identify the causes of back injury and methods to prevent back injuries in the workplace	3	4
23229	Use safety harness system when working at height	3	4
25045	Employ height safety equipment in the workplace	3	4
23960	Assess worksite, prepare and operate a scissor lift elevating work platform (EWP)	3	3
23966	Describe types of elevating work platforms (EWPs), and legislative requirements for their use	3	2
TOTAL CREDITS			47

NOTE

Upon completion, learners may be eligible to attend a Site Safe Construction Passport.

COURSE INVESTMENT

The programme investment will vary depending on specific course requirements such as customisation of training location and number of learners.

Funding/subsidies may be available for New Zealand citizens and permanent residents or Australian citizens and permanent residents living in New Zealand.

WHO SHOULD ATTEND

Individuals who are:

- Ideal for new and entry-level workers.
- Learn key safety skills for working at heights and operating mobile elevating work platforms
- Prepare for advanced training or employment opportunities.



NEW ZEALAND CERTIFICATE IN SCAFFOLDING (GENERAL)

LEVEL 3

PURPOSE

This programme provides New Zealand with people who have attained general scaffolding skills and can work with simple scaffolding structures in areas such as the residential construction or maintenance sectors. Graduates will be eligible to apply for the Scaffolding Certificate of Competence (Elementary) via SARNZ as required under Health and Safety Regulations.

COURSE OBJECTIVES

Graduates of this certificate will be able to:

- ✔ Apply safe working practices while working at heights in accordance with health and safety legislation and Good Practice Guidelines for Scaffolding in New Zealand.
- ✔ Calculate weights to sling regular loads using the appropriate lifting equipment.
- ✔ Lead a small team to complete simple or suspended scaffold works.
- ✔ Erect, alter and dismantle a simple scaffold structure in a variety of systems including tube and coupler.
- ✔ Apply knowledge of quantities and loading to design simple scaffold structures in a variety of systems including tube and coupler, to meet client requirements.

Graduates are eligible to apply for the Elementary Scaffolding Certificate of Competence.



21 MONTHS

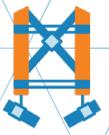
ENTRY REQUIREMENTS

- Be over 16 years of age
- Hold a current comprehensive first aid certificate before enrolment (unit standards 6400, 6401, 6402).
- Be in employment in New Zealand and engaging with work related to the scope of the programme. The employer and applicant, in conjunction with VHNZ, must complete a training agreement.
- Be physically fit and able to demonstrate physical competency for the skills being trained.
- This programme is funded by the Tertiary Education Commission (TEC). Learners must be New Zealand or Australian Citizens or Residents.

Suitability to enrol will be established through an interview with VHNZ prior to offer of place.

EMPLOYMENT PATHWAY

Graduates of this qualification, once they have been issued with the Certificate of Competence (Elementary), are most likely to be employed as a scaffolder erecting and dismantling simple scaffolds for largely residential construction purposes but may also be in other areas in accordance with Health and Safety regulations and client requirements.



EDUCATION PATHWAY

This qualification leads to the New Zealand Certificate in Scaffolding (Trade) (Level 4).

This qualification may lead to the New Zealand Apprenticeship in Scaffolding (Trade) Level 4 and then into the New Zealand Certificate in Scaffolding (Proprietary Suspended) (Level 3) and the New Zealand Certificate in Scaffolding (Advanced) Level 5.

Graduates may also consider pursuing a career in the cranes sector, as the skills and knowledge acquired in this qualification can be effectively transferred to related certifications within that industry.

OUR TEACHING METHOD

Delivery is via a mixture of face-to-face learning on and off the job combined with extensive on-job learning, some eLearning may also be included.

Learners must complete a final common (Capstone) assessment that aligns with the Scaffolding Certificate of Competence.





NEW ZEALAND APPRENTICESHIP IN SCAFFOLDING (TRADE)

LEVEL 4

PURPOSE

This apprenticeship provides New Zealand with people who will work with both simple and complex scaffolding structures and are competent to operate as qualified scaffolding trades people across commercial and residential construction sectors. Graduates will be eligible to apply for the Scaffolding Certificate of Competence (COC) (both Elementary and Intermediate) as required under Health and Safety Regulations.

COURSE OBJECTIVES

Graduates of this apprenticeship will be able to:

- ✓ Apply technical knowledge of maintaining safety and slinging loads to develop a safety plan and a rescue plan to manage risks when working at heights.
- ✓ Lead a team to complete complex scaffolding works.
- ✓ Erect, alter and dismantle simple and complex scaffold structures, ensuring compliance with health and safety legislation and the Good Practice Guidelines for Scaffolding in New Zealand.
- ✓ Apply technical knowledge of loading and material properties to design simple and complex scaffold structures to meet client requirements.

EMPLOYMENT PATHWAY

Graduates of this qualification, once they have been issued with the Scaffolding Certificate of Competence (Elementary and Intermediate), may be employed in roles such as scaffolders and leading hand scaffolders in the commercial and residential construction, event, and industrial sectors.

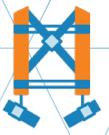


34 MONTHS

ENTRY REQUIREMENTS

- Be over 16 years of age.
- Be in employment and engaging with work related to the scope of the programme. The employer and apprentice, in conjunction with Vertical Horizonz, must complete a training agreement.
- Be physically fit and able to demonstrate physical competency for the skills being trained.
- This programme is subsidised by the Tertiary Education Commission (TEC). Apprentices must be New Zealand or Australian Citizens or Permanent Residents, and working in New Zealand.

Suitability to enrol will be established through an interview with VHNZ prior to offer of place.



Height and Access

EDUCATION PATHWAY

This qualification builds on the New Zealand Certificate in Scaffolding (General) (Level 3) available through VHNZ.

The qualification may lead to the New Zealand Certificate in Scaffolding (Proprietary Suspended) (Level 3) and then the New Zealand Certificate in Scaffolding (Advanced) Level 5.

OUR TEACHING METHOD

Delivery is via a mixture of face-to-face learning on and off the job combined with extensive on-job learning, some eLearning may also be included.

SUPPORT

VHNZ will support you throughout your journey with regular contact (visits, phone calls, and texts).



NEW ZEALAND APPRENTICESHIP IN ROOFING

LEVEL 4

PURPOSE

This apprenticeship provides the construction industry with competent registered roofers who are able to install, maintain, and repair roofing systems safely and in accordance with the Building Code and Building Act 2004.

The programme is intended for learners who are training in the workplace, to give them the competencies to fulfil the requirements of the Licensed Building Practitioners (LBP) – Roofing, as prescribed by the Licensed Building Practitioners Board and the Building Act 2004.



1. Profile Metal Roof and Wall Cladding = 37 months
2. Metal Tile Roof = 30 months
3. Roof Membrane Systems = 37 Months
4. Concrete or Clay Tile Roof = 30 Months
5. Shingle or Slate Roof = 30 months

EDUCATION PATHWAY

Graduates of this qualification may complete other strands or progress to advanced certificates in management or project management.

SUPPORT

VHNZ will support you throughout your journey with regular contact (visits, phone calls, and texts).

ENTRY REQUIREMENTS

- Be over 16 years of age.
- Hold a current comprehensive first aid certificate before enrolment (unit standards 6400, 6401, 6402).
- Be in employment and engaging with work related to the scope of the programme. The employer and apprentice, in conjunction with Vertical Horizonz, must complete a training agreement.
- Be physically fit and able to demonstrate physical competency for the skills being trained.
- This programme is funded by the Tertiary Education Commission (TEC). Candidates must be New Zealand or Australian Citizens or Residents. Accredited employer working visas may also be accepted.

OUR TEACHING METHOD

Delivery is via a mixture of face-to-face learning on and off the job combined with extensive on-job learning, some eLearning may also be included.



Height and Access

COURSE OBJECTIVES

Graduates of this apprenticeship must complete the following compulsory outcomes and one elective strand. Graduates will be able to:

Compulsory Outcomes:

- ✔ Apply building construction industry and relevant non-building construction industry legislation governing the roofing industry sector to meet current roofing Standards.
- ✔ Plan residential or commercial roof and wall cladding work applying current roofing trade practices.
- ✔ Monitor and maintain safe working procedures, practices, and environments, and identify and control hazards in the workplace.
- ✔ Work ethically and professionally within the building construction industry, communicate with stakeholders on roofing related matters, and maintain current competency to enhance industry reputation.

Elective Strands (One Required):

Graduates of the Concrete or Clay Tile Roof strand will also be able to:

- ✔ Develop and apply a range of standard and non-standard processes and solutions to the installation, maintenance, and repair of concrete or clay tile roofing systems to meet current roofing trade practice.

Graduates of the Profiled Metal Roof and Wall Cladding strand will also be able to:

- ✔ Develop and apply a range of standard and non-standard processes and solutions to the installation, maintenance, and repair of profiled metal roof and wall cladding systems to meet current roofing trade practice.

Graduates of the Metal Tile Roof strand will also be able to:

- ✔ Develop and apply a range of standard and non-standard processes and solutions to the installation, maintenance, and repair of metal tile roof systems to meet current roofing trade practice.

Graduates of the Roof Membrane systems strand will also be able to:

- ✔ Develop and apply a range of standard and non-standard processes and solutions to the installation, maintenance, and repair of roof membrane systems to meet current roofing trade practice.

Graduates of the Shingle and Slate Roof strand will also be able to:

- ✔ Develop and apply a range of standard and non-standard processes and solutions to the installation, maintenance, and repair of shingle and slate roof systems to meet current roofing trade practice.



NEW ZEALAND CERTIFICATE IN ROOFING - ADDITIONAL STRANDS

PURPOSE

The purpose of this additional training is to enable learners who have already completed a New Zealand Certificate in Roofing (Level 4) to pursue other roofing strands in addition to what they completed in their apprenticeship.

WHO SHOULD ATTEND

Any person who has completed a New Zealand Certificate in Roofing (Level 4) and who wants to train in another strand of roofing.

ENTRY CRITERIA

- Previously completed a New Zealand Certificate in Roofing (Level 4).
- Be over 16 years of age.
- Hold a current comprehensive first aid certificate before enrolment (unit standards 6400, 6401, 6402).
- Be in employment and engaging with work related to the scope of the programme. The employer and learner, in conjunction with Vertical Horizonz, must complete a training agreement.
- Be physically fit and able to demonstrate physical competency for the skills being trained.
- This programme is funded by the Tertiary Education Commission (TEC). Candidates must be New Zealand or Australian Citizens or Residents. Accredited employer working visas may also be accepted.

OUR TEACHING METHOD

Delivery is via a mixture of face-to-face learning on and off the job combined with extensive on-job learning, some eLearning may also be included.

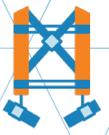


The duration of the additional study will vary depending on the learners chosen strand and their individual progress.

STRANDS AVAILABLE

1. Profile Metal Roof and Wall Cladding
2. Metal Tile Roof
3. Roof Membrand Strand
4. Concrete or Clay Tile Roof
5. Shingle or Slate Roof





Height and Access

ASSESSMENT

Block Courses:

Learners will need to attend block courses tailored to their specific strand, providing intensive, and focused training.

On-Job Assessments:

Completion of on-job assessments is required, which are unique to each strand, ensuring that practical skills and evidence requirements are met.

Shared Unit Standards:

The programme includes standards that can be applied in multiple contexts and may have already been completed by the learner in a different context. Learners will need to demonstrate that they can apply the skills and knowledge captured in those standards to the new roofing context (strand). This means the practical components and evidence requirements for these unit standards will be unique to the strand being studied.



IRATA ROPE ACCESS

PURPOSE

The rope access course developed by the Industrial Rope Access Trade Association (IRATA) over the last 25 years has become internationally recognised and is the chosen means of access for multiple sectors including the oil, gas, and wind industries. Through a standardised training programme worldwide, IRATA is able to ensure the high standards of its technicians along with the promotion of continual improvements to its education and training.



**FIVE
DAYS**

**ATTENDANCE
NUMBERS**
MINIMUM **4**
MAXIMUM **8**

**FOUR DAYS DURATION FOLLOWED BY
AN ASSESSMENT DAY**

IRATA ROPE ACCESS

The rope access technique developed by IRATA is used in a wide range of repair, maintenance, inspection and access work. Rope access methodology boasts an unrivalled safety record, short set-up and dismantling time, positive environmental benefits and removes the need for invasive access equipment or disruption to a worksite.



**NZQA UNIT
STANDARD**

23229

Use a safety harness system when working at height

15757

Use, install and disestablish temporary proprietary height safety systems when working at height

19359

Inspect and maintain height safety equipment

Level One: 23229 & 15757

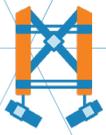
Level Two & Three:
23229, 15757 & 19359

ENTRY CRITERIA

Learners must be medically capable and meet the relevant IRATA requirements for desired IRATA assessment level.

PRE-REQUISITE

Those training as a **Level 3 Technician** are required to hold First Aid Training.



CERTIFICATE OF COMPETENCY IN INDUSTRIAL ROPE ACCESS

LEVEL 3

OVERVIEW

All NZQA qualified rope access operators and technicians are able to obtain a Scaffolding, Access and Rigging New Zealand (SARNZ) Certificate of Competence (CoC), which identifies their current proficiency to work in New Zealand.

Additionally, rope access operators with internationally recognised qualifications may also be able to obtain a SARNZ CoC. However, key NZQA unit standards must be completed as part of the pre-requisite to cover New Zealand Health and Safety policy and legislation that cannot be obtained internationally.

For full details see the SARNZ website: <https://www.sarnz.co.nz/cocs/rope-access-certificate-of-competence>



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 6
MAXIMUM 8

SPECIAL NOTE

SARNZ reserves the right to accept or decline international qualifications as it deems appropriate.

This course requires a level of fitness to demonstrate competency for the skill being trained.

This is a refresher course only. Unit Standards will not be issued.

PRE-REQUISITES

NZQA:

- ✔ National Certificate in Rope Access Level 3.

Other:

- ✔ International Rope Access Trade Association (IRATA) Level 2, Australian Rope Access Association (ARAA) Level 2 or equivalent.
- ✔ NZQA unit standards 15757 and 23229 (Working at Height - Advanced).
- ✔ NZQA unit standards 6400-6402 (First Aid).



NEW ZEALAND CERTIFICATE IN INDUSTRIAL ROPE ACCESS (LEVEL 3)

PURPOSE

The New Zealand Certificate in Industrial Rope Access (Level 3) is an entry level qualification for the industrial rope access sector and will provide the basic on-rope skills along with the theoretical knowledge for the safe use and inspection of their equipment.

The qualification is for people who aim to work in industrial rope access industries such as building washing, Geotechnical Stabilisation, Non-Destructive testing at height and many more.



**6-10
MONTHS**



**ATTENDANCE
NUMBERS**
MINIMUM **6**
MAXIMUM **8**

WITH A TOTAL OF 690 LEARNING HOURS

PROGRAMME OVERVIEW

On successful completion of the training, learners will be able to:

- ✓ Prepare rope access equipment for work, and report equipment faults.
- ✓ Set up and dismantle basic industrial rope access systems and carry out elementary on-rope skills.
- ✓ Comprehend and act on instructions, and communicate within a team when setting up industrial rope access systems; and complete basic workplace documentation.
- ✓ Identify and adhere to health and safety requirements when using ropes and associated equipment to gain access to and from, and be suspended at, work sites.
- ✓ Maintain personal safety while working at heights including the set up and use fall arrest systems.
- ✓ Carry out recovery.

WHO SHOULD ATTEND

People who are completing access work including inspection and testing, maintenance and repair, cleaning and painting, geotechnical, and construction.

ENTRY REQUIREMENTS

Learners must:

- ✓ Be in employment and engaging with rope work related to the scope of the programme.
- ✓ Be physically able to demonstrate competency (climb and lift weights).
- ✓ Weigh less than 135 Kilograms (maximum weight for a harness).
- ✓ Able to complete the work experience requirement.
- ✓ Have an appropriate level of literacy and numeracy.
- ✓ This programme is funded by the Tertiary Education Commission (TEC). Learners must be New Zealand or Australian Citizens or Residents.
- ✓ The employer and learner, in conjunction with the organisation, must complete a training agreement.



Height and Access

PROGRAMME DELIVERY

All credit reporting (learner results) will be reported by VHNZ to NZQA. On completion of the programme, VHNZ will issue learners with the New Zealand Certificate in Industrial Rope Access (Level 3).

The following training pathway is followed:



PROGRAMME DURATION 6-10 MONTHS

Between Phase 1 and Phase 2 learners are required to complete at least 130 hours logged rope access work. Phase 2 includes a “Capstone Assessment” to assess current competence.

UNIT STANDARD	UNIT DESCRIPTION	LEVEL	CREDITS
23229	Use safety harness system when working at height	3	4
15757	Use, install and disestablish temporary proprietary height safety systems when working at height	3	4
19358	Describe legislative requirements for the industrial rope access industry	3	3
19359	Inspect and maintain height safety equipment	3	3
19360	Plan and prepare for basic industrial rope access work	3	3
30264	Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation	3	3
30266	Demonstrate knowledge of workplace health and safety culture and practices	3	6
19361	Set up and dismantle basic industrial rope access systems	3	14
19362	Carry out elementary on-rope skills	3	14
19363	Carry out simple patient recovery by rope techniques	3	15
TOTAL CREDITS			69

PROGRAMME INVESTMENT

Funding and subsidies may be available for New Zealand and Australian Citizens and Permanent Residents living in New Zealand.

NOTE: Should the learner not complete the programme by the end of the stated duration or meet the funding requirements, they may be invoiced the price detailed in the Investment Schedule.



NEW ZEALAND CERTIFICATE IN INDUSTRIAL ROPE ACCESS (LEVEL 4)

PURPOSE

The New Zealand Certificate in Industrial Rope Access (Level 4) is to provide the industrial rope access sector with people who have attained intermediate level skills to perform industrial rope access work. Graduates of this qualification will be able to lead industrial rope access jobs independently.

Rope Access refers to safe methods of working at height where ropes and associated equipment are used to gain access to and from the workplace, and to be supported there. It includes inspection and testing, maintenance and repair, cleaning and painting, geotechnical and construction.

The qualification is aligned to the Industrial Rope Access Association of New Zealand (IRAANZ) Certificate of Competency for Level 4 Rope Access Operators.

PROGRAMME OVERVIEW

On successful completion of the training, learners will be able to:

- ✓ Apply the current health and safety legislation and the Industrial Rope Access in New Zealand: Best Practice Guidelines (May 2012) to work on industrial rope access systems
- ✓ Plan, prepare for, communicate instructions, document and lead industrial rope access jobs
- ✓ Install and construct anchors, and use improvised anchors for industrial rope access work
- ✓ Identify and adhere to health and safety requirements when using ropes and associated equipment to gain access to and from, and be suspended at, work sites
- ✓ Perform light hauling operations using rope access systems
- ✓ Perform lead and aid climbing using rope access systems
- ✓ Perform technical rescue techniques for industrial rope access work.



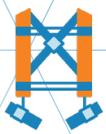
TWELVE MONTHS
WITH A TOTAL OF
780 LEARNING
HOURS



ATTENDANCE NUMBERS
MINIMUM 6
MAXIMUM 6

ENTRY REQUIREMENTS

- ✓ Learners must be in employment and engaging with work related to the scope of the programme.
- ✓ The employer and learner, in conjunction with the organisation, must complete a training agreement.
- ✓ Learners must have completed the prerequisite qualification, the New Zealand Certificate in Industrial Rope Access (Level 3) [Ref: 2358] or provide evidence of equivalent knowledge and skills.
- ✓ Learners must also hold a current comprehensive workplace first aid certificate.
- ✓ Be a New Zealand or Australian Citizen or Resident.
- ✓ Hold a current comprehensive workplace first aid certificate (unit standards 6400, 6401, and 6402).

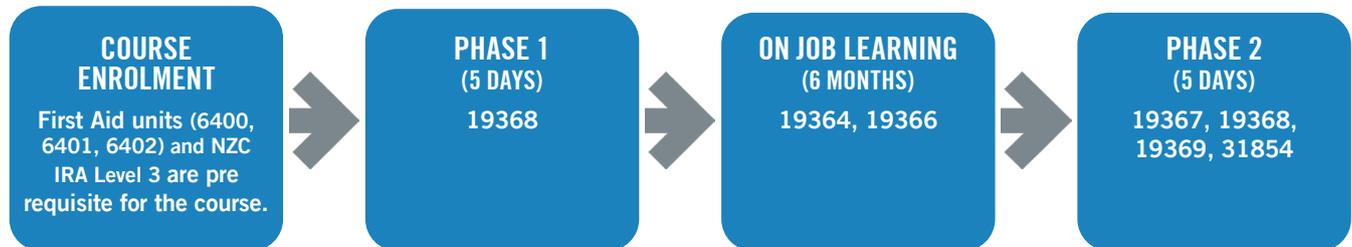


Height and Access

PROGRAMME DELIVERY

All credit reporting (learner results) will be reported by VHNZ to NZQA. On completion of the programme, VHNZ will issue learners with the New Zealand Certificate in Industrial Rope Access (Level 4).

The following training pathway is followed:



PROGRAMME DURATION 12 MONTHS

UNIT STANDARD	UNIT DESCRIPTION	LEVEL	CREDITS
19364	Identify and apply industrial rope access legislation and standards	4	8
19366	Plan and prepare for advanced industrial rope access work	4	15
19367	Set up, alter and dismantle industrial rope access systems	4	15
19368	Operate advanced industrial rope access systems	4	15
19369	Carry out advanced patient recovery techniques using industrial rope access systems	4	20
31854	Set up and operate rope access haulage systems	4	5
TOTAL CREDITS			78

WHAT DOES IT COST

You will earn while you learn. That means you don't have to fork out for large student loans or work multiple jobs to pay the bill. The NZ Government is right behind getting people into trades, so they help subsidise your training.

NOTE: The cost after subsidy from the Government is \$42 per week. This amount can be paid by direct debit – weekly, fortnightly, or monthly to suit. The weekly amount is charged until you complete the required duration of the programme, and you are fully signed off by an Assessor.

WHO SHOULD ATTEND

This qualification builds on the New Zealand Certificate in Industrial Rope Access (Level 3) and is the second step in the New Zealand industrial rope access qualification pathway.



GLOBAL WIND ORGANISATION (GWO) BASIC SAFETY TRAINING

PURPOSE

Vertical Horizonz New Zealand are a Certified Training Provider.

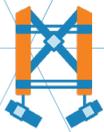
The training modules are designed to train, certify and qualify workers to work safely in a wind turbine environment. Each module trains the knowledge and skills needed for the work in the workplace, as specified by Basic Safety Training Standards, relevant legislation, the New Zealand and Australian Standards, the Approved Codes of Practice, and workplace policy and processes, in a practical way.

VHNZ's training is also aligned to New Zealand Qualification Authority (NZQA) unit standards as a means to measure each worker's performance and assure competency.

PROGRAMME OVERVIEW

The programme instructs and assesses the knowledge, skills and attitudes for the following Training Modules, aligned to NZQA Unit Standards as follows:

UNIT STANDARD	TITLE	LEVEL	CREDITS
MODULE: WORKING AT HEIGHTS. Duration - 2 Days			
23229	Use safety harness system when working at height	3	4
Non Unit Standard Based - Rescue component			
MODULE: FIRST AID. Duration - 1 Day			
6400	Manage first aid in an emergency situation	3	2
6401	Provide first aid	2	1
6402	Provide basic life support	1	1
MODULE: FIRE AWARENESS - Half Day			
3271	Suppress fire with hand extinguishers and fixed hose reels	2	1
4647	Explain principles of fire science	2	1
MODULE: MANUAL HANDLING - Half Day			
17592	Identify the causes of back injury and methods to prevent back injuries in the workplace	3	4
This content has been audited to confirm it meets the requirements of each Training Module as detailed in the Basic Safety Training Standards.			



COURSE OBJECTIVES

✓ **First Aid:**

- Understanding of the importance of carrying out first aid in a safe manner in accordance with the legislative requirements of their geographic location.
- Identify and explain normal function, normal signs and symptoms of serious and minor injuries and illness related to the human body.
- Understanding and correct order of management in an emergency in a wind turbine environment.
- Correct use of lifesaving First Aid using the Primary Survey A–B–C.
- Correct use of an Automatic External Defibrillator (AED).
- Correct use of Ordinary First Aid, the Secondary survey.
- Correct use of First Aid equipment in a First Aid scenario.

✓ **Manual Handling:**

- Understanding of the importance of carrying out work duties in a safe and sound manner in accordance with the legislative requirements of their geographic location.
- Identify aspects of their job tasks that could increase a worker's risk of developing muscular/skeletal injuries.
- Understanding of safe practices of Manual Handling, including the correct handling of equipment.
- Identify signs and symptoms of injuries related to poor Manual Handling techniques and have knowledge of reporting methods.
- A problem solving approach to Manual Handling in a wind turbine environment.
- Manual Handling risk reduction techniques.

✓ **Fire Awareness:**

- Knowledge of the development and spread of fire.
- Knowledge of the causes of fires in wind turbines and the dangers related to this.
- Identify any sign of a fire in a wind turbine environment.
- Knowledge of the contingency plans in a wind turbine environment including smoke detection and emergency escape procedures.
- Correct actions on discovering a fire including correct operation and fire extinguishing by means of the firefighting equipment in a wind turbine generator.

✓ **Working at Height:**

- Knowledge of hazards and risks associated with working at heights, specific to a wind turbine generator. Understanding of current national legislation regarding working at heights.
- Correct identification of PPE, including identification of European/Global standard markings e.g. harness, hard hat, lanyards, etc.
- The knowledge and skills to correctly inspect, service, store and don the relevant PPE, e.g. harness, lanyards, fall arresters and work positioning equipment.
- Correct use of the relevant PPE, e.g. harnesses lanyards, fall arresters and work positioning equipment. This includes correct identification of anchor points and correct ladder conduct.
- Correct use of evacuation devices.
- How to approach rescue situations in wind turbine generators and use rescue equipment efficiently.



DEVELOPMENT PLANNING

- ✔ Workplace visits to understand the environment and current issues
- ✔ Regular client consultation
- ✔ Customised programme development.

TRAINING

- ✔ Trainers knowledgeable of wind industry.
- ✔ At a venue and time of your choosing
- ✔ Outcome focused learning
- ✔ Customised to the wind industry
- ✔ Packed full of hands-on real life activities
- ✔ Individual assistance if needed
- ✔ Delivered by practical experts using everyday language
- ✔ A full set of practical and usable notes.

POST DELIVERY

- ✔ Post training assessment of delivery
- ✔ Analysis of benefits gained
- ✔ Results reported on WINDA database for successful trainees
- ✔ Follow up support if required.

SPECIAL NOTE

If you would like content delivered outside of the scope, please contact the VHNZ office on the details above and we can discuss any additional unit standards or course content you may require to accommodate your specific business needs.



ENTRY CRITERIA

Learners must have the equivalent to Level 3 English communication skills, and be physical fit to operate safely, without assistance. A medical certificate may be required. Learners must weigh less than 136kg's to work at height and be able to rely on the harness and anchors used in the course. They must have access to the tools and equipment, and have access to the appropriate work to evidence their competency.

- ✔ First Aid Pre-Learn Required.

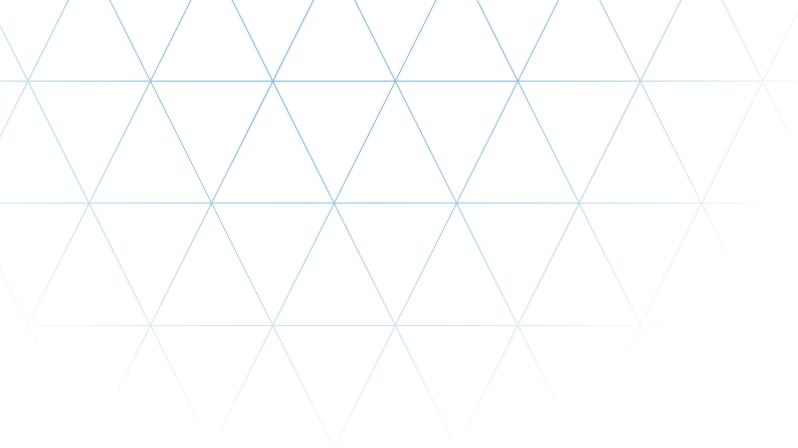
Entry is otherwise open.

REFRESHER

The Basic Safety Training Modules above are all valid for 2 years as per policy.

As per policy, a learner must only attend a Refresher course for a specific Training Module prior to the date of expiry on the current certificate or training records. If a certificate or training record is expired, the learner must attend the full Basic Safety Training Module(s) to obtain a new training record.

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.





CONFINED SPACE

SITE REQUIREMENTS

Theory Lessons: A training room is required that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop and projector for theory lessons.

Practical Lessons: VHNZ will provide a set of confined space equipment but learners are welcomed and encouraged to make their own equipment available for use during training. It is certainly advantageous to provide your own gas detection equipment so they understand the specifics of your detector. Please also let us know if you require a tripod to be provided if your company conducts top entries.

For Confined Space training on your site it's helpful to have the following:

- ✔ A simulated CS aligned to your work type.
- ✔ Or an actual CS where risks can be effectively controlled in a manageable environment.

We strive to be as accommodating as possible and can conduct practical lessons on the majority of sites. A VHNZ trainer will do a site tour on the day prior or the morning of a training course to establish the best practical area for training.

Note: An advance copy of your own safe system of work for entry into confined spaces will enable us to take account of this as part of the course.



CONFINED SPACE HAZARDS

PURPOSE

The aim of this course is to enable a learner to identify hazards and controls within confined spaces; develop an emergency procedure plan; and complete the necessary documentation required for a confined space entry.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Identify required legal documents covering confined space entry.
- ✓ Provide examples of confined spaces listed and categorised.
- ✓ Identify and implement control measures to eliminate, isolate, and minimise the risk of confined space hazards.
- ✓ Demonstrate knowledge of monitoring and confined space testing requirements.
- ✓ Describe the responsibilities and duties of people entering confined spaces or conducting observation duties for confined spaces.
- ✓ Demonstrate knowledge of confined spaces, and their permit notification and implementation requirements.

SPECIAL NOTE

Those qualified with unit 18426 (Confined Space Hazards) MUST be in direct supervision by someone qualified with unit 17599 (2 day Confined Space) at all times.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **10**



**NZQA UNIT
STANDARD**

18426

Demonstrate knowledge of hazards associated with confined spaces

REFRESHER

Refreshing learning outcomes for unit standard 18426.



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



GAS TESTING

PURPOSE

The aim of this course is to understand atmospheric testing in potentially hazardous environments; conduct atmospheric tests; and interpret and respond to atmospheric testing results.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 12



COURSE OBJECTIVES

Learners will learn knowledge of:

- ✔ Atmospheric testing in potentially hazardous environments.
- ✔ How to conduct atmospheric tests.
- ✔ How to interpret and respond appropriately to atmospheric testing results.



**NZQA UNIT
STANDARD**

25510

Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely

REFRESHER

Refreshing learning outcomes for unit standard 25510.

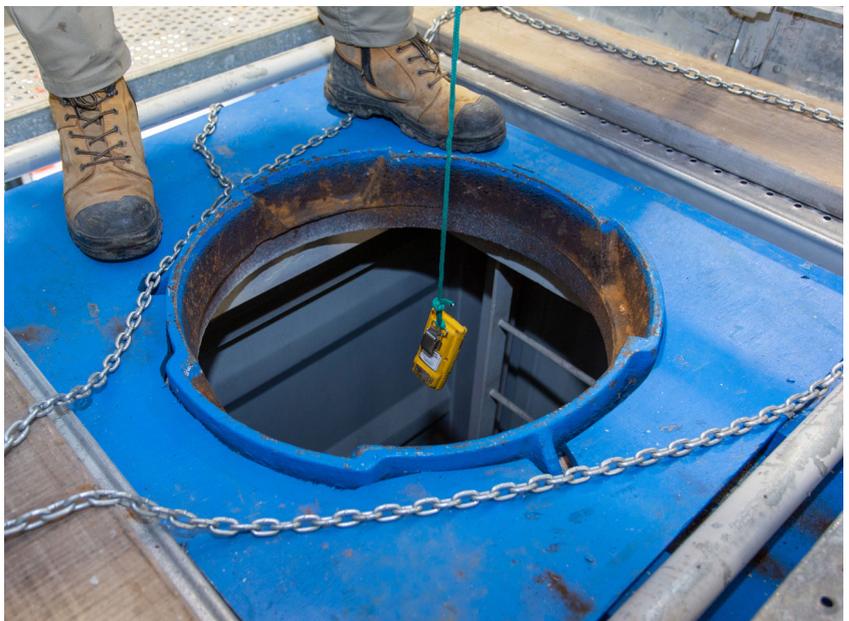


**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 12



**DURATION:
4 HOURS**

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.





CONFINED SPACE AND GAS TESTING

PURPOSE

The aim of this course is to enable a learner to identify hazards and controls within confined spaces; and complete the necessary documentation required for a confined space entry.



TWO DAYS



ATTENDANCE NUMBERS

MINIMUM 8
MAXIMUM 10



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Identify required legal documents covering confined space entry.
- ✓ Provide examples of confined spaces, listed and categorised.
- ✓ Identify the main hazards of confined spaces in terms of their potential for serious harm.
- ✓ Identify the control measures to eliminate or minimise the confined space risks.
- ✓ Conduct confined space entries (various scenarios).
- ✓ Conduct confined space rescues (various scenarios).
- ✓ Develop an emergency procedure plan.
- ✓ Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely.



NZQA UNIT STANDARD

17599

Plan a confined space entry

18426

Demonstrate knowledge of hazards associated with confined spaces

25510

Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely

OPTIONAL UNIT STANDARD

3058

Perform gas tests for an energy and chemical plant (can only be assessed on client site).

✓ Pre-Learn Required for 3058

Note: US 3058 Must be assessed at an energy or chemical site

19207

Enter, work in, and exit a confined space in the infrastructure industry

Note: US 19207 requires evidence of at least one entry "performed on-job under real workplace conditions".



ENTRY CRITERIA

Requirement to demonstrate a level of written and spoken English to do this: equivalent to Level 1 English communication skills.

SPECIAL NOTE

Competency in US 17599 requires learners to demonstrate a level of written and spoken English to be able to read and interpret Permits to Work and any supporting documents for a Confined Space entry, and report clearly within these documents.

Those qualified with unit 17599 will be able to work unsupervised as well as supervise and manage a group or team.

REFRESHER

Refreshing learning outcomes above for unit standards 18426 and 17599. The gas testing component can be refreshed also if applicable unit standards are held (US 25510 or 3058)



ATTENDANCE NUMBERS

MINIMUM 8

MAXIMUM 10



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



CONFINED SPACE IN THE INFRASTRUCTURE INDUSTRY

PURPOSE

This unit standard is for people who work on infrastructure, including but not limited to, utility maintenance, infrastructure construction, inspections, supervision management and emergencies.

At the successful completion of this course, the learner will be able to: identify the location, and work procedure to be carried out; examine an entry plan for completeness, and enter, complete work, withdraw from a confined space; and conduct a non-entry confined space rescue.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 10



NZQA UNIT STANDARD

19207

Work in a confined space in the infrastructure industry



COURSE OBJECTIVES

- ✔ Identify the location, and work procedure to be carried out in the infrastructure industry.
- ✔ Examine an entry plan for completeness, and enter, complete work, and withdraw from a confined space in the infrastructure industry.
- ✔ Conduct a non-entry confined space rescue in the infrastructure industry.

ENTRY CRITERIA

This course requires a level of fitness to demonstrate competency for the skill being trained.

SPECIAL NOTE

This course is run as a closed client course only due to the specific nature of your working environment, or, if Confined Space Units (**17599, 18426 & 25510**) are already held, this course can be conducted extramurally.

PRE-REQUISITE

US 19207:
US 18426 - Demonstrate knowledge of hazards associated with confined space



BREATHING APPARATUS

PURPOSE

The purpose of this course is to produce a competent Compressed Air Breathing Apparatus (CABA) operator. At the successful completion of the course the operator will be able to describe the safe operation, prepare, test, and recommission CABA equipment; wear and monitor a CABA; and implement emergency procedures.



ONE DAY



ATTENDANCE NUMBERS

MINIMUM **6**
MAXIMUM **12**

(If a maximum of 12 learners is required, you will need to supply 4 cylinders)



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Describe the safe operation of CABA.
- ✔ Prepare, test and recommission CABA equipment.
- ✔ Wear and Monitor CABA.
- ✔ Implement emergency procedures.



NZQA UNIT STANDARD

25044

Wear and operate compressed air breathing apparatus in the workplace

ENTRY CRITERIA

This course requires a level of fitness to demonstrate competency for the skill being trained.

REFRESHER

Refreshing learning outcomes above for unit standard 25044.



ATTENDANCE NUMBERS

MINIMUM **6**
MAXIMUM **12**

(If a maximum of 12 learners is required, you will need to supply 4 cylinders).



DURATION: 4 HOURS

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

SPECIAL NOTE

Within a Breathing Apparatus environment, it is critical that a seal is made between the users face and the mask. Therefore, we recommend that all learners are cleanly shaven.



OPERATE BREATHING APPARATUS IN A GENERAL EMERGENCY

PURPOSE

This unit standard is for fire and emergency personnel in situations requiring the use of self-contained breathing apparatus (BA) primarily for general emergencies.

People credited with this unit standard are able to: demonstrate knowledge of BA and its effects on the physiology of the human body; recommission, test, and wear the BA in simulated conditions; manage the BA for safe use and survivability; and shut down and recommission the BA.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **6**
MAXIMUM **12**



COURSE OBJECTIVES

This course will contain theory & practical assessments covering the following:

- ✓ Compliance with the fire and emergency agency's Health and Safety policy and procedures is mandatory.
- ✓ The maintenance and use of equipment.
- ✓ Demonstrate knowledge of BA and the effects on the physiology of the human body.
- ✓ Recommission test and wear BA in simulated conditions.
- ✓ Entry and search procedures.
- ✓ Hazard identification and control measures.
- ✓ BA use and survivability.



**NZQA UNIT
STANDARD**

3272

Wear and operate breathing apparatus in general emergencies





RURAL

SITE REQUIREMENTS

To deliver rural vehicle and machinery training at your site we need a training room that can hold the number of scheduled learners, and an appropriate area to conduct the practical lessons.

The vehicle you provide must be suitably certified and fit for purpose with current

- ✔ Warrant of Fitness (WOF).
- ✔ Registration.
- ✔ Test certificates (if applicable).
- ✔ Alternative fuel certificates (if applicable).

At the time of training pre-start checks will be undertaken by the VHNZ trainer and learners to establish if the vehicle is fit for purpose.

Note: If the vehicle is without WOF and registration and not used on public roads, use of that vehicle must be discussed with a VHNZ representative at the time of the booking.

FOUR WHEEL DRIVE (4WD) OFF-ROAD

PURPOSE

The aim of this course is to produce an operator that can demonstrate the knowledge, skills and attributes for Four Wheel Drive (4WD) driving in an off road environment.

This course enables the individual to drive a 4WD effectively and safely over varied terrain as would be required in most off road workplaces.

The learner will also be able to demonstrate the appropriate responsibilities of a driver of a 4WD with emphasis on accident prevention.

ENTRY CRITERIA

Learners must:

- Hold a minimum of a New Zealand Class 1 restricted driver's licence.
- Have access to a light 4WD vehicle (described below) and suitable roads.
- Be physically fit and able to demonstrate physical competency for the skill being trained.

NOTE: This course requires the use of a light 4WD vehicle (any four-wheel vehicle with a gross laden weight less than 3500kg and capable of having motive power applied simultaneously to all four wheels. Additional charges may apply if a vehicle must be hired.

REFRESHER



ATTENDANCE NUMBERS:

MINIMUM 6
MAXIMUM 10



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



ATTENDANCE NUMBERS

MINIMUM 6
MAXIMUM 8

(Where higher learner numbers are requested, extra trainers will be in attendance to assist.)



TWO
DAYS



NZQA UNIT
STANDARD

17976

Demonstrate knowledge of operating a light four wheel drive (4WD) vehicle in an off-road environment

17978

Operate a light four wheel drive (4WD) vehicle in an off-road environment

SITE REQUIREMENTS

Land made available for practical 4WD course requires gentle rolling land and a water crossing for the following:

- ✓ Hill Ascents.
- ✓ Hill Descents.
- ✓ Traversing hill.
- ✓ Hill Fail.
- ✓ Water crossings (note no more than 0.5m in depth).

FOUR WHEEL DRIVE (4WD) ON-ROAD

PURPOSE

This course aims to produce an operator that can safely demonstrate knowledge of the skills and attributes for Four Wheel Drive (4WD) driving on road.

ENTRY CRITERIA

Learners must:

- Hold a minimum of a New Zealand Class 1 restricted driver's licence.
- Have access to a light 4WD vehicle (described below) and suitable roads.
- Be physically fit and able to demonstrate physical competency for the skill being trained.

NOTE: This course requires the use of a light 4WD vehicle (any four-wheel vehicle with a gross laden weight less than 3500kg and capable of having motive power applied simultaneously to all four wheels. Additional charges may apply if a vehicle must be hired.

SITE REQUIREMENTS

Formed road or track that is (three surfaces required):

- ✓ Fine gravel on hard base.
- ✓ Wet sealed.
- ✓ Ice road.
- ✓ Sealed surface with fresh mud on it.
- ✓ Dry sealed road surface.



ATTENDANCE NUMBERS

MINIMUM 6
MAXIMUM 8

(Where higher learner numbers are requested, extra trainers will be in attendance to assist.)



TWO DAYS



NZQA UNIT STANDARD

17976

Demonstrate knowledge of operating a light four wheel drive (4WD) vehicle in an off-road environment

20848

Demonstrate knowledge of and skills for driving a light four wheel drive (4WD) vehicle on-road

REFRESHER



ATTENDANCE NUMBERS

MINIMUM 6
MAXIMUM 10



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

FOUR WHEEL DRIVE (4WD) ON AND-OFF ROAD

PURPOSE

This course aims to produce an operator that can safely demonstrate knowledge of the skills and attributes for Four Wheel Drive (4WD) driving both on and off road.



ATTENDANCE NUMBERS

MINIMUM **6**
MAXIMUM **8**

(Where higher learner numbers are requested, extra trainers will be in attendance to assist.)

ENTRY CRITERIA

Learners must:

- Be at least 16 years of age.
- Hold a minimum of a New Zealand class 1 restricted driver's licence.
- Have access to a light 4WD vehicle (described below) and suitable roads.
- Be physically fit and able to demonstrate physical competency for the skill being trained.

NOTE: This course requires the use of a light 4WD vehicle (any four-wheel vehicle with a gross laden weight less than 3500kg and capable of having motive power applied simultaneously to all four wheels). Additional charges may apply if a vehicle must be hired.

SITE REQUIREMENTS

ON ROAD

Formed road or track that is (three surfaces required):

- ✔ Fine gravel on hard base.
- ✔ Wet sealed.
- ✔ Ice road.
- ✔ Sealed surface with fresh mud on it.
- ✔ Dry Sealed road surface.

OFF ROAD

- ✔ Hill Ascents and Descents.
- ✔ Traversing hill.
- ✔ Hill Fail.
- ✔ Water crossings (note no more than 0.5m in depth).



THREE DAYS



NZQA UNIT STANDARD

17976

Demonstrate knowledge of operating a light four wheel drive (4WD) vehicle in an off-road environment

17978

Operate a light four wheel drive (4WD) vehicle in an off-road environment

20848

Demonstrate knowledge of and skills for driving a light four wheel drive (4WD) vehicle on-road

QUAD BIKE

PURPOSE

The aim of this course is to produce a quad bike operator. The learner will be able to demonstrate the knowledge, skills and attributes for all essential areas of “best practice” guidelines for quad bike driving in the workplace.

This course enables the learner to ride effectively and safely over varied terrain. The learner will also be able to demonstrate the appropriate responsibilities of a rider of a quad bike with emphasis on accident prevention.

Note: No licence is required if 100% of use is on private property with no public access. Where public land is to be accessed the correct licence and registration is required. Learners under 16 years of age are not allowed to operate an adults sized quad bike.

REFRESHER

This course can be focused to include company developed operating and site procedures and protocols, relevant to individual workplace requirements.



ATTENDANCE NUMBERS
MINIMUM 6
MAXIMUM 10



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

PRE-REQUISITES

US 24554:

US 24557 - Demonstrate knowledge of the safe operation of a quad bike

US 24559 and 24561:

US 24554 - Operate a quad bike on flat terrain in the workplace under close supervision

Both of which will be delivered during the course.

ASSESSMENT EVIDENCE

Learners must be able to evidence a minimum of 20 hours riding quad bikes in a workplace situation, **achieved over a minimum of 6 weeks.** This must be verified by employer attestation.



ATTENDANCE NUMBERS
MINIMUM 6
MAXIMUM 8



TWO DAYS

NZQA UNIT STANDARD

24554

Operate a quad bike on flat terrain in the workplace under close supervision

24557

Demonstrate knowledge of the safe operation of a quad bike

24559

Operate a quad bike on rolling terrain under limited supervision

OPTIONAL UNIT STANDARD

24561

Operate a quad bike with trailed equipment under limited supervision

24563

Operate a quad bike with mounted equipment or load under limited supervision

ENTRY CRITERIA

This course requires a level of fitness to demonstrate competency for the skill being trained.

LIGHT UTILITY VEHICLE (LUV)

PURPOSE

The aim of this course is to produce an LUV operator that can demonstrate the knowledge, skills and attributes for all essential areas of “best practice” guidelines for LUV driving in the workplace.

This course enables the individual to drive an LUV effectively and safely over varied terrain. The trainee will also be able to demonstrate the appropriate responsibilities of a driver of an LUV vehicle with emphasis on accident prevention.

Note: No licence is required if 100% of use is on private land with no public access. Where public land is to be accessed the correct licence and registration is required.



ATTENDANCE NUMBERS

MINIMUM 6
MAXIMUM 8

(Where higher learner numbers are requested, extra trainers will be in attendance to assist.)



**TWO
DAYS**

ENTRY CRITERIA

Learners MUST be at least 16 years old. The course requires a level of fitness to demonstrate competency for the skill being trained.

LEARNING STYLE AND ASSESSMENT PROCESSES

- ✔ The course, by necessity, involves some theory learning in order to aid completion of the written assessments.
- ✔ Participants will be kept focused by active involvement in practical sessions interspersed during the course.



NZQA UNIT STANDARD

24553

Operate a light utility vehicle (LUV) on flat terrain in the workplace under close supervision

24556

Demonstrate knowledge of the safe operation of a light utility vehicle (LUV)

24558

Operate a light utility vehicle (LUV) on rolling terrain under close supervision

OPTIONAL UNIT STANDARDS

24560

Operate a light utility vehicle (LUV) with trailed equipment under limited supervision

24562

Operate a light utility vehicle (LUV) with mounted equipment or a load under limited supervision

PRE-REQUISITES

US 24553:

US 24556 - Demonstrate knowledge of the safe operation of a light utility vehicle (LUV)

US 22558, 24560, and 24562:

US 24553 - Operate a light utility vehicle (LUV) on flat terrain in the workplace under close supervision

Both of which will be delivered during the course.

REFRESHER



ATTENDANCE NUMBERS

MINIMUM 6

MAXIMUM 10



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



TRACTOR

PURPOSE

To enable an individual to drive a tractor effectively and safely over varied terrain. The learner will also be able to demonstrate the appropriate responsibilities of a driver of a tractor with emphasis on accident prevention.

NOTE: No licence is required if 100% of use is on private property with no public access. Where public land is to be accessed the correct licence and registration is required.

PRE-REQUISITE

US 31913 and 31914:

US 19044 - Demonstrate knowledge of the legal requirements and hazards associated with tractor use

US 27604:

US 31913 - Operate a basic tractor on flat terrain under close supervision;

US 31914 - Attach and detach a power take off driven 3-point linkage mounted implement to a basic tractor under close supervision

31914: Candidates must have evidence of a minimum of 10 hours driving a tractor in a workplace situation, over at least a three-week period, covering a range of tasks. This evidence could consist of either a driving logbook, a workplace diary, an attestation from the candidate's employer, or similar

REFRESHER



ATTENDANCE NUMBERS:

MINIMUM **8**
MAXIMUM **10**



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



ATTENDANCE NUMBERS

MINIMUM **6**
MAXIMUM **8**



TWO DAYS



NZQA UNIT STANDARD

19044

Demonstrate knowledge of the legal requirements and hazards associated with tractor use

31913

Operate a basic tractor on flat terrain under close supervision

31914

Attach and detach a power take off driven 3-point linkage mounted implement to a basic tractor under close supervision

OPTIONAL UNIT STANDARDS

24538

Demonstrate knowledge of tractor stability and the dynamics of tractors and attached implements

27604

Operate a tractor with an attached implement on rolling terrain under limited supervision

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in these courses. The course requires a level of fitness to demonstrate competency for the skill being trained.

CHAINSAW

PURPOSE

This course enables the individual to operate a chainsaw effectively and safely for the purposes of limbing and firewood cutting as would be required in the workplace.

SKILLS LEARNED

In line with “best practice” guidelines, this course encompasses both theory and practical lessons covering the following: legal requirements surrounding chainsaw use, use of PPE, basic chainsaw maintenance, chain sharpening and bar dressing, pre-start checks, correct starting, and operating techniques.

This course utilises a mix of theory and practical delivery. It does not cover use of a chainsaw on hill country.

ENTRY CRITERIA

Learners MUST be 15 years or older to enrol in these courses. The course requires a level of fitness to demonstrate competency for the skill being trained.

RECOMMENDED PRE-LEARNING

It is recommended for US 6917:
US 6916 - Demonstrate knowledge of the rules relating to chainsaw use



SITE REQUIREMENTS

To deliver chainsaw training at your site, an appropriate open space to conduct the practical lessons is required, as well as material to saw.

VH NZ will provide a full set of chainsaw equipment but learners are welcomed and encouraged to make their own equipment available for use during training.

Please note all equipment supplied must be compliant.



ATTENDANCE NUMBERS

MINIMUM 6
MAXIMUM 8



TWO DAYS



NZQA UNIT STANDARD

6916

Demonstrate knowledge of the rules relating to chainsaw use

6917

Demonstrate basic chainsaw operation in a non-forestry production environment

REFRESHER

Where the use of chainsaws is not an employee's core job, and recognising the dangerous nature of operating a chainsaw, it is recommended as “best practice” that refresher training is completed every two years.



ATTENDANCE NUMBERS

MINIMUM 6
MAXIMUM 10



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

FARM BIKE

PURPOSE

This course is for people working or intending to work in the primary sector (rural or horticulture). It enables the learner to ride a motorcycle (farm bike) effectively and safely over varied terrain under supervision in a primary industry context. The learner will be able to operate a motorcycle with mounted equipment or a load.

NOTE: A driver's licence is not required if 100% of use is on a private property with no public access. Where public land is to be accessed the correct licence and vehicle registration is required.

COURSE OBJECTIVES

On successful completion of this course, learners will be able to:

- ✓ Prepare to ride a motorcycle on flat terrain.
- ✓ Ride a motorcycle on flat terrain.
- ✓ Operate a motorcycle on rolling terrain under limited supervision.
- ✓ Ride a motorcycle with mounted equipment or a load.
- ✓ Demonstrate knowledge of safe operation of a motorcycle.
- ✓ Demonstrate knowledge of motorcycle riding contingency procedures.
- ✓ Demonstrate knowledge of the safe operation of a motorcycle with a mounted load.

PRE-REQUISITES

US 19053:

US 24555 - Demonstrate knowledge of the safe operation of a motorcycle or demonstrate equivalent knowledge or skills

US 19054 and 19055:

US 19053 - Operate a motorcycle on rolling terrain under limited supervision or demonstrate equivalent knowledge or skills



**ONE
DAY**



**ATTENDANCE
NUMBERS**

MINIMUM **6**
MAXIMUM **8**

WHO SHOULD ATTEND

This course is intended for people using motorcycles (farm bikes) in their farm or horticulture workplace.



**NZQA UNIT
STANDARD**

19053

Operate a motorcycle on flat terrain in the workplace under close supervision

19054

Operate a motorcycle on rolling terrain under limited supervision

19055

Operate a motorcycle with mounted equipment or a load under limited supervision

24555

Demonstrate knowledge of the safe operation of a motorcycle

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in these courses.



OPEN SPACE MOWING

PURPOSE

People credited with this unit standard are able to: complete mower checks; assess the worksite and prepare the mower to meet site requirements; complete site mowing requirements; and complete post-mowing requirements. This unit standard is for people working in a sports turf or amenity turf context.

LEARNING STYLE AND ASSESSMENT PROCESSES

The course involves very minimal written theory beyond daily company timesheets, machinery check-sheets and safety briefings as most of the course is run on-site while production continues. The assessments are written up and discussed by the trainer/assessor and learner.

- ✓ Where initial assessment shows consistent competency in some areas time will be diverted to areas requiring improvement.
- ✓ Where learners are already mowing but wish to gain accreditation or improve their skills this course is designed to create as minimal disruption to production as practical. New staff are initially trained then buddied up to gain experience during a longer assessment and improvement phase. This is done in partnership with the relevant company delegate.
- ✓ The unit standard is a Level Three course and requires a consistent level of production mowing balanced with knowledge of mowing plant set-up, machinery operation and safety.
- ✓ A post-course report will raise concerns on any individual requiring special on-going tuition / guidance to reach a safe and productive operating level. VHNZ will work with anyone requiring on-going training or experience prior to reaching a competent level.
- ✓ Evidence is required for at least two of the following mower types – walk-behind reel, walk-behind rotary, front-mounted, mid-mounted, trailing.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 4
MAXIMUM 6



**NZQA UNIT
STANDARD**

20533

Select and prepare specialist mower types, mow turf areas, and complete post-mowing requirements.

ENTRY CRITERIA

Driver licence and any driver licence endorsement is to be held as appropriate to the machine or vehicle being used.

The course requires a level of fitness to demonstrate competency for the skill being trained.

NOTE: Delivered under the NZQA accreditation of the New Zealand Sport Turf Institute.

REFRESHER



**ATTENDANCE
NUMBERS**

MINIMUM 6
MAXIMUM 8



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

NEW ZEALAND CERTIFICATE IN PRIMARY INDUSTRY OPERATIONAL SKILLS

(LEVEL 3) WITH OPTIONAL STRAND IN SPECIALIST EQUIPMENT OR INFRASTRUCTURE

PURPOSE

This programme is to provide primary industry workplaces with individuals who can safely and effectively carry out operational activities that involve vehicles, specialist equipment, and infrastructure.

Graduates will be capable of working under limited supervision.

PROGRAMME OBJECTIVES

On completion of the programme, graduates can:

- ✓ Complete a risk assessment and develop a recording system for primary industry machinery use.
- ✓ In a primary industry operation demonstrate and apply knowledge of sustainable environmental practices.
- ✓ Manage personal wellbeing during primary industry operational activities.
- ✓ Operate primary industry mechanised equipment safely and effectively.

Those who are:

- ✓ Graduates of the Specialist Equipment strand can use specialised plant to required quality standards.
- ✓ Graduates can be awarded New Zealand Certificate in Primary Industry Operational Skills (Level 3) with optional strands in Specialist Equipment, and Infrastructure



FOURTEEN WEEKS

Delivered over 14 weeks (36 hours per week) by a combination of face-to-face training, extensive work experience, and some self-directed study.



ATTENDANCE NUMBERS

MINIMUM 6

MAXIMUM 8

EDUCATION AND EMPLOYMENT PATHWAY

Graduates of this qualification are likely to be employed as a general hand, junior shepherd, farm assistant, harvester, assistant beekeeper, stable assistant, nursery worker, viticulture worker, or in similar roles in primary industry workplaces.

This qualification may lead to other primary industry qualifications at Levels 3 and 4.

WORK BASED LEARNING

Learners will be required to complete up to 352 relevant work experience hours recorded in a logbook and validated by the employer or supervisor. Applicants, employers, and VHNZ will agree on the learning content to be delivered and sign a training agreement specifying:

- Employer obligations
- Learner obligations
- VHNZ obligations

This will be discussed with each party prior to enrolment.

COURSE INVESTMENT

The programme investment will vary depending on specific course requirements such as customisation of training location and number of learners.

Funding/subsidies may be available for New Zealand citizens and permanent residents or Australian Citizens and Permanent Residents living in New Zealand.

ENTRY CRITERIA

Applicants must be:

- Aged 16 years or over.
- Physically fit.
- Working in a relevant primary sector environment in New Zealand and have access to required vehicles and equipment.
- Have access to required supervision, equipment, and personal protective equipment to complete selected unit standards and 352 hours of work experience.
- Have the relevant driver licence and/or endorsement where needed.

Suitability to enrol will be established through an interview with VHNZ prior to offer of place.

PRE-REQUISITES

There may be specific requirements for some unit standards as follows:

SET	ENTRY REQUIREMENTS
Set 2 - Tractors	Must hold a full or restricted class 1 light motor vehicle driver licence, if vehicle is to be driven on a road.
Set 5 - 4WD	Must hold a full or restricted class 1 light motor vehicle driver licence.
Sets 7 & 10 Unit Standard 29845	Must complete Set Two "tractors" for entry into either set.
Set 9, 10, 13 & 14	Must hold a full or restricted class 12 driver licence and any driver licence endorsement appropriate for the vehicle being driven, if vehicle is to be driven on a road.

These requirements will be discussed during the enrolment process.

PROGRAMME STRUCTURE

Learners are required to complete all compulsory unit standards listed in Module One (see table below).

Learners must also complete Module Two by selecting one or more sets of unit standards from sets one to six and/or elective unit standards from set seven to obtain at least 23 credits.

Learners who complete a further 10 credits from Module Three or Four will have completed the New Zealand Certificate in Primary Industry Operational Skills (Level 3) with strand in Specialist Equipment or Infrastructure depending on the module selected.

Learners who do not wish to complete the full programme will not require Module Three or Four and may exit the course on completion of Modules One and Two (40 Credits) and may be awarded the New Zealand Certificate in Primary Industry Operational Skills (Level 3).

MODULE	UNIT STANDARD	UNIT DESCRIPTION
MODULE 1 Workplace environmental Risks and Personal Care (All Units Required)	31833 COMPULSORY	Complete a risk assessment and develop recording systems for primary industry machinery use
	28624 COMPULSORY	Demonstrate and apply knowledge of sustainable environmental practices in a primary industry operation
	31832 COMPULSORY	Manage personal wellbeing when carrying out primary industry operational activities
	17 Credits	
MODULE 2 Mechanised Equipment (23 Credits Required)	Set One - Quad Bike (All Units Required)	
	24554	Operate a quad bike on flat terrain in the workplace under close supervision
	24557	Demonstrate knowledge of the safe operation of a quad bike
	24561	Operate a quad bike with trailed equipment under limited supervision
	24563	Operate a quad bike with mounted equipment or load under limited supervision
	24559	Operate a quad bike on rolling terrain under limited supervision
	18 Credits	
	Set Two - Tractor (All Units Required)	
	19044	Demonstrate knowledge of the legal requirements and hazards associated with tractor use
	31913	Operate a basic tractor on flat terrain under close supervision
	24538	Demonstrate knowledge of tractor stability and the dynamics of tractors and attached implements
	27604	Operate a tractor with an attached implement on rolling terrain under limited supervision
	24539	Maintain and use a power take off (PTO) driven implement attached to a tractor under limited supervision
	31914	Attach and detach a power take off driven 3-point linkage mounted implement to a basic tractor under close supervision
20 Credits		

Module 2

Mechanised Equipment
(23 Credits Required)

Set Three - Motorcycles (All Units Required)	
19053	Operate a motorcycle on flat terrain in the workplace under close supervision
24555	Demonstrate knowledge of the safe operation of a motorcycle
19054	Operate a motorcycle on rolling terrain under limited supervision
19055	Operate a motorcycle with mounted equipment or a load under limited supervision
12 Credits	
Set Four - LUV (All Units Required)	
24556	Demonstrate knowledge of the safe operation of a light utility vehicle (LUV)
24553	Operate a light utility vehicle (LUV) on flat terrain in the workplace under close supervision
24558	Operate a light utility vehicle (LUV) on rolling terrain under limited supervision
24560	Operate a light utility vehicle (LUV) with trailed equipment under limited supervision
24562	Operate a light utility vehicle (LUV) with mounted equipment or a load under limited supervision
17 Credits	
Set Five - 4WD (All Units Required) (Class 1 drivers licence required)	
17978	Operate a light 4WD vehicle in an off-road environment
17976	Demonstrate knowledge of operating a light 4WD vehicle in an off-road environment
8 Credits	
Set Six - Agrichemicals (All Units Required)	
21560	Explain agrichemical use for primary sector applications
29827	Demonstrate knowledge of agrichemicals, and safety when using agrichemicals
27215	Prepare to apply and apply agrichemicals using handheld equipment
27216	Prepare to apply and apply agrichemicals using motorised equipment
20 Credits	
Set Seven - Other Selections (Complete Single Unit Standards to reach 23 Credits)	
20533	Select and prepare specialist mower types, mow turf areas, and complete post- mowing requirements (10 Credits)
19046	Service, repair and maintain primary industry machinery (6 Credits)
19048	Apply fertiliser using mounted or trailed equipment (6 Credits)
21218	Operate and maintain powered orchard machinery (5 Credits)
24846	Prepare to operate, and operate a handheld post hole borer (6 Credits)

Module 3 Specialist Equipment (10 Credits Required)	29297	Operate and maintain a chainsaw in a land-based context (8 Credits)
	29845	Support mechanical crop harvesting (requires completion of Set 2 tractors) (6 Credits)
	Set Eight - Forklifts (All Units Required)	
	10851	Operate a powered industrial lift truck (forklift)
	10852	Operate a powered industrial lift truck (forklift) fitted with attachments
	10 Credits	
	Set Nine - Cultivation (All Units Required) (Requires completion of Set 2 tractors)	
	19061	Cultivate with individual tractor-drawn implements
	19062	Cultivate with a combination of tractor-drawn implements
	19063	Demonstrate knowledge of methods to maximise tractor efficiency during cultivation
	13 Credits	
	Set Ten - Vineyard Requires completion of Set 2 tractors	
	19936	Setup, operate, shut down and maintain vineyard equipment
	10 Credits	
	Set Eleven - Crop Pests	
23620	Prepare to apply, and apply, agrichemicals to control pests in crops or pasture	
20 Credits		
Set Twelve - Hydraulic Ladder		
31927	Prepare and operate a hydraulic ladder for fruit harvesting	
10 Credits		
Set Thirteen - Root Crop (Drivers licence endorsement required for relevant vehicle if driving on a road e.g., Class 2 truck)		
6278	Operate a root crop harvester	
20 Credits		
Set Fourteen - Precision Planter (Drivers licence endorsement required for relevant vehicle if driving on a road e.g., Class 2 truck)		
6276	Operate a precision planter for agricultural contracting	
15 Credits		

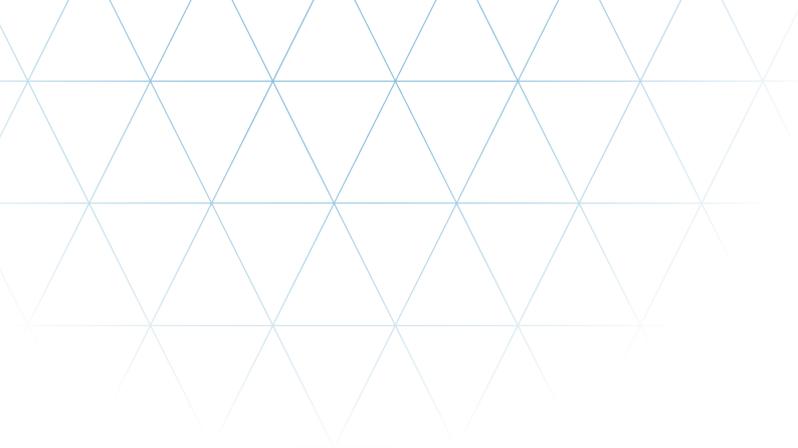
Module 4 Infrastructure (10 Credits Required)	37	Install fencing wire (6 Credits)
	573	Construct, energise, and test a permanent electric fence (10 Credits)
	24821	Locate the position of, and install, primary and intermediate posts for fencing (6 Credits)
	24828	Hang a pre-built gate (3 Credits)
	24837	Describe non-electric fence types and components (3 Credits)
	24826	Install and nail a rail panel (3 Credits)
	22189	Describe irrigation filters, and repair and maintain an irrigation system used in horticulture (5 Credits)
	19931	Install and maintain grapevine trellis (5 Credits)
	28896	Maintain infrastructure in a primary industry workplace (5 Credits)
	30249	Check, and carry out routine care and maintenance of, amenity hard assets (3 Credits)

SPECIAL NOTE

This course also has the following optional unit standard available delivered via eLearning:

UNIT STANDARD	UNIT DESCRIPTION	NZQA CREDITS	LEVEL
23620	Prepare to apply, and apply, agrichemicals to control pests in crops or pasture	20	4
Total Credits		20	







TRANSPORT AND LICENSING

SITE REQUIREMENTS

To deliver transport training at your site a training room is required that can hold the number of scheduled learners, and an appropriate area to conduct practical driving assessments.

The vehicle you provide must be suitably certified and fit for purpose with a current:

- ✔ Warrant Of Fitness (WOF).
- ✔ Registration.
- ✔ Test certificates (if applicable).
- ✔ Alternative fuel certificates (if applicable).

At the time of training, pre-start checks will be undertaken by the VHNZ trainer and learners to establish if the vehicle is fit for purpose.

Note: If the vehicle is without WOF and registration and not used on public roads, use of that vehicle must be discussed with a VHNZ representative at the time of the booking.

The VHNZ trainer will bring their own laptop and projector for theory lessons.



FORKLIFT SKILLS

PURPOSE

The purpose of this course is to provide attendees with practical forklift experience prior to completing a Forklift Operator course. It is designed for anyone who will need to use a forklift but does not have any practical experience. Numbers are limited to ensure that learners receive expert one on one guidance from their trainer to help ensure they are prepared for the Forklift Operator course. This course is a practical course and does not have any assessment or unit standard components.

COURSE OBJECTIVES

At the successful completion of this course, the learner will be able to:

- ✔ Understand how to operate a forklift.
- ✔ Understand what pre-checks are required before operating a forklift.
- ✔ Have gained practical experience in operating a forklift.



**ONE
DAY**

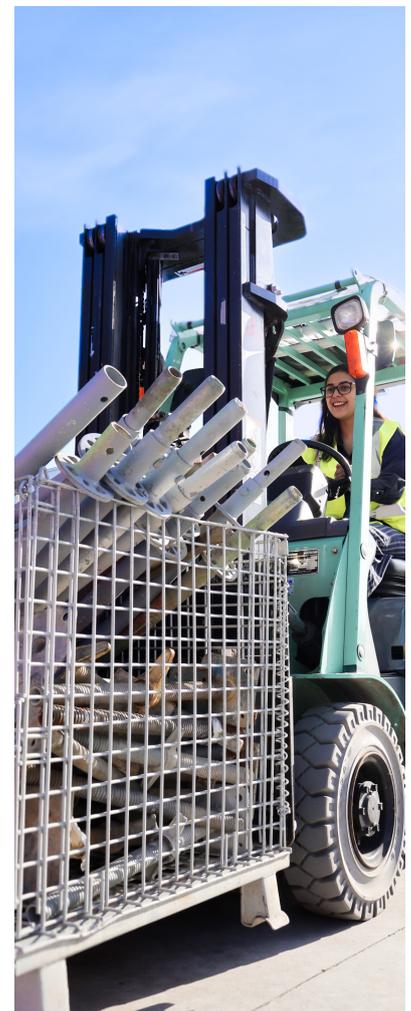


**ATTENDANCE
NUMBERS**
MINIMUM 4
MAXIMUM 8



**NZQA UNIT
STANDARD**

This awareness course is non unit standard based.





FORKLIFT OPERATOR AND F ENDORSEMENT

PURPOSE

The below forklift courses will ensure the learner will have the knowledge, skills and attributes for all essential areas of the units of competency covered in the forklift course undertaken.

ENTRY CRITERIA

Learners MUST be 15 years or older to enrol in these courses. Learners must have sufficient English to be confident in being assessed under exam like conditions.

COURSE OPTIONS

FORKLIFT OPERATOR

 **10851**

 **ATTENDANCE NUMBERS**
MINIMUM **8** MAXIMUM **10**

 **DURATION: 1 DAY**

FORKLIFT OPERATOR AND F ENDORSEMENT

 **10851, 18496**

 **ATTENDANCE NUMBERS**
MINIMUM **8** MAXIMUM **8**

 **DURATION: 1 DAY**

FORKLIFT OPERATOR REFRESHER

 **ATTENDANCE NUMBERS**
MINIMUM **8**
MAXIMUM **10**

 **DURATION: 4 HOURS**

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

FORKLIFT OPERATOR REFRESHER AND F ENDORSEMENT

 **ATTENDANCE NUMBERS**
MINIMUM **8**
MAXIMUM **8**

 **DURATION: 6 HOURS**

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

COURSE ADD ONS

F ENDORSEMENT

 **18496**

 **ATTENDANCE NUMBERS**
MINIMUM **8** MAXIMUM **8**

 **DURATION: 4 HOURS**

FORKLIFT ATTACHMENTS

 **10852**

 **ATTENDANCE NUMBERS**
MINIMUM **8** MAXIMUM **10**

 **DURATION: 4 HOURS**

FORKLIFT WORK PLATFORM

 **18409**

 **ATTENDANCE NUMBERS**
MINIMUM **8** MAXIMUM **10**

 **DURATION: 4 HOURS**

PRE-REQUISITES

18496
Persons seeking credit for this unit standard to obtain an F (forklift) endorsement must hold a current full class driver licence other than Class 6.

10851
Operate a powered industrial lift truck (forklift).

Experience operating a forklift is required, or a good understanding of how to operate the forklift correctly and safely.



ELECTRIC PALLET JACK (EPJ)

PURPOSE

The aim of this course is to educate learners in the use of and safety requirements for an EPJ in regards to people, property, and the environment.

During the training, the learners will undergo an informal in-class assessment followed by a short practical assessment. The course covers pre-operational checks confirming the EPJ is fit for the operational purpose.

The practical assessment will involve the load [to be moved] being evaluated in regards to size, shape and weight. The route is planned to minimise any damage to the quality of the product during tracking clearances, speed of movements and adapting to surfaces and conditions with minimal disruption to production.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



**NZQA UNIT
STANDARD**

This awareness course is non unit standard based.

ENTRY CRITERIA

The course requires a level of fitness to demonstrate competency for the skill being trained.

Learners must have sufficient English to be confident in being assessed under exam like conditions.

ELECTRIC PALLET JACK REQUIREMENTS

Please make available the type or class of vehicle required for this training.

The provided vehicle must have a current:

- ✔ Test certificate where applicable.



SITE REQUIREMENTS

To deliver training at your site a training room is required that can hold the appropriate number of people scheduled on course and an appropriate area to conduct practical driving assessments.



FATIGUE MANAGEMENT (LOGBOOK)

COURSE OBJECTIVES

People credited with this unit standard are able to:

- ✔ Identify causes and symptoms of fatigue, and effects of fatigue on driving performance.
- ✔ Describe life management skills and work related measures that can be implemented to prevent fatigue.
- ✔ Identify the work time requirements and penalties prescribed by legislation.
- ✔ Identify driver logbook requirements and associated penalties prescribed by legislation.
- ✔ Describe the management of work time records contained in driver logbooks, and identify associated penalties prescribed by legislation.
- ✔ Complete driver logbook entries.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 10



NZQA UNIT STANDARD

24089

Demonstrate knowledge of fatigue management, work time, and driver logbook requirements

ENTRY CRITERIA

Learners must have sufficient English to be confident in being assessed under exam like conditions.





CLASS 2 LICENCE

PURPOSE

The purpose of this course is to produce a Class 2 vehicle operator that will have the knowledge, skills, and attributes for all essential areas of the units of competency covered in the Class 2 vehicle course undertaken, enabling the individual to drive effectively and safely. The learner will also be able to demonstrate the appropriate responsibilities of a driver of a Class 2 vehicle with emphasis on accident prevention and driver responsibility.



ONE DAY

PLUS ASSESSMENT DRIVE



ATTENDANCE NUMBERS

MINIMUM **3**
MAXIMUM **3**



COURSE OBJECTIVES

People credited with this unit standard are able to:

- ✔ Identify and explain driving hazards associated with a rigid vehicle and describe measures to reduce the risks associated with the identified hazards.
- ✔ Describe requirements relating to safe loading of a rigid vehicle and driving techniques that minimise the adverse effects of a high centre of gravity.
- ✔ Carry out a pre-use walk-around inspection of a rigid vehicle.
- ✔ Drive a rigid vehicle efficiently in different traffic and road conditions.
- ✔ Manoeuvre a rigid vehicle in reverse; park, shut down, and secure a rigid vehicle.
- ✔ Complete driver logbook entries.

ENTRY CRITERIA

Learners must have sufficient English to be confident in being assessed under exam like conditions.



NZQA UNIT STANDARD

17574

Operate a rigid vehicle to meet the requirements for a full Class 2 driver licence

PRE-REQUISITES

Candidates must hold a minimum of a New Zealand Class 2L driver licence and comply with legislative and NZ Transport Agency (NZTA) approved driver licensing course requirement.

NZTA also requires candidates to hold US 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements management, work time, and driver logbook requirements



CLASS 4 LICENCE



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 3
MAXIMUM 3

PURPOSE

The aim of this course is to produce a Class 4 vehicle operator that will have the knowledge, skills, and attributes for all essential areas of the units of competency covered in the Class 4 vehicle course undertaken, enabling the individual to drive effectively and safely. The learner will also be able to demonstrate the appropriate responsibilities of a driver of a Class 4 vehicle with emphasis on accident prevention and driver responsibility.



**NZQA UNIT
STANDARD**

17576

Operate a rigid vehicle to meet the requirements for a full Class 4 driver licence.

COURSE OBJECTIVES

People credited with this unit standard are able to:

- ✔ Identify driving hazards associated with a rigid vehicle and describe measures to reduce the risks associated with the identified hazards.
- ✔ Describe requirements relating to safe loading of a rigid vehicle and driving techniques that minimise the adverse effects of a high centre of gravity.
- ✔ Carry out a pre-use walk-around inspection of a rigid vehicle
- ✔ Drive a rigid vehicle efficiently in different traffic and road conditions.
- ✔ Manoeuvre a rigid vehicle in reverse
- ✔ Park, shut down, and secure a rigid vehicle.
- ✔ Complete driver logbook entries.

PRE-REQUISITES

NZTA requires candidates to hold US 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements management, work time, and driver logbook requirements

A CLASS 4 LEARNER'S LICENCE

NOTE: To obtain the class 4 learners licence the individual must have held a Class 2 full licence for a period of six months prior or for at least three months, if aged 25 or over.

ENTRY CRITERIA

Learners must have sufficient English to be confident in being assessed under exam like conditions.



CLASS 5 LICENCE

PURPOSE

The aim of this course is to produce a Class 5 vehicle operator that will have the knowledge, skills, and attributes for all essential areas of the units of competency covered in the Class 5 vehicle course undertaken, enabling the individual to drive effectively and safely. The learner will also be able to demonstrate the appropriate responsibilities of a driver of a Class 5 vehicle with emphasis on accident prevention and driver responsibility.

COURSE OBJECTIVES

People credited with this unit standard are able to:

- ✔ Describe night driving hazards.
- ✔ Describe requirements relating to safe loading of a combination vehicle and driving techniques that minimise the adverse effects of a high centre of gravity.
- ✔ Connect a trailer to the prime mover.
- ✔ Carry out a pre-use walk-around inspection of a combination vehicle.
- ✔ Drive a combination vehicle efficiently in different traffic and road conditions.
- ✔ Manoeuvre a combination vehicle in reverse.
- ✔ Park, shut down, and secure separately the trailer and prime mover of a combination vehicle.
- ✔ Complete driver logbook entries.

ENTRY CRITERIA

This course requires a level of fitness to demonstrate competency for the skill being trained.

Learners must have sufficient English to be confident in being assessed under exam like conditions.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 3
MAXIMUM 5



NZQA UNIT STANDARD

17577

Operate a combination vehicle to meet the requirements for a full Class 5 driver licence

PRE-REQUISITES

NZTA requires candidates to hold US 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements management, work time, and driver logbook requirements

A CLASS 5 LEARNER'S LICENCE

NOTE: To obtain the Class 5 learners licence the individual must have held a Class 4 full licence for a period of six months prior or for at least three months, if aged 25 or over. They will then need to provide a current medical certificate and pass a 35 question theory test at a local Licensing Establishment.



LOAD AND UNLOAD A HEAVY GOODS VEHICLE

PURPOSE

This course provides safe working knowledge for loading and unloading goods and service vehicles along with the use of suitable tools and equipment. It does not include handling of dangerous goods.

COURSE OBJECTIVES

On successful completion of this course, learners will be able to:

- ✔ Prepare a load plan for a heavy goods vehicle.
- ✔ Load a goods vehicle.
- ✔ Restrain and secure the load.
- ✔ Unload a heavy goods vehicle.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM **8**
MAXIMUM **12**



NZQA UNIT STANDARD

1753

Load and unload a heavy goods vehicle

WHO SHOULD ATTEND

This unit standard is intended for employees as well as students and those in pre-employment training.

OUR TEACHING METHOD

Delivery via face-to-face learning with support from an experienced trainer.

ENTRY CRITERIA

Learners must have sufficient English to be confident in being assessed under exam like conditions.

SPECIAL NOTE

Should a vehicle need to be hired for training, please note that further fees may apply.



D ENDORSEMENT (DANGEROUS GOODS)

PURPOSE

The aim of this course is to produce a Dangerous Goods driver that will have the knowledge, skills, and awareness for all essential areas of the units of competency covered in the course undertaken. The Dangerous Goods driver will learn the legislative requirements pertaining to them when transporting “Dangerous Goods” as determined by Land Transport NZ.

If you’re transporting dangerous goods, you usually need to have a Dangerous Goods (D) Endorsement on your driver licence. A lot depends on what you’re transporting, how much of it and under what circumstances.

- ✔ If you are transporting dangerous goods for hire or reward (e.g. if you’re a transport operator or a courier), you will usually need a D Endorsement. There are some exceptions, which are listed in clause 9.2

of Land Transport Rule: Dangerous Goods 2005 and Land Transport Rule: Dangerous Goods Amendment 2016. Together these rules contain the current requirements in the Dangerous Goods Rule (the Rule).

- ✔ If you are transporting dangerous goods as tools-of-trade and the quantities are under the limits in schedule 1 of the Dangerous Goods Rule, you don’t need a D Endorsement.
- ✔ If you are transporting dangerous goods as tools-of-trade in quantities that are over the limits in schedule 1, you will need a D Endorsement, except for dangerous goods that are toxic to the aquatic environment and classified as UN3077 or UN3082, environmentally hazardous substances.
- ✔ If you are transporting dangerous goods for domestic or recreational purposes, you don’t need a D Endorsement.



Explosives



Non-Flammable Gases



Flammable Liquids



Flammable Solids



Oxidizers and Organic Peroxides



Poison and Infectious Substances



Radioactive



Corrosive



Miscellaneous



COURSE OBJECTIVES

People credited with this unit standard are able to:

- ✔ Identify the scope of the Rule.
- ✔ Identify driver and loader responsibilities relating to the transport of Dangerous Goods by road.
- ✔ Identify documentation requirements relating to the transport of Dangerous Goods by road.
- ✔ Identify the requirements for packages containing DGLQ, consumer commodities, small packages, and excepted packages.
- ✔ Demonstrate knowledge of segregation requirements and segregate Dangerous Goods transported by road.
- ✔ Demonstrate knowledge of placarding requirements and placard vehicles and freight containers containing Dangerous Goods transported by road.
- ✔ Identify driver actions and considerations in the event of an incident or emergency.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM **8**
MAXIMUM **10**



NZQA UNIT STANDARD

16718

Demonstrate and apply knowledge of law and practice for the transport of Dangerous Goods by road

REVALIDATION

Revalidating learning outcomes above for unit standard 16718.



ATTENDANCE NUMBERS

MINIMUM **8**
MAXIMUM **10**



DURATION: 4 HOURS

*Unit Standards will not be awarded on completion of a Revalidation course. See page 7 for further detail.

WHICH COURSE SHOULD I ATTEND

- ✔ If your D Endorsement has *not yet expired*, you can do a Revalidation course (Closed book) or a Full course (Open book).
- ✔ If your D Endorsement has *expired*, you need to do a Full course (Open book).

Please note: Full courses will have the unit standard reported to NZQA.

WHAT IF MY ENDORSEMENT 60-DAY CERTIFICATE EXPIRES BEFORE I ADD IT TO MY LICENCE?

- ✔ If you attended a *Full Course* and your certificate has expired, you must attend and achieve another full course to obtain a replacement certificate
- ✔ If you attended a *Revalidation course* and your certificate has expired, you must attend and achieve another Revalidation course to obtain replacement certificate.

ENTRY CRITERIA

Learners must have sufficient English to be confident in being assessed under exam like conditions.



W (WHEELS), T (TRACKS) AND R (ROLLER) ENDORSEMENT

PURPOSE

If you drive a special-type vehicle that isn't a forklift on the road, you must have a W, T or R endorsement on your driver licence.

The learners will undergo formal in class assessment in association with the unit standard/s followed by a short practical assessment drive on the special-type vehicle.

Note: This is not an 'operators' course, merely a course which gives you an endorsement so you can drive the special purpose vehicle on a 'road' as defined by NZTA.

What's the definition of a 'road'? The definition of a road, for the application of transport laws, is very broad. It includes not only streets and highways, but any place the public has access to whether as of right or not.

Topics:

- The W endorsement is for vehicles that run on wheels that aren't forklifts, passenger vehicles, tractors, fire engines, trade vehicles or vehicle recovery service vehicles.
- The T endorsement is for vehicles that run on self-laying tracks.
- The R endorsement is for vehicles that run on rollers.

ENTRY CRITERIA

The pre-requisite for any endorsement is that the learner must hold a current New Zealand full Class 1 driver licence.

**ONE ENDORSEMENT
TWO ENDORSEMENTS
THREE ENDORSEMENTS**



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **6**
MAXIMUM **8**



**NZQA UNIT
STANDARD**

16701

Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)

16702

Demonstrate knowledge and skills for driving on a road for endorsement R (rollers)

16703

Demonstrate knowledge and skills for driving on a road for endorsement T (tracks)



V ENDORSEMENT

PURPOSE

Theory lessons covering the following:

- ✔ What is a vehicle recovery service?
- ✔ What is a vehicle recovery service vehicle?
- ✔ Learn about the relevant sections in the Transport Services Licensing Act 1989 (TSL Act) pertaining to vehicle recovery.
- ✔ Requirements of a vehicle recovery service.
- ✔ Your responsibilities as a vehicle recovery service operator.
- ✔ Demonstrate knowledge of driver licensing requirements for endorsement V (vehicle recovery).



ONE DAY



ATTENDANCE NUMBERS
MINIMUM **8**
MAXIMUM **10**



NZQA UNIT STANDARD

17580

Describe driver requirements for vehicle recovery endorsement

ENTRY CRITERIA

Learners must have sufficient English to be confident in being assessed under exam like conditions.



PRE-REQUISITES

As per NZTA requirements

17580:

US 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements

To get a V endorsement you must have held a current full New Zealand car licence (class 1) for at least 2 years. An equivalent overseas licence doesn't meet this requirement. If you'll drive a heavy vehicle in a vehicle recovery service, you must also have the right class of driver licence



ON-ROAD DEFENSIVE DRIVING

PURPOSE

The aim of this course is to enable candidates to describe: driving hazards; risk reduction techniques for dealing with driving hazards; and the use of crash reduction strategies while driving.

The theory component of the course will be complimented with a practical drive, making use of the skills learnt.

COURSE OBJECTIVES

Theory Component

- ✔ Describe driving hazards.
- ✔ Describe and apply the use of crash risk reduction strategies while driving.
- ✔ The use of crash risk reduction strategies while driving.
- ✔ Understanding situational awareness.
- ✔ Identifying driver distractions and their effect on situational awareness.
- ✔ Understanding the impact of lapses in driver concentration or attention.
- ✔ Time and space management, in terms of how they reduce the level of crash risk.
- ✔ The observation of the road code and road rules by other road users, in terms of impact on driving and crash risk.

Practical Component

- ✔ Practical session comprises a continuous drive of at least 40 minutes, across a range of roads and speed limits, applying risk reduction techniques and strategies. The drive is completed one to one with an assessor.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 5
MAXIMUM 6



NZQA UNIT STANDARD

3465

Describe driving hazards and crash risk reduction strategies and responses to driving hazards

3466

Apply risk reduction techniques and strategies while driving

PRE-REQUISITE

Learners must hold a minimum of the class of licence required for the vehicle being driven and comply with the requirements of the Land Transport (Driver Licensing) Rule 1999 and the Land Transport (Driver Licensing) Amendment Rule 2006.

ENTRY CRITERIA

This course requires a level of fitness to demonstrate competency for the skill being trained.

Learners must have sufficient English to be confident in being assessed under exam like conditions.



INFRASTRUCTURE

SITE REQUIREMENTS

To deliver this training at your site we need a training room that can hold the number of scheduled learners and access to a road that is under traffic management. Appropriately trained and qualified staff must be available for temporary traffic management duties in compliance with the NZTA COP/TTM and Local Roads Supplement on all worksites.

The VHNZ trainer will bring their own laptop and projector for theory lessons.



OPERATE SMALL PLANT FOR INFRASTRUCTURE WORKS

PURPOSE

People who attend this course can demonstrate and apply knowledge of small plant and its operation for infrastructure works, prepare to operate small plant, and carry out post-operational procedures.

COURSE OBJECTIVES

At the completion of this course, learners will be able to:

- ✓ Demonstrate knowledge of small plant and its operation.
- ✓ Prepare to operate small plant.
- ✓ Carry out post-operational procedures on small plant for infrastructure works.

ASSESSMENT

Assessment must take place in a workplace environment and the context must be specific to the candidates own role on site.

SPECIAL NOTE

Learners must demonstrate competence for a minimum of two examples of two types of plant used in the workplace.

Small plant is defined as machinery that has a combustion engine and is operated manually. This excludes any ride on machine, any power tool, and any plant that does not require constant hands-on attention.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **6**
MAXIMUM **8**



**NZQA UNIT
STANDARD**

31448

Operate small plant for infrastructure works



NEW ZEALAND CERTIFICATE IN INFRASTRUCTURE WORKS

(LEVEL 2)

PURPOSE

New Zealand has embarked on a programme of major infrastructure development, many workers are required.

This qualification aims to train people to work safely as general hands-on infrastructure work sites, and gain work skills and hands-on experience.

EDUCATION AND EMPLOYMENT PATHWAY

Graduates will likely be employed as labourers in a broad range of sectors within the infrastructure works industry in the following contexts:

- ✓ Civil Works.
- ✓ Surfacing Operations.
- ✓ Rural Contracting.
- ✓ Underground Utilities.

This entry level qualification can lead to further training toward the New Zealand Certificate in Infrastructure Works (Level 3) and/or the New Zealand Certificate in Infrastructure Works Plant and Equipment Operation (Level 3) with a strand in Specialist Plant.



ELEVEN WEEKS

DURATION

Eleven (11) weeks full-time.

Students will learn through a combination of eight days face-to-face learning (broken into short sessions) and at least 286 hours work experience.

WHO SHOULD ATTEND?

This qualification is for people starting out in the infrastructure works industry or those already working there without formal training. It's suitable for new workers, such as recent school leavers, or individuals switching from another industry. As per TEC guidance, it is also targeted at those who have no previous* qualification. After completing this qualification, graduates will be able to work on infrastructure projects, assisting more experienced staff.

*There are a few exceptions to this rule — please contact our team for further information.



ENTRY CRITERIA

To be eligible to enrol in this programme, applicants must:

- Be aged 16 years or over.
- Have access to appropriate supervised work on an infrastructure worksite in New Zealand to complete the relevant work experience requirements as verified by a VHNZ approved employer or supervisor.
- Be physically fit and able to complete manual labour.
- Have access to relevant tools and equipment.
- Have access to personal protective equipment relevant to an infrastructure workplace (this will be established through pre-course notification and a pre-enrolment interview).

COURSE INVESTMENT

Funding and subsidies may be available for New Zealand and Australian Citizens and Permanent Residents living in New Zealand. Prior education achievement will be taken into consideration for funding eligibility

NOTE: Should the learner not complete the programme by the end of the stated duration or meet the funding requirements, they may be invoiced the price detailed in the Investment Schedule.



PROGRAMME OBJECTIVES

This programme is completed over eleven weeks full-time (subject to VHNZ approval). Students will learn through a combination of eight days of face-to-face training, at least 286 hours work experience, and self-directed learning.

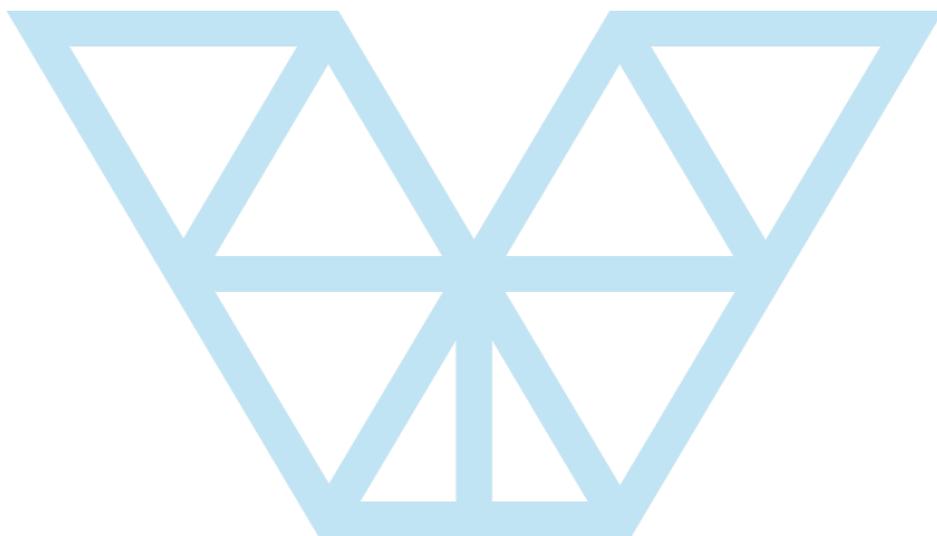
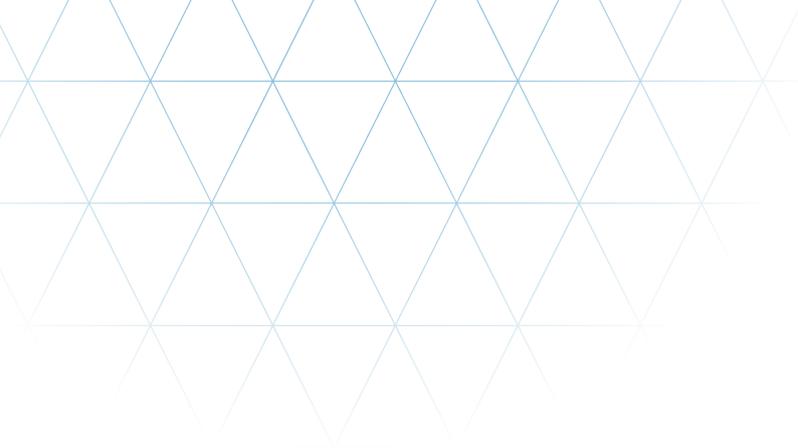
On completion learners will be able to:

- Apply knowledge of the health, safety, and environmental requirements to work safely and responsibly with others in and infrastructure works environment.
- Follow instructions and organisational procedures to perform basic infrastructure work activities.

Learners must complete the following compulsory unit standards for 44 credits.

COMPULSORY UNIT STANDARDS (44 CREDITS)

UNIT STANDARD	TITLE	CREDITS	LEVEL
497	Demonstrate knowledge of workplace health and safety requirements	3	1
6453	Demonstrate knowledge of equipment and plant used on an infrastructure worksite	5	2
6469	Maintain small machinery used in infrastructure worksites	2	2
6472	Carry out manual excavation on an infrastructure worksite	2	2
6475	Describe and complete work records for an infrastructure worksite	2	2
6477	Demonstrate knowledge of aggregates and mixes used on an infrastructure worksite	3	2
9677	Communicate in a team or group which has an objective	3	2
12349	Demonstrate knowledge of time management	3	2
17327	Communicate with stakeholders on an infrastructure worksite	3	2
20868	Demonstrate knowledge of emergency situations, procedures, and responses on an infrastructure worksite	4	2
22283	Demonstrate knowledge of the New Zealand infrastructure works industry	3	2
23285	Use and care for hand tools used in infrastructure works	2	2
26720	Describe health, safety, and environmental care at an infrastructure worksite	3	2
31941	Demonstrate knowledge of environmental care and protection on infrastructure worksites	3	2
31957	Demonstrate knowledge of working safely as a general worker on a worksite under temporary traffic management.	3	2
Total Credits		44	





CRANE

SITE REQUIREMENTS

To deliver crane training at your site, we need a training room that can hold the number of scheduled learners, and an appropriate area to conduct the practical lessons.

The crane you provide must be suitably certified and fit for purpose.

At the time of training, pre-start checks will be undertaken by the VHNZ trainer and the learners to establish if the crane is fit for purpose.

The VHNZ trainer will bring their own laptop and projector for theory lessons.



MOBILE ELEVATED WORK PLATFORM

PURPOSE

Both theory and practical lessons will cover the following:

- ✔ Identify the different types of MEWPs, their suitability for purpose, and safety features.
- ✔ Understand the legislative requirements in relation to the Approved Code of Practice for the use of MEWPs.
- ✔ Assess the worksite, and prepare to use a MEWP.
- ✔ Carry out MEWP operations.
- ✔ The MEWP is shut down, made safe, and secured, in accordance with organisational requirements.

SPECIAL NOTE

Standard machines offered on public courses are scissor lift and self-propelled boom lift. Machinery outside these requirements are subject to availability. Contact VHNZ for further details.

ENTRY CRITERIA

Learners MUST be 15 years or older to enrol in these courses.

PRE-REQUISITES

Pre-requisite for 23960, 23961, 23962, 23963, 23964: **23966** Describe types of elevating work platforms (EWPs), and legislative requirements for their use

RECOMMENDED PRE-LEARNING

Recommended for 23961, 23962, 23963, 23964: **23229** Use safety harness system when working at height

REFRESHER

Refreshing learning outcomes above for the relevant unit standards.



ATTENDANCE NUMBERS

MINIMUM **8**
MAXIMUM **12**

DEPENDENT ON NUMBER OF MACHINES



DURATION: 4 HOURS

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



ONE DAY

MAXIMUM OF 2 MACHINES



ATTENDANCE NUMBERS

MINIMUM **5**
MAXIMUM **8**

DEPENDENT ON NUMBER OF MACHINES



NZQA UNIT STANDARD

23966

Describe types of elevating work platforms (EWPs), and legislative requirements for their use

23960

Assess the worksite, prepare and operate a scissor lift elevating work platform

23962

Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform

OPTIONAL UNIT STANDARDS

23961

Assess the worksite, prepare and operate a truck-mounted elevating work platform

23963

Assess the worksite, prepare and operate a trailer-mounted elevating work platform (cherry picker)

23964

Assess the worksite, prepare and operate a vertical lift elevating work platform

MEWP EXAMPLES RELATIVE TO UNIT STANDARDS

FLAT SLAB OR ROUGH TERRAIN SCISSOR LIFTS

US 23960



TRUCK/VEHICLE MOUNTED MEWP

US 23961



SELF-PROPELLED MEWP

US 23962



TRAILER-MOUNTED MEWP

US 23963



MANUAL OR SELF-PROPELLED VERTICAL LIFTS

US 23964





INTRODUCTION TO LOAD SLINGING

PURPOSE

People who attend this course are able to demonstrate and apply knowledge of slinging regular loads safely.

All tasks must be carried out in accordance with the equipment manufacturer's requirements, applicable company procedures, and industry good practice.

Note that the assessment must be carried out in a crane workplace or equivalent.



**FOUR
HOURS**

**ATTENDANCE
NUMBERS**
MINIMUM 5
MAXIMUM 8

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Demonstrate knowledge of hazards, hazard control, and lift planning.
- ✓ Demonstrate knowledge of lifting gear and working load limit (WLL) tables.
- ✓ Prepare for, and sling regular loads safely.

SPECIAL NOTE

Unit **30072** is a pre-requisite for the following units and courses:

- Unit 3789 (Course - Load Slinging and Communication).
- Unit 3800 (Course - Overhead Crane: Pendant Controlled).
- Unit: 16617 (Course - Truck Loader Crane).



**NZQA UNIT
STANDARD**

30072

Demonstrate and apply knowledge of slinging regular loads safely

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course. The course requires a level of fitness to demonstrate competency for the skill being trained.

DELIVERY

This may be delivered face-to-face or with an eLearning pre-learn and shorter face-to-face.



OVERHEAD CRANE — PENDANT CONTROLLED



**ONE
DAY**

DEPENDENT ON
LEARNER EXPERIENCE



**ATTENDANCE
NUMBERS**
MINIMUM 5
MAXIMUM 8

PURPOSE

The aim of this course is to produce an overhead crane operator that will have the knowledge, skills and attributes to operate an overhead crane effectively and safely in different working environments. The successful learner will also be able to demonstrate the appropriate responsibilities of operating an overhead crane with emphasis on accident prevention and safe operator responsibility.

THEORY PHASE

- ✔ Health and Safety legislative requirements.
- ✔ Outline procedures and requirements pertaining to the safe lifting practices of an overhead crane.
- ✔ Terminology used for crane, hoist and lifting equipment is described.
- ✔ The care, use, and maintenance of the crane and lifting equipment is explained;
 - ▶ Covering pre-start checks, general service requirements, fault reporting, and inspection of the lifting equipment.



**NZQA UNIT
STANDARD**

3800

Operate a radio remote or pendant controlled overhead crane and lift and place regular loads

PRE-REQUISITE

3800:

US 30072 - Demonstrate and apply knowledge of slinging regular loads safely

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but will be required to work for three months in a crane workplace before being awarded the unit standard.

VERIFICATION

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months.

PRACTICAL PHASE

- ✔ Sling, lift, travel, unload and place regular loads.
- ✔ Lifting equipment is selected (wire slings, chains, magnets, nylon straps, lifting beams, spreader bars), and the load is slung in accordance with company procedures.
- ✔ Load is lifted, moved, and unloaded or placed in accordance with the crane manufacturer's instructions and company procedures.
- ✔ Crane is parked in accordance with company procedures; equipment is stored in a safe and correct manner.

REFRESHER

Refreshing learning outcomes above for unit standard 3800.



**ATTENDANCE
NUMBERS**

MINIMUM 8

MAXIMUM 10



DURATION: 6 hours

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



INTRODUCTION TO LOAD SLINGING AND OVERHEAD CRANE PENDANT CONTROLLED

PURPOSE

This course combines unit standards 30072 and 3800 and recognises the work experience of people with experience in a gantry cranes environment. The aim is to ensure that a crane operator has the knowledge, skills, and attributes to operate an overhead crane effectively with an emphasis on accident prevention.

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course.

Learners may attend the course without this experience, but will be required to work for three months in a crane workplace before being awarded the unit standards.

VERIFICATION

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months.



COURSE OVERVIEW

On completion of this eLearning course, learners will be able to:

- ✔ Demonstrate knowledge of hazards, hazard control, and lift planning.
- ✔ Demonstrate knowledge of lifting gear and working load limit (WLL) tables.
- ✔ Demonstrate the process for preparing and slinging regular loads safely.
- ✔ Demonstrate knowledge of using a radio remote or pendant controlled gantry crane.
- ✔ Demonstrate knowledge of radio remote or pendant controlled gantry crane components, equipment, and attachments.
- ✔ Sling, lift, travel, and unload or place regular loads using a radio remote or pendant controlled gantry crane.
- ✔ Park radio remote or pendant controlled gantry crane and store equipment.
- ✔ Carry out daily and weekly operator maintenance of a radio remote or pendant controlled gantry crane.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM 5
MAXIMUM 8



NZQA UNIT STANDARD

30072

Demonstrate and apply knowledge of slinging regular loads safely

3800

Use a radio remote or pendant controlled gantry crane to lift and place regular loads

OUR TEACHING METHOD

The course will be divided into two sections, theory and practical.

Theory may be taught face-to-face in a classroom, via eLearning, or a combination of both.

Note: Assessment must be carried out in a crane workplace using a suitable crane.

OVERHEAD CRANE — CAB CONTROLLED

LIFT AND PLACE LOADS



**ONE
DAY**

**ATTENDANCE
NUMBERS**
MINIMUM 5
MAXIMUM 6

PURPOSE

Learners credited with this unit standard are able to demonstrate knowledge of: company procedures and requirements for lifting practices and crane use; crane and lifting equipment; and demonstrate the care and safe use of cranes and lifting equipment. Learners will also be able to; lift, move, unload or place loads; park the crane, and store equipment.



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Demonstrate knowledge of company procedures and requirements for lifting practices and crane use.
- ✔ Demonstrate knowledge of crane and lifting equipment.
- ✔ Demonstrate the care and safe use of cranes and lifting equipment.
- ✔ Lift, move, and unload, or place loads.
- ✔ Park the crane, and store equipment.

VERIFICATION

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months



NZQA UNIT STANDARD

3790

Operate a cab controlled overhead crane and lift and place loads

PRE-REQUISITE

3790:

US 3800 - Use a radio remote or pendant controlled gantry crane to lift and place regular loads

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but will be required to work for three months in a crane workplace before being awarded the unit standard.

REFRESHER

Refreshing learning outcomes above for unit standard 3790.



**ATTENDANCE
NUMBERS**

MINIMUM 8
MAXIMUM 10



DURATION: 6 hours

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



Crane

PREPARE AND SLING COMPLEX LOADS

PURPOSE

People who attend this course are able to prepare and sling complex loads for crane operations.

Assessment must be carried out using either a crane with a 10 tonne minimum capacity; or a tower crane or self-erecting tower crane with a 4 tonne minimum capacity.

NOTE: Practical assessments must be carried out in a crane workplace or equivalent.



TWO DAYS



ATTENDANCE NUMBERS
MINIMUM 4
MAXIMUM 6



NZQA UNIT STANDARD

3801

Prepare and sling complex loads for crane operations



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Describe the purpose and use of types of lifting equipment in accordance with industry best practice and company procedures.
- ✔ Prepare and sling complex loads in accordance with industry best practice and company procedures.
- ✔ Determine factors affecting the safe operation of the crane .
- ✔ Correctly select lifting equipment and apply sling and lifting gear to the load.
- ✔ Select and apply packing and dunnage to crane lift situations.

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but will be required to work for three months in a crane workplace before being awarded the unit standard.

PRE-REQUISITE

3801:

US 3789- ling varied regular loads and safely direct a crane during crane operations

VH NZ can provide training for US 3789. To organise, please contact a VH NZ representative.

REFRESHER

Refreshing learning outcomes above for Unit Standard 3801.



ATTENDANCE NUMBERS
MINIMUM 4
MAXIMUM 6



DURATION: 1 DAY

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

NON-SLEWING ARTICULATED CRANE



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 4
MAXIMUM 6

PURPOSE

People credited with this unit standard are able to configure a non-slewing articulated crane, lift and place regular loads, and complete associated documentation.

NOTE: Practical assessments must be carried out in a crane workplace or equivalent.

Telehandlers cannot be used for assessment against this unit standard.



**NZQA UNIT
STANDARD**

24511

Configure a non-slewing articulated crane, and lift and place regular loads



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Mobilise, position and configure a non-slewing articulated crane.
- ✔ Lift and place regular loads.
- ✔ Travel the crane with a load on the hook.
- ✔ Complete documentation for lifting and placing regular loads and to travel the crane with a load on the hook.
- ✔ Prepare a non-slewing articulated crane for road travel mode, and complete documentation.

PRE-REQUISITE

24511:

US 3789 - Sling varied regular loads and safely direct a crane during crane operations

VHNZ can provide training for US 3789. To organise, please contact a VHNZ representative.

SPECIAL NOTE

To complete this Unit Standard evidence is required of a minimum of 40 verified lifts (slinging and directing of load) with at least 6 variations of lifting operations (site, crane, loads, and communications methods). At least two irregular loads, including one in which centre of gravity is offset, must be observed by the assessor.

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but will be required to work for three months in a crane workplace before being awarded the unit standard.



LOAD SLINGING AND COMMUNICATION

PURPOSE

People who attend this course are able to: inspect and evaluate lifting gear, identify hazards; prepare and sling regular loads; and communicate during crane operations. This course ensures your company is legislatively compliant. The learners will have met the minimum requirements under the Health and Safety Act, and your staff will have been made aware of the relevant Approved Code of Practice (ACOP) and guidelines relevant to load slinging and communicating during crane operations.

SPECIAL NOTE

To complete this Unit Standard evidence is required of a minimum of 40 verified lifts (slinging and directing of load) with at least 6 variations of lifting operations (site, crane, loads, and communications methods).

NOTE: Pendant-controlled and cab-controlled overhead cranes cannot be used for this purpose.

Unit 3789 is a pre-requisite for the following units and courses:

- **3801** Prepare and sling complex loads.
- **24511** Non-slewing articulated crane.
- **3795** Mobile Crane.



ONE DAY



ATTENDANCE NUMBERS

MINIMUM **5**
MAXIMUM **6**

DEPENDENT ON
LEARNER EXPERIENCE



NZQA UNIT STANDARD

3789

Sling regular loads and communicate during crane operations.

PRE-REQUISITE

3789:

US 30072 - Demonstrate and apply knowledge of slinging regular loads safely

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but will be required to work for three months in a crane workplace before being awarded the unit standard.



COURSE OVERVIEW

Both theory and practical lessons covering the following:

- ✔ Health and safety legislative requirements.
- ✔ Lifting gear is inspected and evaluated in accordance with the PCA Crane Safety Manual for Operators/Users, the HSE Act Codes of Practice, and company procedures.
- ✔ The care, use, and maintenance of the lifting equipment.
- ✔ Packing and dunnage are selected and applied to crane lift situations.
- ✔ The lift plan is confirmed with the people involved and people in the area.
- ✔ Hazards from swinging and spinning loads are identified, and controls are put in place in accordance with organisational procedures.
- ✔ Hand signals for cranes and lifting appliances are used in accordance with the PCA Crane Safety Manual for Operators/Users.
- ✔ Audible communication is carried out in accordance with the relevant HSE Act Codes of Practice, PCA Crane Safety Manual for Operators/Users, and company procedures.
- ✔ Crane movements are directed to minimise risks in accordance with company procedures.
- ✔ Sling and lift regular loads.

REFRESHER

Refreshing learning outcomes above for unit standard 3789.



ATTENDANCE NUMBERS

MINIMUM 8

MAXIMUM 10



DURATION: 6 hours

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.



Crane

MOBILE CRANE

PURPOSE

People credited with this unit standard are able to: configure and position a mobile crane; lift and place regular loads; and prepare mobile crane for road travel mode, and complete documentation.

NOTE: The assessment must be carried out in a crane workplace or equivalent.

Cranes that can be used for assessment against this unit standard include – truck mounted cranes, all terrain cranes, rough terrain cranes. Assessment cannot be carried out using truck loader cranes, or telehandlers, or excavators when being used as cranes.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Configure and position a mobile crane.
- ✓ Lift and place regular loads.
- ✓ Prepare mobile crane for road travel mode, and complete documentation.

SPECIAL NOTES

To complete this unit standard, evidence is required of a minimum of 40 verified lifts (slinging and directing of load) with at least 6 variations of lifting operations (site, crane, loads, and communications methods). At least 2 irregular loads, including one in which centre of gravity is offset, must be observed by the assessor.

VERIFICATION

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM 4
MAXIMUM 6



**NZQA UNIT
STANDARD**

3795

Configure and position a mobile crane and lift and place regular loads

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but will be required to work for three months in a crane workplace before being awarded the unit standard.

PRE-REQUISITE

3795:

US 3789 - Sling varied regular loads and safely direct a crane during crane operations

VH NZ can provide training for US 3789. To organise, please contact a VH NZ representative.



VESSEL-MOUNTED CRANE

MARINE APPLICATION

PURPOSE

People credited with this unit standard are able to, for a vessel-mounted crane in a marine application: eliminate, isolate or minimise hazards during a lift; prepare a crane and lifting gear for use; explain vessel stability during transfer of seafood vessel loads; transfer a seafood vessel load; and secure a vessel-mounted crane, stow lifting equipment and complete documentation.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Eliminate, isolate, or minimise hazards during a lift using a vessel-mounted crane.
- ✔ Prepare a vessel-mounted crane and lifting gear for use in a marine application.
- ✔ Explain vessel stability during transfer of seafood vessel loads using a vessel-mounted crane.
- ✔ Transfer a seafood vessel load using a vessel-mounted crane.
- ✔ Secure a vessel-mounted crane, stow lifting equipment and complete documentation.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 4
MAXIMUM 6



**NZQA UNIT
STANDARD**

19468

Operate a vessel-mounted crane in a marine application

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in these courses.

SPECIAL NOTE

There is a requirement for learners to provide evidence i.e. logbook; of at least 20 lifts using a vessel-mounted crane in the workplace prior to the unit standard being awarded.



INTRODUCTION TO LOAD SLINGING AND TRUCK LOADER CRANE

PURPOSE

People credited with these unit standards will have knowledge of hazards and controls; the ability to carry out daily operational maintenance checks; be trained in the safe practices of sling, lifts, move and unload regular loads using cranes in the workplace, and secure and prepare the crane for road transport mode.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 5
MAXIMUM 6



**NZQA UNIT
STANDARD**

16617

Use a truck loader crane to lift and place regular loads

30072

Demonstrate and apply knowledge of slinging regular loads safely



COURSE OVERVIEW

Theory and practical lessons will include the following:

- ✔ Demonstrate knowledge of using a truck loader crane.
- ✔ Demonstrate knowledge of the hazards associated with the operation of a truck loader crane.
- ✔ Demonstrate knowledge of operational requirements applicable to a truck loader crane.
- ✔ Demonstrate knowledge of the requirements for lockout and tagout processes for a truck loader crane.
- ✔ Demonstrate knowledge of truck loader crane equipment and attachments.
- ✔ Describe the functions of critical components and equipment using lifting equipment terminology.
- ✔ Describe procedures for the care and use of the lifting equipment and controlling loads.
- ✔ Confirm any person directing lifts and the communication methods to be used.
- ✔ Explain lift planning in relation to the people actively involved in the lift, and people in the area of operations.
- ✔ Select and check lifting equipment, and sling load.
- ✔ Assess load to determine whether it is within the lifting capacity of the crane.
- ✔ Position and level truck.
- ✔ Check and set up truck loader crane in preparation for slinging load.
- ✔ Describe lifting equipment in relation to their type, purpose, and use.
- ✔ Check load to be free of attachments and restraints while maintaining load stability.
- ✔ Assess the lift, the load, equipment, and truck to ensure they are stable for the entire load lifting and placing operation.
- ✔ Lift, move, and unload or place regular loads using a truck loader crane.
- ✔ Operate truck loader crane in response to recognised crane hand signals.
- ✔ Position, stow, and secure truck loader crane.
- ✔ Record and take action for any defects in crane and equipment.
- ✔ Carry out daily and weekly crane checks and maintenance.



ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but may be required to work for three months in a crane workplace before being awarded the unit standard.

VERIFICATION

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months.



Crane

TRUCK LOADER CRANE

PURPOSE

People who attend this course are able to: assess the worksite and prepare to lift and place loads; describe the functions of critical components and equipment used for lifting, and select lifting equipment and sling load; lift and place loads with a truck loader crane; and secure the crane and prepare the truck for road transport mode, stow equipment, and complete documentation. The learners will have met the minimum requirements under the Health and Safety Act, and your staff will have been made aware of the relevant Approved Code of Practice (ACOP) and guidelines relevant to load slinging and communicating during crane operations.



COURSE OBJECTIVES

Both theory and practical lessons covering the following:

- ✔ Health and Safety legislative requirements.
- ✔ Assess the worksite and prepare to lift and place loads.
 - ▶ Worksite is inspected for existing and potential hazards in accordance with company procedures.
 - ▶ Hazards are identified, and potential hazards are identified and dealt with in accordance with company health and safety procedures.
- ✔ Crane is checked in accordance with manufacturer's recommendations.
 - ▶ Describe the functions of critical components and equipment used for lifting, and select the right lifting equipment and sling load.
- ✔ Lift and place loads with a truck loader crane.
 - ▶ Crane takes the weight, and load, equipment, and truck are assessed to ensure they are stable for the entire load lifting and placing operation.
 - ▶ Crane is positioned, stowed, and secured in accordance with crane manufacturer's operators manual and/or company procedures.
- ✔ Secure the crane and prepare the truck for road transport mode, stow equipment, and complete documentation.



ONE DAY

DEPENDENT ON LEARNER EXPERIENCE



ATTENDANCE NUMBERS

MINIMUM 5
MAXIMUM 6



NZQA UNIT STANDARD

16617

Use a truck loader crane to lift and place loads

PRE-REQUISITE

16617:

US 30072- Demonstrate and apply knowledge of slinging regular loads safely

REFRESHER

Refreshing learning outcomes above for unit standard 16617.



ATTENDANCE NUMBERS

MINIMUM 8
MAXIMUM 10



DURATION: 6 hours

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

It is recommended that learners have at least three months experience working in a crane workplace before attending the course. Learners may attend the course without this experience, but may be required to work for three months in a crane workplace before being awarded the unit standard.

VERIFICATION

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months





Crane

TELEHANDLER

PURPOSE

The aim of this course is to produce a telehandler operator that will have the knowledge, skills, and attributes for all essential areas of the units of competency covered in the telehandler course undertaken, enabling the individual to operate the telehandler effectively and safely. The learner will also be able to demonstrate the appropriate responsibilities of a telehandler operator with emphasis on accident prevention and operator responsibility.



**ONE
DAY**

**ATTENDANCE
NUMBERS**
MINIMUM 6
MAXIMUM 10



COURSE OVERVIEW

Theory and practical lessons will include the following:

- ✔ Hazard controls are described in accordance with company requirements.
- ✔ Telehandler and attachment are checked and prepared before use.
- ✔ Operate a telehandler.
- ✔ Carry out post-operational procedures.

The learners will undergo formal in-class training in association with unit standard 23637 prior to being assessed. This will be followed by the practical aspects of operating a telehandler. The practical assessments should take approximately 15 minutes per learner.

SPECIAL NOTE

To complete this unit standard, evidence is required of a minimum of 20 verified hours using a telehandler. These hours may be completed before or after the course.



**NZQA UNIT
STANDARD**

23637

Operate a telehandler

PRE-REQUISITE

Drivers must hold a current full driver licence appropriate to the weight range of the telehandler Gross Vehicle Mass (GVM) driven, including a current licence endorsement for on road use i.e. A **W Endorsement** will be required for the telehandler.

VHNZ can include the W Endorsement in the one day course.

LIFT AND MOVE

PURPOSE

This course is for everyday lifting situations using a lifting device such as a Hiab type, excavators, and loaders. Candidates will lift known objects using certified chains and strops.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM 5
MAXIMUM 6

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Prepare for a lift.
- ✓ Select and inspect plant and lifting equipment.
- ✓ Perform lift.
- ✓ Communicate with dogman.
- ✓ Attach and pull a load.

SPECIAL NOTE

Large or complex lifts are not covered in this course (See “Introduction to Load Slings” unit standard 30072 for this course, or “Overhead Crane-Cab controlled” unit standard 3790).



**NZQA UNIT
STANDARD**

17695

Attach, lift, move, and place loads using mobile plant

ENTRY CRITERIA

Learners **MUST** be 15 years or older to enrol in this course.

Candidates need to have access to lifting equipment and will be required to perform two lifts.



LIFT AND MOVE IN INFRASTRUCTURE

PURPOSE

People credited with this unit standard can plan for and lift, move, and place loads using mobile plant in an infrastructure works environment.

NOTE: this unit standard does not meet the requirements for the Approved Code of Practice for Cranes.



**ONE
DAY**



**ATTENDANCE
NUMBERS**

MINIMUM **5**
MAXIMUM **6**



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Plan for lifting, moving, and placing loads using mobile plant in an infrastructure works environment.
- ✔ Lift, move, and place loads using mobile plant in an infrastructure works environment.

SPECIAL NOTE

It is recommended people achieve Unit Standard 30072 “Demonstrate and apply knowledge of slinging regular loads safely”, or demonstrate equivalent knowledge and skills before being assessed against this unit standard.



**NZQA UNIT
STANDARD**

31245

Plan for and lift, move, and place loads using mobile plant

ENTRY CRITERIA

Applicants require:

- Access to mobile plant on an infrastructure worksite and will be required to lift a single slung load and a multiple slung load.
- Class of drivers licence and endorsements required for the vehicle being driven.

NEW ZEALAND CERTIFICATE IN RIGGING

LEVEL 3

PURPOSE

Construction is a major contributor to New Zealand Gross Domestic Product. The construction industry is labour intensive, therefore a large-scale employer. Many construction projects require the lifting and movement of heavy loads over distance. Riggers can safely set up and control the movement of loads over distance, which are usually suspended; they can operate a variety of hoisting devices and rigging equipment; and are often required to operate at heights. The construction industry is short of workers with technical skills such as rigging.

This qualification is an entry point for those wanting to work as a specialist rigger in various industries.

Graduates of this qualification are able to prepare and complete rigging work under limited supervision.

COURSE OBJECTIVES

Graduates of this programme will be able to:

- ✔ Select and use ropes, rigging tools, plant and equipment during rigging work.
- ✔ Safely sling regular loads and direct crane movements in compliance with the Approved Code of Practice for Cranes.
- ✔ Perform basic calculations and assigned rigging tasks as a team member during rigging operations.
- ✔ Assess the worksite and prepare and operate a scissor lift and a self-propelled boom lift Elevating Work Platform (EWP).
- ✔ Communicate and work safely in a rigging workplace.
- ✔ Safely install and use height safety systems when working at height in compliance with Approved Code of Practice for Load-Lifting Rigging.



**TWELVE
MONTHS**



**ATTENDANCE
NUMBERS**
MINIMUM 6
MAXIMUM 8

ENTRY REQUIREMENTS

- Be over 16 years of age.
- Hold a current comprehensive first aid certificate before enrolment (unit standards 6400, 6401, 6402).
- Be in employment in New Zealand and engaging with work related to the scope of the programme. The employer and learner, in conjunction with Vertical Horizonz, must complete a training agreement.
- Learners need to have a nominated supervisor to observe and verify learner competencies.
- Be physically fit and able to demonstrate physical competency for the skills being trained.
- This programme is funded by the Tertiary Education Commission (TEC). Learners must be New Zealand or Australian Citizens or Residents.



UNIT STANDARD	UNIT DESCRIPTION	LEVEL	NZQA CREDITS
3789	Sling varied regular loads and safely during crane operations	3	15
15757	Use, install and disestablish temporary proprietary height safety systems when working at height	3	4
20261	Select use, care for and maintain rigging hand tools	3	2
20262	Select, care, for maintain and use rigging portable power and/or portable compressed air tools	3	3
20263	Select care for, maintain and use rigging plant and equipment	3	3
23229	Use safety harness system when working at height	3	4
23960	Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP)	3	3
23962	Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP)	5	4
23966	Describe types of elevating work platforms (EWPs), and industry requirements for their use	2	3
26351	DKO of ropes, and tie knots and hitches during rigging work	2	2
26352	Work as a team member during rigging operations	3	12
30072	Demonstrate and apply knowledge of slinging regular loads safely	3	14
30266	Health and Safety - ONLINE	3	6
30692	Perform basic calculations used in a given trade situation	2	2
Total			77

OUR TEACHING METHOD

Delivery is via a mixture of face-to-face learning on and off the job, combined with extensive on-job learning. Some eLearning may also be included.

The learning journey generally starts with the Health and Safety components and finishes with the challenge assessment which is an integrated assessment covering knowledge and skills across a range of rigging standards.

Learners must complete a final challenge (Capstone) assessment that aligns with the Rigging Certificate of Competence.

SPECIAL NOTE

To complete this course evidence is required of a minimum of 40 verified lifts (slinging and directing of load) with at least 6 variations of lifting operations (site, crane, loads, and communications methods). At least two irregular loads, including one in which centre of gravity is offset, must be observed by the assessor.

COURSE INVESTMENT

Funding and subsidies may be available for New Zealand and Australian Citizens and Permanent Residents living in New Zealand.

NOTE: Should the learner not complete the programme by the end of the stated duration or meet the funding requirements, they may be invoiced the price detailed in the Investment Schedule.

SUPPORT

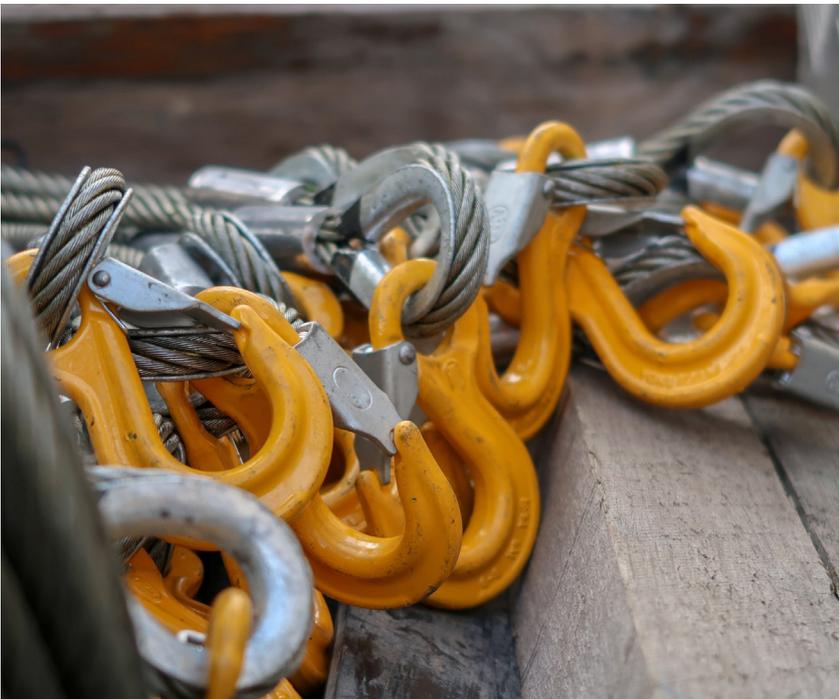
VH NZ will support you throughout your journey with regular contact (visits, phone calls, and texts).

EMPLOYMENT PATHWAY

Graduates of this qualification are likely to be employed in roles designed for moving and lifting objects. Graduates may work on a variety of sites where rigging is required, and they may increase employment prospects by gaining further specialist experience in areas including telecommunications rigging, construction rigging, industrial rigging, working with cranes and industrial rope access.

EDUCATION PATHWAY

This qualification is the first step in the New Zealand rigging qualifications pathway. Graduates may pathway into the New Zealand Certificate in Rigging (Level 4).





NEW ZEALAND CERTIFICATE IN CRANES (LEVEL 3)

WITH OPTIONAL STRAND IN CAB CONTROLLED OVERHEAD CRANE, DOGMAN, PENDANT CONTROLLED CRANE, AND TRUCK LOADER CRANE

PURPOSE

This programme has been developed to meet the industry's identified need for crane operators in New Zealand.

The programme aims to train entry level people to work safely around and operate cranes, taking entry level people to a competent crane operator.



48
WEEKS

WORK-BASED LEARNING

This programme requires considerable work-based learning. Applicants, employers, and VHNZ will be required to agree on the learning content to be delivered and sign a training agreement specifying:

- Employer obligations.
- Learner obligations.
- VHNZ obligations.

These will be discussed with each party prior to enrolment.

All crane related assessments **MUST** be completed on a real crane's worksite using real cranes lifting regular loads.

Learners will be required to complete a minimum of 450 relevant work hours recorded in logbooks and other industry documentation and validated by the employer/supervisor. Failure to complete suitable verified work experience will mean some unit standards may not be completed.

PROGRAMME INVESTMENT

The programme investment will vary depending on specific course requirements such as customisation of training location and number of learners.

Funding and subsidies may be available for New Zealand and Australian Citizens and Permanent Residents living in New Zealand.

ENTRY REQUIREMENTS

Applicants must be:

- Over 16 years of age.
- In employment and engaging in work related to cranes operation and support (Employer and learner along with VHNZ must agree a learning plan and training agreement).
- Have access to required equipment relating to the strand selected.
- Prospective learners should discuss their career plans with VHNZ to be fully informed about the study options and to develop a Learning Plan.
- This programme is funded by the Tertiary Education Commission (TEC). Learners must be New Zealand or Australian Citizens or Permanent Residents, and working in New Zealand.

Suitability to enrol will be established through an interview with VHNZ prior to offer of place.

EDUCATION AND EMPLOYMENT PATHWAY

This qualification is the entry point into the training pathway for the cranes industry and the broader lifting engineering sector. Graduates of the Dogman strand may progress onto the New Zealand Certificate in Cranes (Level 4) with strands in Advanced Dogman, Crawler Crane, Mini Crane, Mobile Crane, Non-Slewing Articulated Crane, Tower Crane [Ref: 3731]. Graduates of other strands may progress to qualifications in other areas, such as business or manufacturing

PROGRAMME OVERVIEW

This programme is delivered over a minimum of 48 weeks (12 hours per week) by a combination of face-to-face training, extensive work experience, and some self-directed study. Graduates will be able to:

- Work safely in a variety of crane workplaces, complete job safety analysis, identify hazards in the workplace, and put controls in place or escalate for further attention.
- Identify and use load weights to sling regular loads using appropriate lifting equipment.
- Apply knowledge of the Cranes Safety Manual to carry out pre-start and post checks of cranes or lifting equipment.
- Apply specialised knowledge specific to chosen strand.

PROGRAMME STRUCTURE

Learners will have a customised learner programme made up from a combination of core compulsory unit standards (42 credits) and at least one elective strand from strands One to Four (10 to 15 credits).

Learners must complete 42 compulsory credits and at least 10 elective credits from strands One to Four. A minimum 52 credits are required for the award of the qualification.

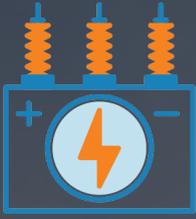
MODULE	UNIT STANDARD	UNIT DESCRIPTION	LEVEL	CREDITS
Core Subjects: Working safely with cranes (42 COMPULSORY credits)	19522	Undertake a job safety analysis	3	3
	25043	Lockout and reinstate machinery in the workplace	3	4
	30072	Demonstrate knowledge of slinging regular loads safely	3	14
	30264	Describe duties, rights, representation, and regulator in terms of New Zealand health and safety legislation	3	3
	30265	Apply health and safety assessments in a job role	3	8
	30266	Demonstrate knowledge of workplace health and safety culture and practices	3	6
	3788	Demonstrate knowledge of crane types, and safe practices required in the cranes industry	3	4
TOTAL CREDITS				42

MODULE	UNIT STANDARD	UNIT DESCRIPTION	LEVEL	CREDITS
Strand One: Cab-Controlled Overhead Crane (12 ELECTIVE credits)	3790	Use Cab controlled gantry crane to lift and place regular loads	3	2
	3800	Use a radio remote control or pendant controlled gantry crane to lift and place regular loads	3	10
TOTAL CREDITS				12
Strand Two: Dogman (15 ELECTIVE credits)	3789	Sling varied regular loads and safety direct a crane during crane operations	3	15
	TOTAL CREDITS			
Strand Three: Pendant Controlled Overhead Crane (10 ELECTIVE credits)	3800	Use a radio remote or pendant controlled gantry crane to lift and place regular loads	3	10
	TOTAL CREDITS			
Strand Four: Truck Loader Crane (15 ELECTIVE credits)	16617	Use a truck loader crane to lift and place regular loads	3	15
	TOTAL CREDITS			

EXEMPTIONS

Learners who hold unit standard 3789 are exempt from completing the compulsory unit standards 30072.





ELECTRICAL SAFETY

SITE REQUIREMENTS

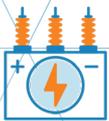
Theory Lessons: A training room is required that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop and projector for theory lessons.

Practical Lessons: VHNZ will provide a full set of height safety equipment but learners are welcomed and encouraged to make their own equipment available for use during training. Please note all personal equipment must be compliant.

If training on your site, an electrical structure must be made available for the required task.

We strive to be as accommodating as possible and can conduct practical lessons on the majority of sites. A VHNZ trainer will do a site tour on the day prior or the morning of a training course to establish the best practical area for training.

Note: An advance copy of your own safe system of work for working at height will enable us to take account of this as part of the course.



ELECTRICITY SUPPLY

PURPOSE

The aim of this course is to enable a learner to demonstrate knowledge of personal protection equipment (PPE), identify electricity systems, and apply health and safety within the electricity supply environment.



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✔ Select electricity supply personal protective equipment.
- ✔ Use personal protective equipment in an electricity supply environment.
- ✔ Maintain electricity supply personal protective equipment after use.
- ✔ Identify electric lines used in the electricity supply industry.
- ✔ Identify types of conductors and cables used in the transmission and distribution of electricity above and below ground.
- ✔ Identify function and type of structures used to carry overhead electricity conductors.
- ✔ Demonstrate knowledge of employer and employee obligations for safety in an electricity supply environment.
- ✔ Demonstrate knowledge of how health and safety obligations are achieved on electricity supply sites.
- ✔ Demonstrate knowledge of how control hazards in an electricity supply environment are applied.
- ✔ Maintain and monitor safety on an electricity supply work site.
- ✔ Report site safety in an electricity supply environment.
- ✔ Basic understanding of ECP34 and SMEI.



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **12**



**NZQA UNIT
STANDARD**

10507

Use personal protection equipment within an electricity supply environment

10508

Identify electricity systems in preparation for work

12300

Demonstrate knowledge of electricity industry safety statutes and codes

18038

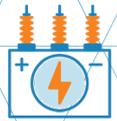
Demonstrate knowledge of and apply health and safety in the electricity supply environment

ENTRY CRITERIA

The course requires a level of fitness to demonstrate competency for the skill being trained.

NOTE

The course is in alignment with the Chorus WTC1 requirements.



WORKING AT HEIGHTS WITHIN THE ELECTRICAL SUPPLY ENVIRONMENT

PURPOSE

The aim of this course is to enable a learner to demonstrate knowledge of working at heights on electrical network structures in the electricity supply environment.

ENTRY CRITERIA

The course requires a level of fitness to demonstrate competency for the skill being trained.

NOTE

The course is in alignment with the Chorus WTC3 requirements.

PRE-REQUISITES

10509:

US 10507 - Use personal protection equipment within an electricity supply environment

17025:

US 10509 - Climb and work on electricity network structures
US 6401 - Provide basic first aid
US 6402 - Provide basic life support



**TWO
DAYS**



**ATTENDANCE
NUMBERS**
MINIMUM 7
MAXIMUM 8



**NZQA UNIT
STANDARD**

10509

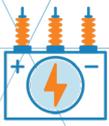
Climb and work on electricity network structures

17025

Rescue a victim from an electrical structure

23229

Use safety harness system when working at height



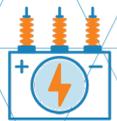
Electrical Safety



COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

- ✓ Carry out pre-climbing safety checks on electricity network structures.
- ✓ Select electricity network structure climbing equipment.
- ✓ Use electricity network structure climbing equipment.
- ✓ Carry out work on electricity network structures.
- ✓ Describe procedures for rescue from an electrical structure.
- ✓ Carry out rescue of a victim from an electrical structure.
- ✓ Report rescue from electrical structure.
- ✓ Demonstrate knowledge of ropes, slings, and knots used in the electricity supply environment.
- ✓ Identify, describe, and explain the use of light lifting and rigging equipment used in the electricity supply environment.
- ✓ Prepare to, and operate, light lifting and rigging equipment used in the electricity supply environment.
- ✓ Demonstrate knowledge of documentation and standards for lifting and rigging equipment.
- ✓ Demonstrate knowledge of the hazards associated with wearing a safety harness and associated equipment.
- ✓ Demonstrate knowledge of safety harnesses and associated systems and equipment.
- ✓ Check and fit a safety harness.
- ✓ Use a safety harness where a fall hazard exists at height.
- ✓ Demonstrate knowledge of the rescue plan to be activated in the event of a fall.
- ✓ Basic understanding of ECP34 and SMEI.



ELECTRICITY SUPPLY CORE SKILLS REFRESHER

PURPOSE

The purpose of this course is to refresh learning outcomes for the below unit standards. The course will ensure learners working in the electricity supply environment can demonstrate knowledge of personal protection equipment (PPE), identify electricity systems, apply health and safety, and demonstrate knowledge of working at heights on electrical network structures.



ONE DAY



ATTENDANCE NUMBERS
MINIMUM **8**
MAXIMUM **10**

SPECIAL NOTE

In alignment with New Zealand best practice, Vertical Horizonz New Zealand recommends an electrical supply WTC1 and WTC3 Refresher course every 2 years. This course is in alignment with Chorus requirements.



NZQA UNIT STANDARDS REFRESHED

10507

Use personal protection equipment within an electricity supply environment

10508

Identify electricity systems in preparation for work

10509

Climb and work on electricity network structures

12300

Demonstrate knowledge of electricity industry safety statutes and codes

17025

Rescue a victim from an electrical structure

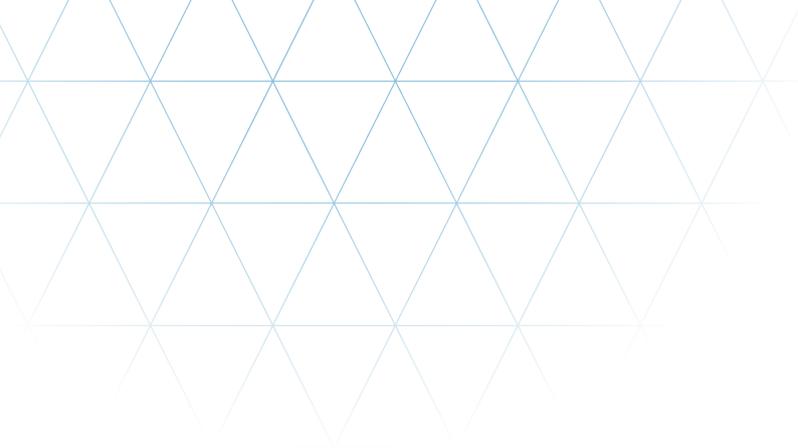
18038

Demonstrate knowledge of and apply health and safety in the electricity supply environment

23229

Use safety harness system when working at height







ADULT EDUCATION

SITE REQUIREMENTS

To deliver training at your site all we need is a training room that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop, projector and props for theory and practical lessons.



WORKPLACE TRAINER

PURPOSE

People credited with this unit standard can train colleagues in the workplace, in accordance with organisational requirements.

COURSE OBJECTIVES

On successful completion of the course, the learner will be able to:

- ✓ Determine skills and knowledge required by colleagues in accordance with organisational requirements.
- ✓ Conduct training on-job.
- ✓ Support colleagues in applying new skills and knowledge on the job.

ASSESSMENT

Assessment will consist of three tasks:

- ✓ **Task One** – written task - identify a training gap and prepare training session plan(s).
- ✓ **Task Two** – practical activity – deliver training to two colleagues (observed by VHNZ trainer).
- ✓ **Task Three** – Post training documents – feedback on training from colleagues and self-reflection.

One Day (4 hours theory and 4 hours practical assessment completed in the workplace).

SPECIAL NOTE

It is essential that the practical component of the assessment is authentic and completed in an **actual workplace** context, with all the expectations and possible consequences that this may involve. A workplace may include but is not limited to:

- The candidate's workplace.
- Where the candidate is a volunteer.
- A cultural, community, or sporting organisation.
- A special event.

Simulations will not be used for assessment of this unit standard.



ONE DAY

ATTENDANCE NUMBERS
MINIMUM 8
MAXIMUM 10



NZQA UNIT STANDARD

27565

Train colleagues in the workplace

ENTRY CRITERIA

Applicants require access to a relevant workplace and two colleagues to train.





WORKPLACE ASSESSOR

PURPOSE

This course is designed to train and qualify experienced personnel to prepare for and conduct assessments against unit standards in the workplace, complete assessment administration, and review completed assessments and assessment practice.

The course emphasises the use of assessment to continually improve training and assessment practice, as much as providing a means of judging competence.

It will focus on ensuring the collection and sufficiency of valid evidence to assure judgements of competency. It provides appropriate training and qualification for anyone engaged as a workplace assessor: For example, as an on-the-job or Industry Training Organisation (ITO) assessor.



**ONE
DAY**



**ATTENDANCE
NUMBERS**
MINIMUM **8**
MAXIMUM **10**
PER TRAINER

COURSE DURATION

ONE Day followed by workplace evidence to be submitted to the VHNZ assessor.



COURSE OBJECTIVES

At the completion of this course, learners will be able to:

- ✓ Prepare for and conduct an assessment.
- ✓ Complete the assessment administration.
- ✓ Review the assessment practice.

COURSE STRUCTURE

Due to requirements of the unit standard, the course is structured as a one-day face to face training session followed by real assessments completed by the learner on people in their workplace. These completed workplace-based assessments will be submitted to the VHNZ trainer for marking.



**NZQA UNIT
STANDARD**

4098

Use standards to assess candidate performance .



Adult Education

OUR TEACHING METHOD

This course will consist of a one-day classroom-based session followed by completion of assessments of learners in the candidate's own workplace. The workplace assessments will provide the evidence for assessment of the candidate's competence.

SPECIAL NOTES

It is essential that the assessments providing evidence for this unit standard are real.

Simulations will not be used for the assessment of unit standards unless their use is common practice for the type of unit standard being assessed, e.g. emergency response.

CONTACT US: Free Phone: 0800 72 33 848 or Email: info@vhnz.co.nz



LEADERSHIP

SITE REQUIREMENTS

To deliver training at your site all we need is a training room that can hold the number of scheduled learners. The VHNZ trainer will bring their own laptop, projector, and props for theory and practical lessons.



ACTION ORIENTATED TEAM LEADERSHIP

This approach to team leadership training is aimed at action orientated environments where effective functional leadership is required to achieve critical or reactive tasks by small teams. In other words leadership of small groups often created to respond to a situation or critical incident.

In most cases these teams are tasked to operate in isolation and changeable environments with limited support or backup (action environments). Leadership of people in these environments requires a different set of skills to that of first line management. These leaders must effectively operate independent and negotiate both the needs of the individual, team, and task within a changeable environment. We have for the purposes of this course termed this type of leadership as Action Orientated Team Leadership. Examples of organisations who have used this training include team leaders in: rural fire, search and rescue and civil defence.

The training will cater for the broad spectrum of existing and aspiring team leaders operating in action orientated environments.

The residential nature of the training also provides the opportunity for team leaders and experienced practitioners from different agencies to train together thereby enhancing inter organisational operability.



COURSE OBJECTIVES

The aim of the training is to provide selected personnel with the knowledge, skills and attitudes required to be able to lead an action orientated team. SARINZ have adopted a competency based training and assessment system to achieve this.

Summary of objectives Lead an Action Orientated Team (which includes):

- ✔ Analyse leadership.
- ✔ Explain human behaviour.
- ✔ Maintain morale in a team.
- ✔ Solve problems and make decisions.
- ✔ Apply functional leadership.
- ✔ Communicate effectively.
- ✔ Brief and debrief a team.
- ✔ Apply an effective leadership style.
- ✔ Resolve conflict.
- ✔ Manage critical incident stress.



FIVE DAYS



ATTENDANCE NUMBERS
MINIMUM 6
MAXIMUM 16





ENTRY CRITERIA

Apart from the specific job requirements from the parent organisation, course attendees require these qualities:

- History of being a successful a team member.
- Experience of living in close quarters with other people in a team environment.
- A good understanding of their home organisations operating conditions including any applicable legislation.
- Sound risk management practices.
- Resourcefulness and a willingness to get stuck in and give things a go.

RESIDENTIAL COURSE PROGRAMME

5 DAY WORKSHOP

- ✔ Day 1 - 2.5 consists of the theoretical aspects of the course.
- ✔ Day 2.5 - 5 is the practical part of the course where the theory is put into practice and assessment takes place. Specific quality objectives.





POU KAPUA - INTRODUCTION TO LEADERSHIP

PURPOSE

The aim of this wānanga (seminar/course) is to provide an introduction to leadership through a holistic learning environment, from a Te Ao Māori perspective.

This wānanga emphasises the importance of reciprocal learning between Taura (students/trainees) and VHNZ, creating a platform for shared engagement. This fosters a sense of empowerment, self-discovery, and personal growth for Taura. By tapping into their unique strengths and potential, Taura can reignite their passion for learning and apply the knowledge gained in their workplace and within their whānau (family) unit.



FOUR WEEKS

**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 12

DURATION

Four (4) weeks

Taura will learn through a combination of three phases over 4 weeks.

- **Phase 1**
1 day of theory and practical aspects of the course.
- **Phase 2**
2 - 4 weeks of planning, creating, and developing of a presentation for Phase 3.
- **Phase 3**
1 day consisting of project presentation.



COURSE OBJECTIVES

At the completion of this wānanga, Taura will be able to:

- ✓ Demonstrate leadership skills.
- ✓ Make a positive impact in their workplace and within their whānau unit.
- ✓ Contribute to collective learning.
- ✓ Empower themselves and others.

ENTRY CRITERIA

Apart from the specific job requirements from the parent organisation, course attendees require these qualities:

- Taura transitioning into a leadership role e.g., leading hand, supervisor, or first-line manager.
- Taura who are seeking to explore the skills and knowledge necessary for leadership.
- Taura who are looking at supporting their own professional development by enhancing their leadership skills.



SECURITY



CERTIFICATE OF APPROVAL

COMPULSORY TRAINING

PURPOSE

This course satisfies the training requirements of the Private Security Personnel and Private Investigators Act 2010 for the issue of a security licence or Certificate of Approval. It is suitable for people seeking or employed as security personnel.

COURSE DELIVERY

- ✔ **Unit standard 27360:**
This unit covers non-contact conflict management techniques and is delivered online.
- ✔ **Unit standard 27361:**
This unit involves a practical assessment using simulated conflict situations often encountered by security personnel.
- ✔ **Unit standard 27364:**
This unit can be completed either through face-to-face learning or paper-based distance learning and includes a theory test.



NZQA UNIT STANDARD

27360

Describe conflict management in a security context



E-LEARN

27361

Manage conflict situations in a security context



FOUR HOURS

27364

Demonstrate knowledge of the security industry in the pre-employment context



ONE DAY



ATTENDANCE NUMBERS

MINIMUM 10
MAXIMUM 14

APPLICABLE TO PRACTICAL ASSESSMENT ONLY

PRE-REQUISITES

27361: Learners must produce evidence of completing **27360** before completing this unit standard.



MĀORI AND PASIFIKA

WHAT MĀORI AND PASIFIKA DO WITHIN VHNZ

Provide training opportunities for:

- Job seekers and under-employed
- Māori, Pasifika & wāhine
- New Zealanders

Improve:

- Work readiness
- Skill readiness
- Personal worldview
- Wellbeing and identity

Additional Support:

- Marae based training
- In work employment support
- Ongoing pastoral care



MARAE HAUORA ME TE HAUMARU - MARAE HEALTH AND SAFETY

PURPOSE

Learners will conduct and complete a series of marae health & safety activities.

The course allows participants the opportunity to identify and discuss key areas of health and safety and increase compliance awareness.



**ONE
DAY**

MARAE BASED COURSE

ENTRY CRITERIA

This course is non unit standard based and is designed for all hapū members of a marae.

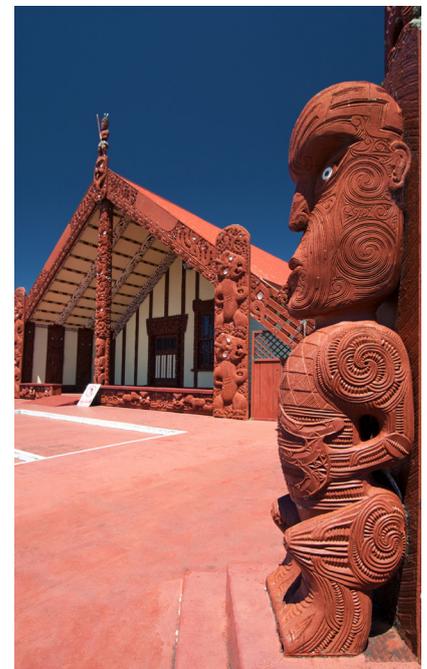


COURSE CONTENT

- ✓ Improve awareness of NZ health & safety legislation.
- ✓ Laws vs Lore.
- ✓ Understand risk assessment and practical control measures.
- ✓ Improve awareness of emergency evacuation.
- ✓ Conduct practical emergency evacuation.
- ✓ Fire safety and duties of a building owner, building warden, fire warden, and workers/visitors .
- ✓ Practical review of fire extinguishers.

SPECIAL NOTE

This training can be conducted during a weekend.





HE AHUREA HAUMARU - CULTURAL SAFETY

PURPOSE

Vertical Horizontz offer a safe learning experience that gives learners a glimpse into alternative world views, and also introduces the practice of Cultural Safety, where learners reflect and discuss their own cultural background within a New Zealand context.



**FOUR
HOURS**



**ATTENDANCE
NUMBERS**
MINIMUM 8
MAXIMUM 12



COURSE OUTLINE

- ✔ What is Culture?
- ✔ Cultural Safety.
- ✔ Cultural Safety and Practices.
- ✔ Cultural Sensitivities.
- ✔ Power and Privilege
- ✔ Cultural Awareness.
- ✔ Cultural Competence.
- ✔ Why is Cultural Safety important.

PRACTICAL ACTIVITIES

- Group discussion.
- Personal reflection.
- Think - Pair - Share.
- Case study review.

ADDITIONAL TRAINING

- Marae experience.
- Historical site visit.



ENTRY CRITERIA

This course is non-unit standard based and designed for individual and organisations seeking to grow their cultural competency and awareness.



TRAIN TO WORK PROGRAMME

GET WORK READY. FEES FREE!

*FUNDING AVAILABILITY DEPENDENT

PURPOSE

To upskill and prepare New Zealanders aged 18yrs + for work in construction, civil, warehousing, manufacturing, and trades.

We provide health, safety and training experiences that are people focused and results driven. We have a Māori and Pasifika team who deliver programmes that are holistic and look after our taura and rangatahi whilst they receive professional industry training. The short courses which are delivered in the Train to Work programme are highly sought after by employers and are invaluable.



UP TO
TEN
DAYS

ABOVE DETAILS VARY DEPENDENT ON
SPECIFIC PROGRAMME



ATTENDANCE
NUMBERS
MINIMUM **8**
MAXIMUM **12**

RECRUITMENT PROCESS

- ✔ Vertical Horizonz seek referrals.
- ✔ Māori Pasifika complete a needs assessment to identify complex needs and allocate supports as needed.
- ✔ Selection confirmed.
- ✔ Training delivery.
- ✔ Work placement support.
- ✔ Pastoral Care.

PROGRAMME DATES

Please contact VHNZ for further information on upcoming programmes.



EXAMPLES OF UNIT STANDARDS AVAILABLE

The custom programme can be developed based on NZQA unit standards like the below. Achieved Unit Standards are recognised within industry.

COURSE	UNIT STANDARDS	DURATION
Health & Safety Risk Assessment	497, 17593, 17602	1 Day
Site Safe Passport Building Construction	n/a	1/2 Day
Manual Handling	17591, 17592	1 Day
First Aid Level 1	6401, 6402	1 Day
Working at Height Basic	23229, 25045	1 Day
Mobile Elevated Work Platform	23966, 23960, 23962, 23964	1 Day
Forklift	10851	1 Day

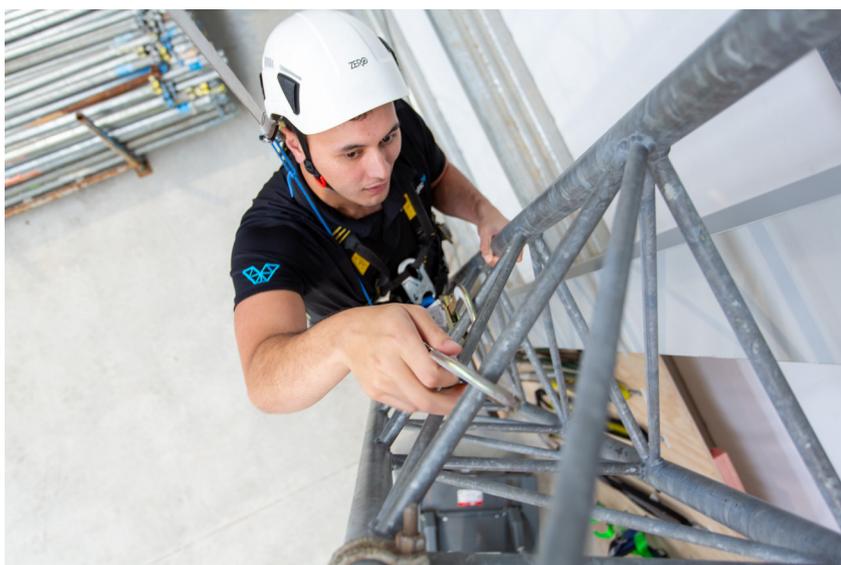


ENTRY CRITERIA

To be eligible for this service each participant will be:

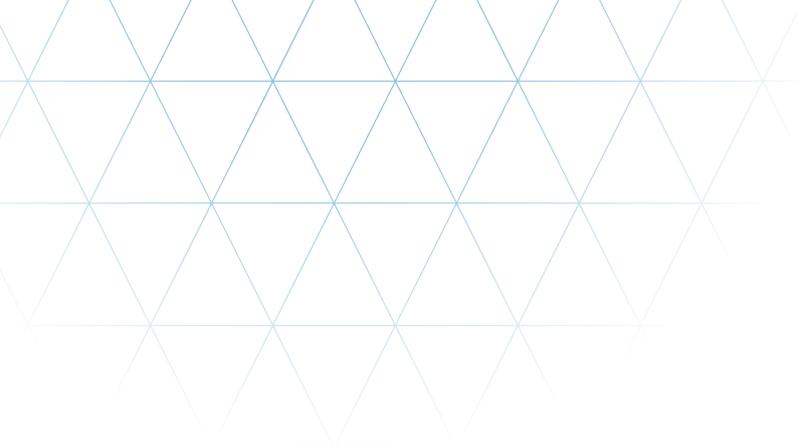
- ✔ A New Zealand citizen or permanent resident.
- ✔ 18 + years old.
- ✔ Fit, healthy and committed to work.

Please express your interest as soon as possible, as the above will need to be assessed prior to acceptance and course commencement.



FOR FURTHER INFORMATION:

EMAIL:
info@vhnz.co.nz
PHONE:
 0800 72 33 848





E-LEARNING





WORKPLACE HEALTH AND SAFETY REQUIREMENTS

PURPOSE

This course provides essential information about health and safety legislation, the rights and responsibilities of duty holders, and risk management requirements in the workplace.

LEVEL: 1
CREDITS: 3



**NZQA UNIT
STANDARD**

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✓ Identify and describe legislative rights and responsibilities for workplace health and safety.
- ✓ Describe a systems approach to workplace health and safety.
- ✓ Explain how risks and hazards are defined in the Health and Safety at Work Act 2015 (HSWA).

497

Demonstrate knowledge of workplace health and safety requirements

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.



WHO SHOULD ATTEND

This unit standard is intended for employees as well as students and those in pre-employment training.

REFRESHER

An eLearning refresher is also available for this course.



WORKPLACE HEALTH AND SAFETY LEGISLATION

PURPOSE

The purpose of this course is to provide an operational understanding of current New Zealand health and safety legislation.

LEVEL: 3
CREDITS: 3



**NZQA UNIT
STANDARD**

30264

Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✔ Describe key health and safety legislation, documentation that supports health and safety at work and the role of the health and safety regulator.
- ✔ Describe key duties and the application of those duties in the workplace in accordance health and safety legislation.
- ✔ Describe key roles in terms of worker participation and engagement in relation to the HSWA.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This unit standard is foundational to an understanding of workplace health and safety in New Zealand. Anyone wanting to develop their health and safety knowledge should complete this course.

This course provides compulsory credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).





WORKPLACE HEALTH AND SAFETY CULTURE AND PRACTICES

PURPOSE

The purpose of this course is to provide essential information about workplace health and safety practices, reporting and documentation requirements, communication processes and workplace health and safety culture.

LEVEL: 3
CREDITS: 6



**NZQA UNIT
STANDARD**

30266

Demonstrate knowledge of workplace health and safety culture and practices

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✔ Describe healthy and safe practices in a workplace.
- ✔ Describe reporting and documentation requirements in terms of workplace health and safety.
- ✔ Describe the communication process in terms of health and safety practices in a workplace setting.
- ✔ Describe workplace health and safety culture.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This unit standard is foundational to an understanding of workplace health and safety in New Zealand. Anyone wanting to develop their health and safety knowledge should complete this course.

This course provides compulsory credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).



RISK ASSESSMENT

PURPOSE

Apply health and safety risk assessment to a job role.

LEVEL: 3
CREDITS: 8



COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✓ Describe the principles of health and safety risk assessment.
- ✓ Apply health and safety risk assessment to a job role in accordance with regulatory requirements and industry good practice.



**NZQA UNIT
STANDARD**

30265

Apply health and safety risk assessment to a job role

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This unit standard is foundational to an understanding of workplace health and safety in New Zealand. Anyone wanting to develop their health and safety knowledge should complete this course.

This course provides compulsory credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).

REFRESHER

An eLearning refresher is also available for this course.



APPLY SAFE WORK PRACTICES

PURPOSE

This course will provide learners with the knowledge they need to be able to identify safe work practices and apply these in a specific workplace.

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✔ Identify the principles of workplace safety in a given workplace.
- ✔ Demonstrate safe work practices in a specific workplace.



LEVEL: 2
CREDITS: 4



NZQA UNIT STANDARD

17593

Apply safe work practices in the workplace

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

Any person seeking to improve workplace health and safety.

REFRESHER

An eLearning refresher is also available for this course.



BACK INJURY PREVENTION

PURPOSE

The purpose of this course is to provide a sound understanding of the causes of back injury and methods to prevent back injury in the workplace.

LEVEL: 3
CREDITS: 4



**NZQA UNIT
STANDARD**

17592

Identify the causes of back injury and methods to prevent back injuries in the workplace

COURSE OBJECTIVES

On successful completion of this eLearning course, learners will be able to:

- ✓ Describe the structure and function of the spine.
- ✓ Identify the risk factors for occupational back injury.
- ✓ Identify back care techniques.
- ✓ Identify work place control measures to reduce the risk of back injury.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

Any person working or supervising people at work and seeking to improve workplace health and safety.

This course also provides credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).





E-Learning

HEARING CONSERVATION

PURPOSE

The purpose of this course is to develop your understanding of factors that can damage hearing and ways to protect hearing in the workplace.

LEVEL: 3
CREDITS: 3



**NZQA UNIT
STANDARD**

17594

Demonstrate knowledge of hearing conservation in the workplace

COURSE OBJECTIVES

On successful completion of this eLearning course, learners will be able to demonstrate knowledge of:

- ✓ The mechanism of hearing, and the causes of impairment.
- ✓ How sound intensity is measured, the hearing comfort zone, and the effects of noise on the hearing mechanism.
- ✓ Types of, and the benefits of using, hearing protection equipment.
- ✓ Workplace hearing protection programme requirements.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

Any person seeking to improve workplace health and safety.

Completion of this unit standard provides credits toward the VHNZ New Zealand Certificate in Workplace Health and Safety (Level 3).



PERMIT TO WORK

PURPOSE

To prepare a learner to function as a Permit Receiver and/or Permit Issuer within a Work Permit system.

COURSE OBJECTIVES

At the successful completion of the course, the learner will be able to:

Permit Receiver

- ✓ Understand the types of work permits and the roles of those involved in the Work Permit system.
- ✓ Understand the requirements to prepare, receive, and undertake work under the permit.
- ✓ Describe and carry out the controls and actions to be taken at the end of the work period or upon the completion of work.

Permit Issuer

- ✓ Explain work permit procedures and requirements.
- ✓ Ensure the need for work permit is properly identified and the worksite prepared accordingly.
- ✓ Issue, monitor, close and audit work permits.

ENTRY CRITERIA

This course requires learners to demonstrate a level of written and spoken English equivalent to Level 3 English communication skills, as learners must be able to read and interpret PTW documentation, including Health and Safety legislation, and the various permit types and their supporting documentation.

It is recommended that people attending this course hold, as a minimum, the following New Zealand Qualifications Authority (NZQA) Unit Standard:

30265

Apply health and safety risk assessment to a job role.



NZQA UNIT STANDARD

17588

Apply for, accept and carry out work according to a work permit (receiver)

LEVEL: 3

CREDITS: 3

17590

Issue worksite specific work permits (issuer)

LEVEL: 3

CREDITS: 3

SPECIAL NOTES

This can be run either as an Issuer only (US 17590), a Receiver only (US 17588), or as a Receiver/Issuer Combined (US 17588 and 17590).

REFRESHER

An eLearning refresher is also available for this course. To maintain competency and stay current with best practice, we recommend refreshing your training every two years.



DRUG AND ALCOHOL MANAGEMENT

PURPOSE

This course will provide an understanding of drug classifications, offences and penalties under the Misuse of Drugs Act 1975, as well as strategies for dealing with drug and alcohol related problems within an organisation.

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✔ Define drug classifications, offences and penalties in terms of the Misuse of Drugs Act 1975.
- ✔ Describe the behaviour and protocols that are used when dealing with individuals under the influence of drugs.
- ✔ Describe how workers with drug and alcohol related problems are managed in an organisation.



LEVEL: 3
CREDITS: 4



NZQA UNIT STANDARD

22316

Demonstrate knowledge of the management of drug and alcohol-related problems in the workplace.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

Any person working in drug and alcohol prevention programmes in the workplace. They do not hold a management role but are carrying out these duties in addition to their everyday work role.

This course also provides credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).



DISCOMFORT, PAIN AND INJURY (DPI)

PURPOSE

This course is designed to provide learners with an understanding of the contributory causes of DPI and the factors that need to be considered when preventing and managing DPI in the workplace.

LEVEL: 3
CREDITS: 8



**NZQA UNIT
STANDARD**

17591

Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✓ Describe what is meant by DPI.
- ✓ Outline the groups of contributory factors and how they combine to result DPI.
- ✓ Describe contributory factors individuals and workplaces need to consider when preventing and managing DPI.
- ✓ Outline measures used to manage the risks to staff experiencing DPI.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

Any person working or supervising people at work and/or seeking to improve workplace health and safety, especially the prevention and management of DPI in the workplace.

This course also provides credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).





ROLE AND FUNCTIONS OF THE HEALTH AND SAFETY REPRESENTATIVE

PURPOSE

The purpose of this course is to provide learners with knowledge about the overall role and functions of a Health and Safety Representative in a New Zealand workplace.

LEVEL: 3
CREDITS: 2

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✓ Explain the role and functions of the Health and Safety Representative under the Health and Safety at Work Act 2015 and its Regulations.
- ✓ Explain the role of a Health and Safety Representative as an advocate for workers.
- ✓ Identify the obligations of a PCBU and WorkSafe New Zealand towards the Health and Safety Representative.
- ✓ Describe the risk management process and the importance of communicating with workers and management.
- ✓ Describe the purpose, procedures and obligations applicable to a Provisional Improvement Notice (PIN).
- ✓ Describe the rights and process for ceasing unsafe work.



NZQA UNIT STANDARD

29315

Describe the role and functions of the Health and Safety Representative in a New Zealand workplace

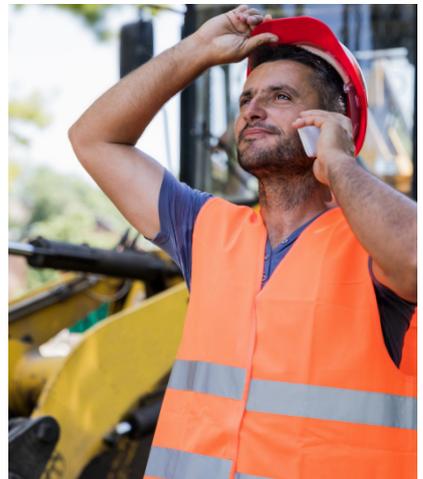
OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This course is for people who are or intend to perform the functions of a Health and Safety Representative.

This course is required for the VHNZ Health and Safety Representative (Stage One) course it also provides credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).





SAFE SYSTEMS OF WORK

PURPOSE

People credited with this unit standard are, for a specified job, able to; prepare a work method statement and undertake a job safety analysis.

COURSE OBJECTIVES

On completion of this course, learners will be able to:

- ✓ Prepare a work method statement for a specified job.
- ✓ Produce a job safety analysis for a specified job.



LEVEL: 3
CREDITS: 3



**NZQA UNIT
STANDARD**

19522

Undertake job safety analysis

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

REFRESHER DATE

It is advisable to undergo refresher training at regular intervals to ensure that you remain competent. The frequency of such training may vary depending on your industry.

WHO SHOULD ATTEND

This training is suitable for anyone who needs to learn how to conduct a job safety analysis (JSA) for a specific task.



INCIDENT INVESTIGATION

PURPOSE

This course is designed to provide learners with an understanding of the processes involved in workplace incident investigation and the opportunity to produce an incident investigation report based on a documented incident.

LEVEL: 4
CREDITS: 6



NZQA UNIT STANDARD

17601

Produce an occupational health and safety incident investigation



COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✔ Explain why workplace accidents need to be reported and investigated.
- ✔ Explain the concepts of multiple causation and root-cause analysis.
- ✔ Detail an incident investigation process using a hypothetical incident.
- ✔ Produce an incident investigation report based on a documented incident.

ASSESSMENT REQUIREMENT

Following completion of this online course, learners will be required to submit a health and safety investigation report which will contribute to the final assessment.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This course is for people who may be involved in conducting or assisting in health and safety incident investigations.

This course is required for the VHNZ Health and Safety Representative (Stage Two) course. It also provides credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).





LOCKOUT TAGOUT

PURPOSE

This course is intended to provide crucial knowledge about machinery lockout and reinstatement requirements and procedures across a range of industries.

LEVEL: 3
CREDITS: 4



**NZQA UNIT
STANDARD**

25043

Lockout and reinstate machinery in the workplace



COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✓ Demonstrate knowledge of machinery lockout and reinstatement.
- ✓ Lockout machinery.
- ✓ Reinstall machinery.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This course is for people working with machinery.

This course also provides credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).

SPECIAL NOTE

Once the learner has completed the online learning and assessment questionnaire, they will be required to complete a practical activity under the supervision of an appropriately qualified person (see note below), who will be required to attest that the candidate has successfully isolated and reinstated a machine (or piece of equipment) and completed the appropriate documentation in accordance with their organisational procedures.

In the event that your organisation does not have an appropriately qualified person, then VHNZ will provide an assessor to conduct the practical activity at the client's cost.

Note: An appropriately qualified person is someone who is familiar with their organisational isolation/lockout tagout procedures, and is either a supervisor and/or permit issuer who, in addition to holding unit standard 17590, also holds the lockout unit standard 25043.





ASBESTOS SAFETY

PURPOSE

People accredited with these unit standards are able to demonstrate knowledge of:

- Asbestos and associated health risks.
- The range of safety procedures to follow when asbestos is present.
- Measures to protect people doing asbestos-related work against asbestos exposure risk.



NZQA UNIT STANDARD

2138

Demonstrate knowledge of asbestos and safety procedures

30596

Demonstrate knowledge of asbestos and safety measures for asbestos-related work



COURSE OBJECTIVES

On completion of this course, you will be able to:

- ✓ Demonstrate knowledge of asbestos and associated health risk.
- ✓ Demonstrate knowledge of measures to control respiratory risk for people doing asbestos-related work.

OUR TEACHING METHOD

This can be delivered face-to-face or via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND?

This unit standard is for people who work, or intend to work, in construction. This unit standard is for people whose work may bring them into contact with asbestos.

The VHNZ course is designed for individuals engaged in unlicensed asbestos work - those working with bonded (non-friable) asbestos in small quantities.





CHEMICAL SAFETY AT WORK

LEVEL: 3
CREDITS: 2

PURPOSE

The course is designed to train an individual to identify the health and safety risks of the chemicals at work, and the controls designed to minimise your exposure to these risks.

WorkSafe have identified that up to 900 New Zealanders die from work-related illnesses every year. Some of these are related to the improper use or control of chemicals, which can cause cancers, organ failure and other chronic illnesses.



NZQA UNIT STANDARD

31292

Demonstrate knowledge of workplace procedures relating to hazardous substances

Note: After an eLearning segment, the learner will be required to download and complete the assessment for Unit Standard 31292.

NO UNIT STANDARD OPTION

There is also a **NO Unit Standard** option for the above course.

For this course, the learner will receive an eLearnCertificate but will not be awarded NZQA Unit Standard 31292.

COURSE OBJECTIVES

After the successful completion of this online course, learners will be able to demonstrate knowledge of:

- ✔ Their obligations under the current legislation.
- ✔ The health and safety risks associated with their workplace chemicals.
- ✔ The controls required to reduce the risk of exposure.
- ✔ The safe use of equipment, including PPE, to reduce their risk of exposure.
- ✔ Their actions during chemical emergencies at work.
- ✔ An emergency involving Hazardous Substances in the workplace.

SPECIAL NOTES

The course helps PCBU meet the requirements of Regulation 4.5 of the Health and Safety at Work (Hazardous Substances) Regulations 2017.

This course may not be sufficient to meet the evidence requirements of a 'Competent Person' as specified under regulation 19.1 of the Regulations 2017. People intending to handle 'tracked substances' or manage chemical stores should complete our Chemical Handling and Storage course.

WHO SHOULD ATTEND

This course is primarily for people employed in work that does not necessarily involve the direct use of handling of hazardous substances, but would benefit from awareness of associated adverse effects of hazardous substances present on a site.

It may also be useful for first time users or handlers of hazardous substances prior to specific training safe management and handling, and for contractors and frequent site visitors.



CONFINED SPACE HAZARDS

PURPOSE

This course is to prepare workers to work safely in or around confined spaces. Learners will gain knowledge of how to identify different types of confined spaces, their hazards and the risk control measures required to eliminate or minimise risks to their health and safety. They will also develop their understanding of the responsibilities of people entering confined spaces or conducting observation duties, as well as the requirements for atmospheric testing and monitoring.

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✔ Demonstrate knowledge of confined spaces, and their permit notification and implementation requirements.
- ✔ Identify control measures to eliminate, isolate, and minimise the risk of hazards in confined spaces.
- ✔ Demonstrate knowledge of monitoring and confined space testing requirements.
- ✔ Describe the responsibilities and duties of people entering confined spaces or conducting observation duties for confined spaces.

SPECIAL NOTES

Those qualified with unit standard 18426 (Confined Space Hazards) MUST be under direct supervision by someone qualified with unit standard 17599 (2 day Confined Space) at all times.

Completion of this Unit Standard provides credits towards the VHNZ New Zealand Certificate in Workplace Health and Safety (Level 3).

LEVEL: 3
CREDITS: 4



NZQA UNIT STANDARD

18426

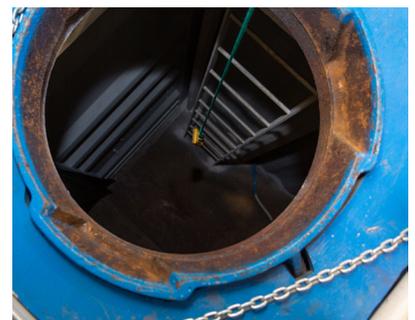
Demonstrate knowledge of hazards associated with confined spaces

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This unit standard is intended for employees intending to work in or around confined spaces under direct supervision.





EMERGENCY RESPONSE SYSTEMS

PURPOSE

This unit standard is part of the suite (of four) NZQA level 3 unit standards in the Emergency Care First Response domain.

These unit standards are for emergency care first responders and are designed to train people to provide advanced level first aid in emergency situations.

US 29322 covers a broader understanding of emergency response in New Zealand.

LEVEL: 3
CREDITS: 5



**NZQA UNIT
STANDARD**

29322

Demonstrate knowledge of emergency response systems in New Zealand

COURSE OBJECTIVES

After the successful completion of the online course, learners will be able to demonstrate:

- ✔ An awareness of emergency response in New Zealand.
- ✔ Knowledge of safety and well-being in an emergency care first response context in accordance with organisational requirements.
- ✔ Knowledge of personal conduct in situations that may require investigation.

ENTRY REQUIREMENTS

Applicants must have a current first aid certificate, refreshed or completed in the last two years.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

SPECIAL NOTE

The achievement of unit standard 29322, in addition to 29321: Provide basic emergency care and 29324: Demonstrate understanding of the use of common medications relevant to the emergency care first response context (which can be achieved through VHNZ) is mandatory for candidates for the NZ Resuscitation Council (Whakahaora Aotearoa) Emergency Care Instructor (ECI) certificate.

WHO SHOULD ATTEND

People who have or are intending to complete unit standard 29321 and are wishing to achieve the other level 3 NZQA unit standards in the first responder field.



COMMON MEDICATIONS

PURPOSE

This unit standard is part of the suite (of four) NZQA level 3 unit standards in the Emergency Care First Response domain.

These unit standards are for emergency care first responders and are designed to train people to provide advanced level first aid in emergency situations.

US 29324 covers common medications relevant to the emergency care first response context.

LEVEL: 3
CREDITS: 3



**NZQA UNIT
STANDARD**

29324

Demonstrate understanding of the use of common medications relevant to the emergency care first response context

COURSE OBJECTIVES

After the successful completion of this online course, learners will be able to explain:

- ✓ Common medications in terms of when and how they should and should not be used, and dosages.
- ✓ Administration of common medications in accordance with organisational procedures.

ENTRY REQUIREMENTS

Applicants must have achieved unit standard 29321: Provide basic emergency care or demonstrate equivalent knowledge and skills.

SPECIAL NOTE

The achievement of unit standard 29322, in addition to 29321: Provide basic emergency care and 29324: Demonstrate understanding of the use of common medications relevant to the emergency care first response context (which can be achieved through VHNZ) is mandatory for candidates for the NZ Resuscitation Council (Whakahaora Aotearoa) Emergency Care Instructor (ECI) certificate.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

People who have or are intending to complete unit standard 29321 and are wishing to achieve the other level 3 NZQA unit standards in the first responder field.



WORKPLACE VERIFIER

PURPOSE

This course is designed to train and qualify experienced personnel to participate in assessment processes as a workplace verifier. Verifiers do not make final assessment decisions.

Verifiers support the assessment process by:

- Verifying that evidence provided by a learner is valid and authentic.
- Confirming that the learner's practice is in accordance with contextual requirements.
- May include observing the learner completing practical tasks, and commenting on performance.

The course provides appropriate training and qualification for anyone engaged as a workplace verifier: For example, as an on-the-job or apprenticeship verifier.

LEVEL: 4
CREDITS: 10



**NZQA UNIT
STANDARD**

30423

Participate in assessment processes as a verifier

COURSE ASSESSMENT

PART 1 (THEORY): This section is completed online answering a series of questions. (Up to 30 minutes)

PART 2 (PRACTICAL): This section is an assignment that you will need to complete in your workplace. The workplace verifications will provide the evidence for assessment of the candidates competence. (Up to 2 hours)

COURSE OBJECTIVES

On completion of this course learners will be able to:

- ✓ Explain assessment and verification processes.
- ✓ Prepare for verification.
- ✓ Conduct verification.
- ✓ Complete verification administration.
- ✓ Review assessment verification practice.

SPECIAL NOTE

It is essential that the verifications providing evidence for this unit standard are real. Simulations will not be used for the assessment of unit standards unless their use is common practice for the type of unit standard being assessed, e.g. emergency response.

If learners do not have access to appropriate assessments for use in the workplace, relevant verification materials may be purchased from VHNZ. VHNZ will provide hard copies of the assessments, a marking guide, and moderation report.



WORKPLACE ASSESSOR

PURPOSE

This course is designed to train and qualify experienced personnel to prepare for and conduct assessments against unit standards in the workplace, complete assessment administration, and review completed assessments and assessment practice.

The course emphasises the use of assessment to continually improve training and assessment practice, as much as providing a means of judging competence.

It will focus on ensuring the collection and sufficiency of valid evidence to assure judgements of competency. It provides appropriate training and qualification for anyone engaged as a workplace assessor: For example, as an on-the-job or Industry Training Organisation (ITO) assessor.

LEVEL: 4
CREDITS: 6



**NZQA UNIT
STANDARD**

4098

Use standards to assess candidate performance



COURSE OBJECTIVES

At the completion of this course, learners will be able to:

- ✔ Prepare for and conduct an assessment.
- ✔ Complete the assessment administration.
- ✔ Review the assessment practice.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

COURSE ASSESSMENT

Assessments will be completed in the workplace and then submitted to VHNZ for marking.

WHO SHOULD ATTEND

Personnel who are experienced in the workplace preparing and conducting assessment.





EXPLAIN SAFE WORK PRACTICES FOR WORKING AT HEIGHT

PURPOSE

This course will give people knowledge about safe work practices when working at heights. This course will give you a basic understanding of the legal requirement for working at heights and the heights to put into place to work safely.

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able:

- ✓ Explain the legislative requirements associated with working at height.
- ✓ Explain the systems suitable for working at height.



LEVEL: 3
CREDITS: 3



NZQA UNIT STANDARD

17600

Explain safe work practices for working at heights

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer if required.

ASSESSMENT

An online test will be required following completion of the online learning course.

WHO SHOULD ATTEND

This unit standard is intended for people preparing to work at height.



FIRE EXTINGUISHER

REFRESHER

PURPOSE

This course is intended as a refresher of the Fire Extinguisher training.

COURSE OBJECTIVES

To refresh the learner's knowledge and understanding of how to:

- ✓ The fire classes and fire suppression techniques.
- ✓ Selection and use of hand extinguisher and fixed hose reels to suppress the fire.
- ✓ The basic principles of the chemistry of combustion.
- ✓ The basic principles of the physics of fire science.



NZQA UNIT STANDARD

3271

Suppress fire using hand extinguishers and fixed hose reels

4647

Demonstrate knowledge of the basic principles of fire science

*Unit Standards will not be awarded on completion of a Refresher course. See page 7 for further detail.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

WHO SHOULD ATTEND

This course is designed for individuals who hold the 3271 and 4647 unit standards. Industry guidelines advise undergoing refresher training every two years.



FIRE WARDEN

PURPOSE

In this course you will learn about evacuation requirements for a particular workplace or site. You will also learn about the duties of a Fire and Emergency Warden.

People credited with this unit standard are able to demonstrate knowledge of evacuation requirements for a particular workplace or site and are able to perform the duties and functions of a Workplace Fire and Emergency Warden.

LEVEL: 3
CREDITS: 3



**NZQA UNIT
STANDARD**

18408

Demonstrate knowledge of fire and emergency warden duties in the workplace

COURSE OBJECTIVES

On completion of this eLearning course, learners will be able to:

- ✔ Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- ✔ Explain the duties of a Fire and Emergency Warden.
- ✔ Identify factors pertaining to safe evacuation from a workplace or site.
- ✔ Identify the required resources for safe evacuation from a workplace or site understand and explain the requirements and procedures to pre-warn other parties involved in emergency operations.

OUR TEACHING METHOD

Delivery via eLearning with support from an experienced trainer.

REFRESHER

An eLearning refresher is also available for this course. To maintain competency and stay current with best practice, we recommend refreshing your training every two years.

WHO SHOULD ATTEND

This unit standard is intended for employees intending to undertake fire and emergency warden duties.

Completion of this Unit Standard provides credits towards the VHNZ New Zealand Certificate in Workplace Health and Safety (Level 3).



NEBOSH INTERNATIONAL GENERAL CERTIFICATE

IN OCCUPATIONAL HEALTH AND SAFETY

PURPOSE

The NEBOSH International General Certificate in Health and Safety is a globally recognised qualification held by more than 90,000 health and safety practitioners in 167 countries.

The qualification is designed for managers, supervisors, worker representatives and others who require an understanding of health and safety principles and practices.

The qualification is relevant to every workplace. Having the IGC is good for career prospects as it boosts a person's standing in their current role and can help them progress.

NEBOSH International General Certificate in Occupational Safety and Health is offered by VHNZ in association with SHEilds Ltd, accredited NEBOSH Centre 548.

ASSESSMENT

Assessment will consist of one short report and one written examination.

The report is to be completed with SHEilds in the two weeks leading up to each examination.

Examinations are available in the months of March / June / September / December each year. This will be managed by SHEilds.

Assessments are offered and must be completed in English. A short report is required and must be completed in English.

Due to the demands of learning online, a high level of literacy is expected of learners on this course.

There are no additional examination fees.

TO ENROL

- ✔ Click the link on the website.
- ✔ Complete the required details.
- ✔ Pay the prescribed fee.

Within five working days you will receive a login and instructions for the course.

SHEilds terms and conditions are available at:

<http://www.sheilds.org/terms-conditions/>

BENEFITS TO EMPLOYERS

The NEBOSH IGC can help to:

- ✔ Boost employee wellbeing.
- ✔ Minimise workplace injuries and illness.
- ✔ Demonstrate your commitment to health and safety, which can help win business.
- ✔ Strengthen your health and safety culture.
- ✔ Ensure your organisation has valuable in-house health and safety expertise.

RECOMMENDED STUDY TIME

108 hours

NOTE

This is a NEBOSH Accredited course. This course is not quality assured by NZQA.



COURSE OUTLINE

The NEBOSH International General Certificate is split into two units of study delivered via eLearning, each of which is assessed separately. The programme is delivered as follows:

UNIT IG1: MANAGEMENT OF HEALTH AND SAFETY

***Assessed by Examination (IG1)**

Two hours arranged by SHEilds

- ✔ Why we should manage workplace health and safety.
- ✔ How health and safety management systems work and what they look like.
- ✔ Managing risks – understanding people and processes.
- ✔ Health and safety monitoring and measuring.

UNIT IG2: RISK MANAGEMENT

***Assessed by a Practical assessment IG2**

Three hours arranged by SHEilds

- ✔ Physical and psychological health.
- ✔ Musculoskeletal health.
- ✔ Chemical and biological agents.
- ✔ General workplace issues.
- ✔ Workplace equipment.
- ✔ Fire.
- ✔ Electricity.





NEBOSH INTERNATIONAL CERTIFICATE

IN CONSTRUCTION HEALTH AND SAFETY

PURPOSE

The International Construction Certificate is designed for supervisors and managers within the international construction industry. It is designed to:

- Provide a sound breadth of underpinning knowledge that enables them to discharge more effectively their duties with respect to health and safety in construction activities.
- Cover general health and safety issues within a construction context as well as placing emphasis on the specific construction issues that make the industry amongst the most dangerous in which to work.

The NEBOSH International Certificate in Construction Health and Safety is offered by VHNZ in association with SHEilds Ltd, accredited NEBOSH Centre 548.

ASSESSMENT

An examination is offered and must be completed in English. The examination is online and must be completed within 24 hours.

Examination dates are available in January, March, May, July, September and November.

Due to the demands of learning online, a high level of literacy is expected of learners on this course.

Trainees will be required to pay SHEilds an additional NEBOSH examination fee of £150.

TO ENROL

- ✓ Click the link on the website.
- ✓ Complete the required details.
- ✓ Pay the prescribed fee.

Within five working days you will receive a login and instructions for the course.

SHEilds terms and conditions are available at:

<http://www.sheilds.org/terms-conditions>

RECOMMENDED STUDY TIME

108 hours

NOTE

This is a NEBOSH Accredited course. This course is not quality assured by NZQA.



COURSE OUTLINE

The International Certificate in Construction Safety and Health covers the following topics:

- The foundations of construction health and safety management.
- Improving health and safety culture and assessing risk.
- Managing change and procedures.
- Excavation.
- Demolition.
- Mobile plant and vehicles.
- Working at height.
- Musculoskeletal health and load handling.
- Work equipment.
- Electricity.
- Fire.
- Chemical and biological agents.
- Physical and psychological health.

BENEFITS TO EMPLOYERS

The NEBOSH International Certificate in Construction Health and Safety can help to:

- ✓ Boost employee wellbeing.
- ✓ Minimise workplace injuries and illness.
- ✓ Demonstrate your commitment to health and safety, which can help win business.
- ✓ Strengthen your health and safety culture.
- ✓ Ensure your organisation has valuable in-house health and safety expertise.





NEBOSH INTERNATIONAL CERTIFICATE IN FIRE SAFETY

PURPOSE

The NEBOSH Certificate in Fire Safety and Risk Management Certificate aims to build on the success of the International General Certificate.

The FC has been designed for managers, supervisors, employee representatives and those embarking on a role with fire safety responsibility. It aims to equip holders to contribute to the conduct and review of fire risk assessments and fire preventive and protective measures within most workplaces.

NEBOSH Certificate in Fire Safety and Risk Management is offered by VHNZ in association with SHEilds Ltd, accredited NEBOSH Centre 548.

ASSESSMENT

Assessment will consist of an open book written assessments of five hours, plus a practical assessment of three hours.

Examinations are available in the months of March / June / September / December each year. This will be managed by SHEilds.

Assessments are offered and must be completed in English. A short report is required and must be completed in English.

Due to the demands of learning online, a high level of literacy is expected of learners on this course.

There are no additional examination fees.

RECOMMENDED STUDY TIME

40 - 60 hours, with an estimated average completion time of 3 - 6 months.

NOTE

This is a NEBOSH Accredited course. This course is not quality assured by NZQA.







COURSE OUTLINE

The NEBOSH Certificate in Fire Safety course is split into two units of study delivered via eLearning, each of which is assessed separately. The course is delivered as follows:

UNIT FSC1: FIRE SAFETY

***Assessed by an at home open book examination - Learners have 24 hours to complete (Exam should take 4-5 hours)**

- ✓ Why we should manage workplace health and safety.
- ✓ How health and safety management systems work and what they look like.
- ✓ Managing risks – understanding people and processes.
- ✓ Health and safety monitoring and measuring.

UNIT FSC2: FIRE RISK MANAGEMENT

***Assessed by a Practical assessment IG2 - Three hours arranged by SHEilds**

- ✓ Managing fire safety.
- ✓ Principles of fire and explosion.
- ✓ Causes and prevention of fire and explosions.
- ✓ Fire protection in buildings.
- ✓ Safety of people in the event of a fire.
- ✓ Fire safety risk assessments.

TO ENROL

- ✓ Click the link on the website.
- ✓ Complete the required details.
- ✓ Pay the prescribed fee.

Within five working days you will receive a login and instructions for the course.

SHEilds terms and conditions are available at:

<http://www.sheilds.org/terms-conditions>



NEBOSH INTERNATIONAL DIPLOMA

FOR OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PROFESSIONALS

PURPOSE

The NEBOSH International Diploma is designed for individuals who want to progress their career in health & safety and to develop the international knowledge and skills in order to become an international health & safety practitioner.

All occupational health & safety practitioners (OHASPs) need to have a common core of knowledge in order to practice effectively. This common core of knowledge must be transferable between the different occupational sectors in which OHASPs may work, ranging across all parts of industry, commerce and the public sector. The NEBOSH International Diploma for Occupational Health and Safety Management Professionals provides the knowledge and understanding that underpins competent performance as an OHASP.

The NEBOSH International Diploma for Occupational Health and Safety Management Professionals is offered by VHNZ in association with SHEilds Ltd, accredited NEBOSH Centre 548.

ASSESSMENT

The examinations are held bi-annually, and comprise of one assessment and two case studies.

Only students who have enrolled with NEBOSH through an accredited centre are eligible to register for the examination.

Assessments are offered and must be completed in English. A short report is required and must be completed in English.

Due to the demands of learning online, a high level of literacy is expected of learners on this course.

Trainees will be required to pay SHEilds an additional NEBOSH examination fee of £450.

COURSE OUTLINE

The NEBOSH International Diploma in Occupational Health and Safety is split into three core units delivered via eLearning:

- ✔ Unit ID1: Know - workplace health and safety principles (International).
- ✔ Unit ID2: Do - controlling workplace health issues (International).
- ✔ Unit ID3: Do - controlling workplace safety issues (International).



TO ENROL

- ✔ Click the link on the website.
- ✔ Complete the required details.
- ✔ Pay the prescribed fee.

Within five working days you will receive a login and instructions for the course.

SHEilds terms and conditions are available at:
<http://www.sheilds.org/terms-conditions>

NOTE

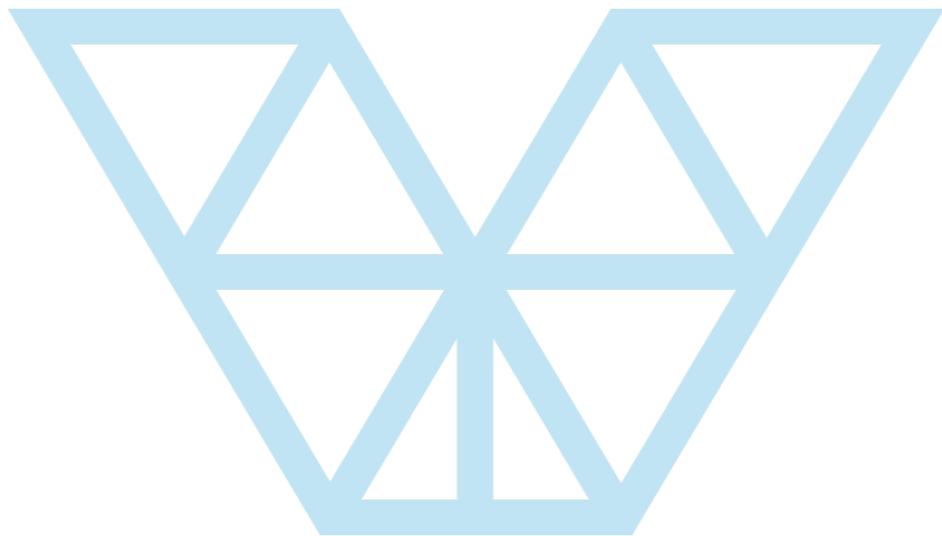
This is a NEBOSH Accredited course. This course is not quality assured by NZQA.

ENTRY REQUIREMENTS

There are no prerequisite entry requirements, though students will find it helpful to have completed the International General Certificate first.

Students should also be aware that this is a demanding qualification - approximately equivalent to third year degree level - and therefore may find it very difficult if they do not have this background knowledge and/or the ability and application to study at this level.





New Zealand

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Whakatane

26 Gateway West, Coastlands, Whakatane 3120

New Plymouth

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Hastings

121 Stonecroft Street, Camberley, Hastings 4120

Palmerston North

10-12 Edgeware Road, Palmerston North 4410

Wellington - Upper Hutt

16 Nicolaus Street, Trentham, Upper Hutt 5018

Nelson

1 Sharps Lane, Nelson South, Nelson 7010

Christchurch

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Cromwell

Unit 2, 4A Ree Crescent, Cromwell, 9310

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Course Catalogue 2025; Version 2 - Accurate as at July 2025