

A high-angle photograph of a worker inside a large, dark, circular confined space, possibly a tunnel or shaft. The worker is wearing a black Petzl helmet, a high-visibility yellow and orange safety vest over a dark blue long-sleeved shirt, and grey work gloves. They are looking directly at the camera with a slight smile. The background is dark and textured, with a blue-painted metal rim and a chain visible at the top. The overall lighting is dramatic, highlighting the worker's face and gear.

**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 OFFICES

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

## TELEPHONE

0800 72 33 848

## EMAIL

info@vhnz.co.nz

## WEBSITE

verticalhorizonz.com

# CONTENTS

|  |           |   |           |
|--|-----------|---|-----------|
| <b>OUR TRAINING CENTRES</b>                    | <b>4</b>  | Permit to Work  | <b>38</b> |
| <b>CLIENT AND TRAINEE INFO</b>                 | <b>6</b>  | Common Permit to Work   | <b>39</b> |
| <b>REFRESHERS</b>                              | <b>7</b>  | Fonterra Safe Work Systems  | <b>40</b> |
| <b>WE CREATE SAFETY CERTAINTY</b>              | <b>8</b>  | Lockout Tagout  | <b>41</b> |
| <b>WE KNOW YOUR INDUSTRY</b>                   | <b>8</b>  | New Zealand Certificate in Workplace Health and Safety Practice (Level 3)           | <b>42</b> |
| <b>WE ARE ACCREDITED AND COMPLIANT</b>         | <b>8</b>  | New Zealand Certificate in Workplace Health and Safety Practice (Level 4) Competenz | <b>46</b> |
| <b>WE OFFER MORE THAN JUST TRAINING</b>        | <b>9</b>  | <b>Chemical Safety</b>  | <b>49</b> |
| <b>INVESTMENT SCHEDULE</b>                     | <b>10</b> | Chemical Safety at Work   | <b>50</b> |
| <b>Health and Safety</b>                       | <b>19</b> | Chemical Handling and Storage   | <b>51</b> |
| Workplace Health and Safety Requirements       | <b>20</b> | Knowledge required of a Certified Handler   | <b>53</b> |
| Workplace Health and Safety Foundation         | <b>21</b> | Asbestos Awareness  | <b>55</b> |
| Workplace Health and Safety                    | <b>22</b> | Asbestos Handling   | <b>56</b> |
| Risk Assessment                                | <b>23</b> | Asbestos Safety   | <b>57</b> |
| Rural Health and Safety                        | <b>24</b> | Growsafe Basic  | <b>58</b> |
| Health and Safety Representative - Stage One   | <b>25</b> | Growsafe Standard   | <b>60</b> |
| Health and Safety Representative - Stage Two   | <b>26</b> | Contaminated Site Safety Certificate  | <b>61</b> |
| Health and Safety Representative - Stage Three | <b>27</b> | Chemical Handling on Farms  | <b>62</b> |
| Health and Safety Committee                    | <b>28</b> | <b>Fire and Emergency</b>   | <b>65</b> |
| Incident Investigation                         | <b>29</b> | Fire Safety and Warden  | <b>66</b> |
| Construction Health and Safety                 | <b>30</b> | Fire Warden   | <b>67</b> |
| Contractor Health and Safety Management        | <b>31</b> | Fire Extinguisher   | <b>68</b> |
| Site Safe Passport Building Construction       | <b>32</b> | <b>Maritime</b>   | <b>69</b> |
| Workplace Safety                               | <b>33</b> | STCW Basic Training   | <b>70</b> |
| Manual Handling                                | <b>34</b> | STCW Refresher  | <b>72</b> |
| Hearing Conservation                           | <b>35</b> | STCW Crowd Management and Passenger Safety  | <b>73</b> |
| Drug and Alcohol Management                    | <b>36</b> | <b>First Aid</b>  | <b>75</b> |
| Safety Observer                                | <b>37</b> |   |           |

|  |            |   |            |
|--|------------|---|------------|
| First Aid - Level 1  | 76         | Gas Testing   | 109        |
| First Aid - Level 2  | 77         | Confined Space and Gas Testing  | 110        |
| Early Childhood First Aid  | 78         | Confined Space in the Infrastructure Industry                                 | 112        |
| Outdoor First Aid  | 79         | Breathing Apparatus   | 113        |
| Pre Hospital Emergency Care (PHEC)                                   | 80         | Operate Breathing Apparatus in a General Emergency                            | 114        |
| <b>Height and Access</b>   | <b>81</b>  | <b>Rural</b>  | <b>115</b> |
| Working at Height Basic  | 82         | Four Wheel Drive (4WD) Off Road   | 116        |
| Working at Height Advanced   | 83         | Operate a Light 4WD Vehicle Off Road in the Primary Industry (Level 3)        | 117        |
| Working at Height Rescue Planning and Techniques                     | 84         | Four Wheel Drive (4WD) On Road  | 119        |
| Height Safety PPE Inspection   | 85         | Operate a Light 4WD Vehicle On Road in the Primary Industry (Level 3)         | 120        |
| Ladder Awareness   | 86         | Four Wheel Drive (4WD) On and Off Road  | 122        |
| Rescue from an Electrical Structure                                  | 87         | Operate a Light 4WD Vehicle On and Off Road in the Primary Industry (Level 3) | 123        |
| Certificate in Construction Pre Trade, High Work - Level 3           | 88         | Quad Bike   | 125        |
| Stock Picker Operations  | 90         | Operate a Quad Bike in the Primary Industry (Level 3)                         | 126        |
| Low Level Scaffolding  | 91         | Light Utility Vehicle (LUV)   | 128        |
| New Zealand Certificate in Scaffolding (General) Level 3             | 92         | Operate a Light Utility Vehicle (LUV) in the Primary Industry (Level 3)       | 130        |
| New Zealand Apprenticeship in Scaffolding (TRADE) - Level 4          | 94         | Tractor   | 132        |
| New Zealand Apprenticeship in Roofing - Level 4                      | 96         | Operate a Tractor in the Primary Industry (Level 3)                           | 133        |
| IRATA Rope Access  | 98         | Chainsaw  | 135        |
| Certificate of Competency in Industrial Rope Access - Level 3        | 99         | Operate a Chainsaw in the Primary Industry (Level 3)                          | 136        |
| New Zealand Certificate in Industrial Rope Access - Level 3          | 100        | Farm Bike   | 138        |
| New Zealand Certificate in Industrial Rope Access - Level 4 (IRAANZ) | 102        | Operate a Motorcycle in the Primary Industry (Level 3)                        | 139        |
| Global Wind Organisation (GWO) Basic Safety Training                 | 104        | Open Space Mowing   | 141        |
| <b>Confined Space</b>  | <b>107</b> | New Zealand Certificate in Primary Industry Operational Skills - Level 3      | 142        |
| Confined Space Hazards   | 108        |   |            |

# CONTENTS

## CONTINUED...

|  |            |   |            |
|--|------------|---|------------|
| <b>Transport and Licensing</b>   | <b>149</b> | Load Slinging and Communication                             | <b>182</b> |
| Forklift Skills  | <b>150</b> | Mobile Crane  | <b>184</b> |
| Electric Pallet Jack   | <b>151</b> | Vessel Mounted Crane  | <b>185</b> |
| Fatigue Management (Logbook)   | <b>152</b> | Introduction to Load Slinging and Truck Loader Crane        | <b>186</b> |
| Class 2 Licence  | <b>153</b> | Truck Loader Crane  | <b>188</b> |
| Class 4 Licence  | <b>154</b> | Telehandler   | <b>190</b> |
| Class 5 Licence  | <b>155</b> | Lift and Move   | <b>191</b> |
| Load and Unload a Goods Vehicle  | <b>156</b> | Lift and Move in Infrastructure                             | <b>192</b> |
| D Endorsement (Dangerous Goods)  | <b>157</b> | New Zealand Certificate in Rigging - Level 3                | <b>193</b> |
| V Endorsement Vehicle Recovery   | <b>159</b> | New Zealand Certificate in Cranes - Level 3                 | <b>196</b> |
| On Road Defensive Driving  | <b>160</b> | <b>Electrical Safety</b>                                    | <b>199</b> |
| Wheels, Tracks, Roller Endorsement (WTR)   | <b>161</b> | Electricity Supply Core Skills                              | <b>200</b> |
| <b>Infrastructure</b>  | <b>163</b> | Working at Heights within the Electrical Supply Environment | <b>201</b> |
| Operate Small Plant for Infrastructure Works   | <b>164</b> | Electricity Supply Core Skills Refresher                    | <b>203</b> |
| New Zealand Certificate in Infrastructure Works - Level 2                                  | <b>165</b> | <b>Adult Education</b>                                      | <b>205</b> |
| New Zealand Certificate in Infrastructure Works (Plant and Equipment Operations) - Level 3 | <b>168</b> | Workplace Trainer   | <b>206</b> |
| <b>Crane</b>   | <b>173</b> | Workplace Assessor  | <b>207</b> |
| Mobile Elevated Work Platform  | <b>174</b> | <b>Leadership</b>   | <b>209</b> |
| Introduction to Load Slinging  | <b>176</b> | Action Orientated Team Leadership                           | <b>210</b> |
| Overhead Crane - Pendant Controlled  | <b>177</b> | Pou Kapua - Introduction to Leadership                      | <b>212</b> |
| Introduction to Load Slinging and Overhead Crane - Pendant Controlled                      | <b>178</b> | <b>Security</b>   | <b>213</b> |
| Overhead Crane - Cab Controlled  | <b>179</b> | Certificate of Approval                                     | <b>214</b> |
| Prepare and Sling Complex Loads  | <b>180</b> | <b>Māori Pasifika</b>                                       | <b>215</b> |
| Non-Slewing Articulated Crane  | <b>181</b> | Marae Health and Safety                                     | <b>216</b> |



|  |            |  |     |
|--|------------|--|-----|
| Cultural Safety                                    | 217        | Common Medications   | 244 |
| Train to Work                                      | 218        | Workplace Verifier   | 245 |
| <b>E-Learning</b>                                  | <b>221</b> | Workplace Assessor   | 246 |
| Workplace Health and Safety Requirements           | 222        | Explain Safe Work Practices for Working at Height  | 247 |
| Workplace Health and Safety Requirements Refresher | 223        | Fire Extinguisher Refresher  | 248 |
| Workplace Health and Safety Legislation            | 224        | Fire Warden  | 249 |
| Workplace Health and Safety Culture and Practices  | 225        | Fire Warden Refresher  | 250 |
| Risk Assessment                                    | 226        | NEBOSH International General Certificate in Occupational Health and Safety               | 251 |
| Risk Assessment Refresher                          | 227        | NEBOSH International Certificate in Construction Health and Safety                       | 253 |
| Apply Safe Work Practices                          | 228        | NEBOSH International Certificate in Fire Safety  | 255 |
| Apply Safe Work Practices Refresher                | 229        | NEBOSH International Technical Certificate in Oil and Gas Operation Safety               | 257 |
| Back Injury Prevention                             | 230        | NEBOSH International Diploma for Occupational Health and Safety Management Professionals | 259 |
| Hearing Conservation                               | 231        |  |     |
| Permit to Work                                     | 232        |  |     |
| Permit to Work Refresher                           | 233        |  |     |
| Drug and Alcohol Management                        | 234        |  |     |
| Discomfort Pain and Injury (DPI)                   | 235        |  |     |
| Health and Safety Representative                   | 236        |  |     |
| Safe Systems at Work                               | 237        |  |     |
| Incident Investigation                             | 238        |  |     |
| Lockout Tagout                                     | 239        |  |     |
| Asbestos Safety                                    | 240        |  |     |
| Chemical Safety at Work                            | 241        |  |     |
| Confined Space Hazards                             | 242        |  |     |
| Emergency Response Systems                         | 243        |  |     |

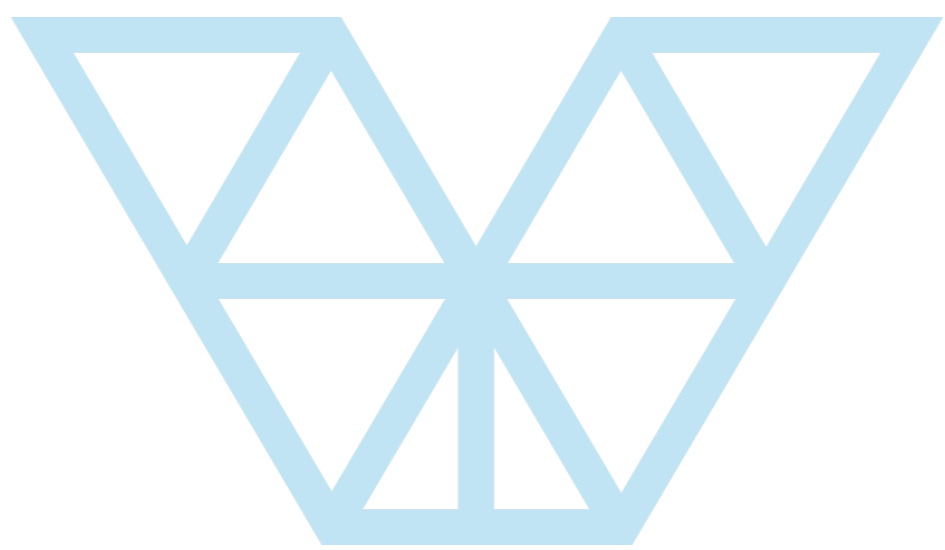
# OUR TRAINING CENTRES

We deliver our courses  
**NATIONWIDE!**



**CONTACT US:** Free Phone: 0800 72 33 848 or Email: [info@vhnz.co.nz](mailto:info@vhnz.co.nz)

[verticalhorizonz.com](http://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.

With the exception of First Aid, 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 ROL.

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 ROL. If you have not yet registered to receive your ROL 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

## 2023 SERVICES AND INVESTMENT SCHEDULE

NOTE: ALL PRICES ARE EXCLUSIVE OF GST

| VHNZ BOOK PRICES 2023                              |                     |           |                     |                 |              |             |             |           |
|--|---------------------|-----------|---------------------|-----------------|--------------|-------------|-------------|-----------|
| Courses  | Unit Standards      | Pre-Learn | Duration            | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.  |
| <b>HEALTH AND SAFETY</b>                           |                     |           |                     |                 |              |             |             | <b>19</b> |
| Workplace Health and Safety Requirements           | 497                 |           | 4 hours             | \$200.00        | \$1,750.00   | 8           | 15          | 20        |
| Workplace Health and Safety Foundation             | 30264, 30265, 30266 |           | 2 days              | \$585.00        | \$5,200.00   | 8           | 15          | 21        |
| Workplace Health and Safety                        | 30264, 30265        |           | 1 day               | \$300.00        | \$2,700.00   | 8           | 15          | 22        |
| Risk Assessment                                    | 30265               |           | 4 hours             | \$210.00        | \$1,750.00   | 8           | 15          | 23        |
| Rural Health and Safety                            | 23542, 31656        |           | 1 day               | \$300.00        | \$2,700.00   | 8           | 15          | 24        |
| Health and Safety Representative (Stage 1)         | 29315, 30264        |           | 2 days              | \$585.00        | \$5,200.00   | 8           | 15          | 25        |
| Health and Safety Representative (Stage 2)         | 30265, 30266        |           | 2 days              | \$585.00        | \$5,200.00   | 8           | 15          | 26        |
| Health and Safety Representative (Stage 3)         | 17601               |           | 1 day               | \$295.00        | \$2,700.00   | 8           | 15          | 27        |
| Health and Safety Committee                        | 30433               |           | 4 hours             | \$295.00        | \$1,800.00   | 8           | 15          | 28        |
| Incident Investigation                             | 17601               |           | 1 day               | \$295.00        | \$2,700.00   | 8           | 15          | 29        |
| Construction Health and Safety                     | 14609, 21209        |           | 4 hours             | \$205.00        | \$1,750.00   | 8           | 15          | 30        |
| Contractor Health and Safety Management            | 17595               |           | 1 day               | \$300.00        | \$2,700.00   | 8           | 12          | 31        |
| Site Safe Passport Building Construction           | n/a                 |           | 4 hours             | \$155.00        | POA          | 15          | 20          | 32        |
| Site Safe Passport Building Construction Refresher | n/a                 |           | n/a                 | \$20.00         | n/a          | 1           | 1           |           |
| Workplace Safety                                   | 17591, 17592, 17594 |           | 1 day               | \$300.00        | \$2,700.00   | 8           | 12          | 33        |
| Manual Handling                                    | 17591, 17592        |           | 1 day               | \$300.00        | \$2,700.00   | 8           | 12          | 34        |
| Manual Handling                                    | 17592               |           | 4 hours             | \$200.00        | \$1,750.00   | 8           | 12          |           |
| Hearing Conservation                               | 17594               |           | 4 hours             | \$200.00        | \$1,750.00   | 8           | 12          | 35        |
| Drug and Alcohol Management                        | 22316, 22318        |           | 1 day               | \$300.00        | \$2,700.00   | 8           | 15          | 36        |
| Safety Observer                                    | 17596               |           | 1 day               | \$300.00        | \$2,700.00   | 8           | 10          | 37        |
| Permit to Work                                     | 17588, 17590        |           | 2 days              | \$570.00        | \$5,200.00   | 8           | 10          | 38        |
| 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<br>(10 hours) | \$415.00        | \$3,700.00   | 8           | 10          | 39        |
| 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          | 40        |
| 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          |           |

| Courses   | Unit Standards                        | Pre-Learn | Duration   | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.  |
|---|---------------------------------------|-----------|------------|-----------------|--------------|-------------|-------------|-----------|
| Lockout Tagout  | 25043                                 |           | 4 hours    | \$220.00        | \$1,800.00   | 8           | 12          | 41        |
| New Zealand Certificate in Workplace Health and Safety Practice (Level 3)   | TBA on enquiry - will affect duration |           | 20 weeks   | POA             | POA          | 8           | 12          | 42        |
| 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          | 46        |
| <b>CHEMICAL SAFETY</b>  |                                       |           |            |                 |              |             |             | <b>49</b> |
| Chemical Safety at Work   | 31292                                 |           | 4 hours    | \$295.00        | \$2,750.00   | 8           | 12          | 50        |
| Chemical Handling and Storage   | 31290, 31293                          |           | 1 day      | \$430.00        | \$3,950.00   | 8           | 12          | 51        |
| Knowledge required of a Certified Handler   | 31291                                 |           | Extramural | \$520.00        | n/a          | n/a         | n/a         | 53        |
| Asbestos Awareness  | 2138                                  |           | 4 hours    | \$200.00        | \$1,800.00   | 8           | 15          | 55        |
| Asbestos Handling   | 30596                                 |           | 4 hours    | \$200.00        | \$1,950.00   | 8           | 15          | 56        |
| Asbestos Safety   | 2138, 30596                           |           | 1 day      | \$295.00        | \$2,750.00   | 8           | 15          | 57        |
| Growsafe Basic  | 27215                                 |           | 1 day      | \$410.00        | POA          | 8           | 12          | 58        |
| Growsafe Standard   | 21563                                 |           | 1 day      | \$480.00        | POA          | 8           | 12          | 60        |
| <b>Pre-requisite</b> 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          | 61        |
| Chemical Handling on Farms  | 21563, 31290 & 31293                  |           | 1 day      | \$425.00        | \$3,950.00   | 8           | 12          | 62        |
| <b>FIRE AND EMERGENCY</b>   |                                       |           |            |                 |              |             |             | <b>65</b> |
| Fire Safety and Warden  | 3271, 18408, 4647                     |           | 1 day      | \$325.00        | \$2,650.00   | 10          | 15          | 66        |
| Fire Warden   | 18408                                 |           | 4 hours    | \$190.00        | \$1,750.00   | 10          | 15          | 67        |
| Fire Extinguisher   | 4647, 3271                            |           | 4 hours    | \$195.00        | \$1,750.00   | 10          | 15          | 68        |
| <b>MARITIME</b>   |                                       |           |            |                 |              |             |             | <b>69</b> |
| STCW Basic Training - for New Entrants  | n/a                                   |           | 7.5 days   | \$2,250.00      | n/a          | 10          | 15          | 70        |
| STCW Refresher  | n/a                                   |           | 3 days     | \$890.00        | n/a          | 10          | 15          | 72        |
| STCW Crowd Management & Passenger Safety Training   | n/a                                   |           | 1 day      | \$310.00        | n/a          | 10          | 15          | 73        |
| STCW Crowd Management & Passenger Safety Training Refresher   | n/a                                   |           | 1 day      | \$180.00        | n/a          | 10          | 15          |           |
| <b>FIRST AID</b>  |                                       |           |            |                 |              |             |             | <b>75</b> |
| First Aid Level 1 (BLENDED)   | 6401, 6402                            | ✓         | 4 hours    | \$195.00        | \$2,200.00   | 10          | 15          | 76        |
| First Aid Level 2 (BLENDED)   | 6400, 6401, 6402                      | ✓         | 1 day      | \$270.00        | \$3,200.00   | 10          | 15          | 77        |
| First Aid Refresher (BLENDED)   | 6401, 6402                            | ✓         | 4 hours    | \$160.00        | \$1,750.00   | 10          | 15          |           |
| First Aid Level 1   | 6401, 6402                            |           | 1 day      | \$195.00        | \$2,200.00   | 10          | 15          | 76        |
| First Aid Level 2   | 6400, 6401, 6402                      |           | 1.5 days   | \$270.00        | \$32,00.00   | 10          | 15          | 77        |
| 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          | 78        |
| Outdoor First Aid   | 424, 6400                             |           | 2 days     | \$345.00        | \$3,800.00   | 10          | 15          | 79        |
| <b>Pre-requisite</b> for 424 = 6400 - Manage first aid in an emergency situation.   |                                       |           |            |                 |              |             |             |           |
| <b>Pre-requisite</b> 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          | 80        |
| <b>Pre-requisite</b> for 29321 = A current first aid certificate at the time of assessment. See info sheet for more detail. |                                       |           |            |                 |              |             |             |           |

| Courses   | Unit Standards  | Pre-Learn | Duration                | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.  |
|---|---|-----------|-------------------------|-----------------|--------------|-------------|-------------|-----------|
| <b>HEIGHT AND ACCESS</b>  |   |           |                         |                 |              |             |             | <b>81</b> |
| Working at Height Basic   | 23229, 25045  |           | 1 day                   | \$310.00        | \$2,650.00   | 8           | 12          | 82        |
| 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          | 83        |
| <b>Optional Unit:</b> 17600   |   |           |                         |                 |              |             |             |           |
| <b>Pre-requisite</b> 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          |           |
| <b>Optional Unit:</b> 17600   |   |           |                         |                 |              |             |             |           |
| Working at Height Rescue Planning and Techniques  | 23232   |           | 1 day                   | \$395.00        | \$2,700.00   | 6           | 8           | 84        |
| <b>Pre-requisite</b> 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          | 85        |
| Ladder Awareness  | n/a   |           | 2-4 hours               | \$200.00        | \$1,950.00   | 10          | 12          | 86        |
| Rescue from an Electrical Structure<br><i>Formerly Pole Top Rescue</i>  | 17025   |           | 1 day                   | \$395.00        | \$2,700.00   | 6           | 8           | 87        |
| <b>Pre-requisites</b> for 17025 = 10509 - Climb and work on electricity network structures (Note Pre-requisite for 10509 = 10507);<br>6401 - Provide first aid; Pre-requisite for 6401 = 6402 - Provide basic life support. |   |           |                         |                 |              |             |             |           |
| Rescue from an Electrical Structure Refresher<br><i>Formerly Pole Top Rescue</i>  | 17025   |           | 1 day                   | \$345.00        | \$2,650.00   | 8           | 10          |           |
| Rescue from an Electrical Structure including pre-requisites<br><i>Formerly Pole Top Rescue</i>   | 10507, 10509, 17025   |           | 2 days                  | \$615.00        | \$5,050.00   | 6           | 8           |           |
| 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                | POA             | POA          | 9           | 12          | 88        |
| Stock Picker Operations   | NUSB  |           | 4 hours                 | n/a             | \$2,000.00   | 8           | 10          | 90        |
| Low Level Scaffolding   | 9184, 13016, 13053  |           | 2 days                  | \$585.00        | \$5,050.00   | 8           | 10          | 91        |
| <b>Pre-requisite</b> for 13053: 13016 - Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height.   |   |           |                         |                 |              |             |             |           |
| New Zealand Certificate in Scaffolding (General) Level 3  | TBA on enquiry  |           | 21 months               | Funded          | n/a          | n/a         | n/a         | 92        |
| New Zealand Apprenticeship in Scaffolding (TRADE) - Level 4   | TBA on enquiry  |           | 34 months               | Funded          | n/a          | n/a         | n/a         | 94        |
| New Zealand Apprenticeship in Roofing - Level 4   | TBA on enquiry  |           | varied - see info sheet | Funded          | n/a          | n/a         | n/a         | 96        |
| IRATA Rope Access   | 23229, 15757, 19359   |           | 5 days                  | \$2,000.00      | POA          | 4           | 8           | 98        |
| <b>Note:</b> 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           | 99        |
| 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           | 100       |
| <b>Note:</b> 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           | 102       |
| <b>Note:</b> This course is currently funded, however is subject to change.   |   |           |                         |                 |              |             |             |           |

| Courses   | Unit Standards                             | Pre-Learn | Duration | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.   |
|---|--|-----------|----------|-----------------|--------------|-------------|-------------|------------|
| Global Wind Organisation Basic Safety Training (GWO)  | 23229, 6400, 6401, 6402, 3271, 4647, 17592 | ✓         | 4 days   | \$1,800.00      | POA          | 6           | 8           | 104        |
| Global Wind Organisation Basic Safety Training (GWO) Refresher  | 23229, 6400, 6401, 6402, 3271, 4647, 17592 |           | 3 days   | \$1,400.00      | POA          | 6           | 8           |            |
| <b>CONFINED SPACE</b>   |  |           |          |                 |              |             |             | <b>107</b> |
| Confined Space Hazards  | 18426                                      |           | 1 day    | \$310.00        | \$2,700.00   | 8           | 10          | 108        |
| 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          | 109        |
| 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          | 112        |
| <b>Optional Units:</b> 3058, 19207  |  |           |          |                 |              |             |             |            |
| <b>Note:</b> 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          | 112        |
| <b>Note:</b> 19207 must be partly assessed in the workplace.  |  |           |          |                 |              |             |             |            |
| <b>Pre-requisite</b> for 19207 = 18426 - Demonstrate knowledge of hazards associated with confined space;<br>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          | 113        |
| Breathing Apparatus Refresher   | 25044                                      |           | 4 hours  | \$285.00        | \$2,200.00   | 6           | 12          |            |
| Operate Breathing Apparatus in a General Emergency  | 3272                                       |           | 1 day    | \$365.00        | \$2,550.00   | 6           | 12          | 114        |
| <b>RURAL</b>  |  |           |          |                 |              |             |             | <b>115</b> |
| Four Wheel Drive Off Road   | 17976, 17978                               |           | 2 days   | \$685.00        | \$4,950.00   | 6           | 8           | 116        |
| <b>Pre-requisite</b> 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          |            |
| Micro-Credentials - Operate a Light 4WD Off Road in the Primary Industry (Level 3)  | 17976, 17978                               |           | 2 days   | Funded          | n/a          | 6           | 8           | 117        |
| Four Wheel Drive On Road  | 17976, 20848                               |           | 2 days   | \$685.00        | \$4,950.00   | 6           | 8           | 119        |
| <b>Pre-requisite</b> 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          |            |
| Micro-Credentials - Operate a Light 4WD On Road in the Primary Industry (Level 3)   | 17976, 20848                               |           | 2 days   | Funded          | n/a          | 6           | 8           | 120        |
| Four Wheel Drive On and Off Road  | 17976, 17978, 20848                        |           | 3 days   | \$970.00        | \$7,200.00   | 6           | 8           | 122        |
| Micro-Credentials - Operate a Light 4WD On and Off Road in the Primary Industry (Level 3)   | 17976, 17978, 20848                        |           | 3 days   | Funded          | n/a          | 6           | 8           | 123        |
| Quad Bike   | 24554, 24557, 24559                        | ✓         | 2 days   | \$685.00        | \$4,950.00   | 6           | 8           | 125        |
| <b>Optional Units:</b> 24561, 24563   |  |           |          |                 |              |             |             |            |
| <b>Pre-requisite</b> for 24554 = 24557 - Demonstrate knowledge of the safe operation of a quad bike;  |  |           |          |                 |              |             |             |            |
| <b>Pre-requisite</b> 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          |            |
| <b>Optional Units:</b> 24561, 24563   |  |           |          |                 |              |             |             |            |
| Micro Credentials - Operate a Quad Bike in the Primary Industry (Level 3)   | 24554, 24557, 24559, 24561, 24563          |           | 2 days   | Funded          | n/a          | 6           | 8           | 128        |



| Courses  | Unit Standards                    | Pre-Learn | Duration | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.   |
|--|-----------------------------------|-----------|----------|-----------------|--------------|-------------|-------------|------------|
| Light Utility Vehicle (LUV)  | 24553, 24556, 24558               |           | 2 days   | \$685.00        | \$4,950.00   | 6           | 8           | 128        |
| <b>Optional Units:</b> 24560, 24662  |                                   |           |          |                 |              |             |             |            |
| <b>Pre-requisite</b> for 24553 = 24556 - Demonstrate knowledge of the safe operation of a light utility vehicle (LUV);<br><b>Pre-requisite</b> 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          |            |
| <b>Optional Units:</b> 24560, 24662  |                                   |           |          |                 |              |             |             |            |
| Micro Credentials - Operate a LUV in the Primary Industry (Level 3)  | 24553, 24556, 24558, 24560, 24562 |           | 2 days   | Funded          | n/a          | 6           | 8           | 130        |
| Tractor  | 19044, 31913, 31914               |           | 2 days   | \$685.00        | \$4,950.00   | 6           | 8           | 132        |
| <b>Pre-requisite</b> for 31913 & 31914 = 19044 - Demonstrate knowledge of the legal requirements and hazards associated with tractor use;<br><b>Pre-requisite</b> 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. |                                   |           |          |                 |              |             |             |            |
| Tractor Refresher  | 19044, 31913, 31914               |           | 1 day    | \$330.00        | \$2,700.00   | 8           | 10          |            |
| Micro Credentials - Operate a Tractor in the Primary Industry (Level 3)  | 19044, 24538, 24539, 31913, 31914 |           | 2 days   | Funded          | n/a          | 6           | 8           | 133        |
| Chainsaw   | 6916, 6917                        |           | 2 days   | \$685.00        | \$4,950.00   | 6           | 8           | 135        |
| <b>Pre-requisite</b> 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          |            |
| Micro Credentials - Operate a Chainsaw in the Primary Industry - Safe use of Chainsaws in a pest control or Primary Sector Environment (Level 3)   | 6916, 6917                        |           | 2 days   | Funded          | n/a          | 6           | 8           | 136        |
| Farm Bike  | 19053, 19054, 19055, 24555        |           | 1 day    | \$395.00        | \$2,700.00   | 6           | 8           | 138        |
| Micro Credentials Operate a Motorcycle in the Primary Industry (Level 3)   | 19053, 19054, 19055, 24555        |           | 2 days   | Funded          | n/a          | 6           | 8           | 139        |
| Open Space Mowing  | 20533                             |           | 1 day    | \$500.00        | \$2,700.00   | 4           | 6           | 141        |
| 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           | 142        |
| <b>TRANSPORT AND LICENSING</b>   |                                   |           |          |                 |              |             |             | <b>149</b> |
| Forklift Operator and F Endorsement  | 10851, 18496                      |           | 1 day    | \$305.00        | \$2,650.00   | 8           | 10          | 150        |
| Forklift Operator  | 10851                             |           | 1 day    | \$260.00        | \$2,500.00   | 8           | 10          |            |
| Forklift Operator Refresher  | 10851                             |           | 4 hours  | \$185.00        | \$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          |            |
| <b>Pre-requisite</b> for 10852 = 10851 Operate a powered industrial lift truck (forklift).   |                                   |           |          |                 |              |             |             |            |
| Forklift Operator Refresher and F Endorsement  | 10851, 18496                      |           | 4 hours  | \$225.00        | \$1,900.00   | 8           | 10          |            |
| Electric Pallet Jack   | NUSB                              |           | 4 hours  | \$190.00        | \$1,850.00   | 8           | 12          | 151        |
| Fatigue Management (Logbook)   | 24089                             | ✓         | 1 day    | \$295.00        | \$2,700.00   | 8           | 10          | 152        |
| Class 2 Licence  | 17574                             | ✓         | 1 day    | \$845.00        | POA          | 3           | 5           | 153        |
| Class 4 Licence  | 17576                             |           | 1 day    | \$845.00        | POA          | 3           | 5           | 154        |
| Class 5 Licence  | 17577                             |           | 1 day    | \$845.00        | POA          | 3           | 5           | 155        |
| <b>Pre-requisite</b> for Class 2, 4, 5 Licences = 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements<br>Must hold learner licence for each class, as well as comply with legislative and NZ Transport Agency (NZTA) approved driver licensing course requirements.  |                                   |           |          |                 |              |             |             |            |

| Courses   | Unit Standards   | Pre-Learn | Duration               | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.   |
|---|--|-----------|------------------------|-----------------|--------------|-------------|-------------|------------|
| Load and Unload a Goods Vehicle   | 1753   | ✓         | 1 day                  | \$365.00        | POA          | 8           | 12          | 156        |
| <b>Additional Vehicle Hire = \$400.00</b>   |  |           |                        |                 |              |             |             |            |
| D Endorsement   | 16718  |           | 1 day                  | \$355.00        | \$2,700.00   | 8           | 10          | 157        |
| D Endorsement Refresher   | 16718  |           | 3 hours                | \$235.00        | \$1,850.00   | 8           | 10          |            |
| V Endorsement   | 17580  |           | 1 day                  | \$355.00        | \$2,700.00   | 8           | 10          | 159        |
| <b>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.</b> |  |           |                        |                 |              |             |             |            |
| On Road Defensive Driving   | 3465, 3466   |           | 1 day                  | \$445.00        | \$2,700.00   | 5           | 6           | 160        |
| Driving Instructor  | n/a  |           | Hourly                 | \$165.00        | n/a          | 1           | n/a         |            |
| Wheels, Tracks, Roller Endorsement (WTR):<br>16701, 16702, 16703  | One Endorsement  | ✓         | 4 hours                | \$270.00        | \$1,850.00   | 6           | 10          | 161        |
|   | Two Endorsements   | ✓         |                        | \$365.00        | \$2,200.00   | 6           | 10          |            |
|   | Three Endorsements   | ✓         |                        | \$415.00        | \$2,600.00   | 6           | 10          |            |
| <b>INFRASTRUCTURE</b>   |  |           |                        |                 |              |             |             | <b>163</b> |
| Operate Small Plant for Infrastructure Works  | 31488  |           | 1 day                  | \$345.00        | \$2,600.00   | 6           | 8           | 164        |
| 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          | 165        |
| New Zealand Certificate in Infrastructure Works (Level 3) with optional strand in Plant Operations)   | 20474, 20475, 20616, 17310, 17311, 17316, 8560, 17309, 17314, 17315, 20476                             |           | 12 weeks               | Funded          | Funded       | 6           | 8           | 168        |
| <b>CRANE</b>  |  |           |                        |                 |              |             |             | <b>173</b> |
| <b>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</b>  |  |           |                        |                 |              |             |             |            |
| Mobile Elevated Work Platform   | 23966, 23960, 23962  |           | 1 day (2-3 machines)   | \$495.00        | \$2,560.00   | 5           | 8           | 174        |
| <b>Optional Unit:</b> 23961, 23963, 23964   |  |           |                        |                 |              |             |             |            |
| <b>Note:</b> 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          |            |
| <b>Optional Unit:</b> 23961, 23963, 23964   |  |           |                        |                 |              |             |             |            |
| Introduction to Load Slings   | 30072  |           | 4 hours                | \$340.00        | \$2,200.00   | 5           | 8           | 176        |
| Overhead Crane - Pendant Controlled   | 3800   |           | 1 day                  | \$530.00        | \$2,650.00   | 5           | 8           | 177        |
| Overhead Crane - Pendant Controlled Refresher   | 3800   |           | 6 hours                | \$370.00        | \$2,600.00   | 8           | 10          |            |
| Introduction to Load Slings and Overhead Crane - Pendant Controlled   | 30072, 3800  |           | 1 day                  | \$585.00        | \$3,040.00   | 5           | 8           | 178        |
| Overhead Crane (Cab Controlled) - Lift and Place Loads  | 3790   |           | 1 day                  | n/a             | \$2,500.00   | 5           | 6           | 179        |
| <b>Pre-requisite for 3790 = 3800 - Use a radio remote or pendant controlled gantry crane to lift and place regular loads;</b>   |  |           |                        |                 |              |             |             |            |
| <b>Pre-requisite for 3800 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.</b>   |  |           |                        |                 |              |             |             |            |
| 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           | 180        |
| <b>Pre-requisite for 3801 = 3789 - Sling varied regular loads and safely direct a crane during crane operations;</b>  |  |           |                        |                 |              |             |             |            |
| <b>Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely. Evidence required of at least 40 lifts.</b>   |  |           |                        |                 |              |             |             |            |

| Courses  | Unit Standards                                  | Pre-Learn | Duration  | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.   |
|--|---|-----------|-----------|-----------------|--------------|-------------|-------------|------------|
| Non-Slewing Articulated Crane  | 24511   |           | 1 day     | n/a             | \$2,650.00   | 4           | 6           | 181        |
| <b>Pre-requisite</b> for 24511 = 3789 - Sling varied regular loads and safely direct a crane during crane operations;<br><b>Pre-requisite</b> 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           | 182        |
| <b>Pre-requisite</b> for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.<br>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           | 184        |
| <b>Pre-requisite</b> for 3795 = 3789 - Sling varied regular loads and safely direct a crane during crane operations;<br><b>Pre-requisite</b> 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           | 185        |
| Introduction to Load Slinging and Truck Loader Crane   | 30072, 16617                                    |           | 1 day     | \$585.00        | \$3,200.00   | 5           | 6           | 186        |
| Truck Loader Crane   | 16617   |           | 1 day     | \$530.00        | \$2,650.00   | 5           | 6           | 188        |
| <b>Pre-requisite</b> 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          | 190        |
| <b>Pre-requisite</b> 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           | 191        |
| Lift and Move in Infrastructure  | 31245   |           | 1 day     | \$530.00        | \$3,000.00   | 5           | 6           | 192        |
| New Zealand Certificate in Rigging (Level 3)   | TBA on enquiry                                  |           | 12 months | Funded          | n/a          | n/a         | n/a         | 193        |
| New Zealand Certificate in Cranes (Level 3)  | TBA on enquiry                                  |           | 11 months | Funded          | POA          |             |             | 196        |
| <b>ELECTRICAL SAFETY</b>   |   |           |           |                 |              |             |             | <b>199</b> |
| Electricity Supply Core Skills   | 10507, 10508, 18038, 12300                      |           | 2 days    | \$510.00        | POA          | 8           | 12          | 200        |
| Working at Heights within the Electrical Supply Environment  | 10509, 17025, 23229                             |           | 2 days    | \$615.00        | POA          | 7           | 8           | 201        |
| <b>Pre-requisite</b> for 10509 = 10507 - Use personal protection equipment within an electricity supply environment<br><b>Pre-requisite</b> for 17025 = 10509 - Climb and work on electricity network structures; 6401 - Provide first aid; 6402 - Provide basic life support. |   |           |           |                 |              |             |             |            |
| Electricity Supply Core Skills Refresher (WTC1 and WTC3)   | 10507, 10508, 10509, 17025, 18038, 23229, 12300 |           | 1 day     | \$450.00        | POA          | 8           | 10          | 203        |
| <b>ADULT EDUCATION</b>   |   |           |           |                 |              |             |             | <b>205</b> |
| Workplace Trainer  | 27565   |           | 1 day     | \$370.00        | \$2,900.00   | 8           | 10          | 206        |
| Workplace Assessor   | 4098  | ✓         | 1 day     | \$450.00        | \$2,900.00   | 8           | 10          | 207        |
| <b>LEADERSHIP</b>  |   |           |           |                 |              |             |             | <b>209</b> |
| Action Orientated Team Leadership and Practical  | n/a   |           | 5 days    | \$1,900.00      | POA          | 6           | 16          | 210        |
| 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          | 212        |
| <b>SECURITY</b>  |   |           |           |                 |              |             |             | <b>213</b> |
| Certificate of Approval (Security) <i>Compulsory Training</i>  | 27360, 27361, 27364                             |           | 1.5 days  | \$575.00        | \$575.00     | 10          | 14          | 214        |
| <b>Note:</b> This course has a 1.5 day duration via a face to face programme. Should the trainee select unit standard 27360, this will be carried out via E-Learning.  |   |           |           |                 |              |             |             |            |

| Courses  | Unit Standards | Pre-Learn | Duration      | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No.   |
|--|----------------|-----------|---------------|-----------------|--------------|-------------|-------------|------------|
| <b>MĀORI PASIFIKA</b>  |                |           |               |                 |              |             |             | <b>215</b> |
| Marae Health and Safety  | NUSB           |           | 2 days        | POA             | POA          | 15          | 20          | 216        |
| Cultural Safety  | NUSB           |           | 1 day         | POA             | POA          | 6           | 10          | 217        |
| Train To Work Programme  | TBA on enquiry |           | Up to 10 Days | POA             | POA          | n/a         | n/a         | 218        |
| <b>E-LEARNING</b>  |                |           |               |                 |              |             |             | <b>220</b> |
| Workplace Health and Safety Requirements                                   | 497            |           | E-Learn       | \$120.00        | n/a          | n/a         | n/a         | 222        |
| Workplace Health and Safety Requirements Refresher                         | n/a            |           | E-Learn       | \$120.00        | n/a          | n/a         | n/a         | 223        |
| Workplace Health and Safety Legislation                                    | 30264          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 224        |
| Workplace Health and Safety Culture and Practices                          | 30266          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 225        |
| Risk Assessment  | 30265          |           | E-Learn       | \$180.00        | n/a          | n/a         | n/a         | 226        |
| Risk Assessment Refresher  | n/a            |           | E-Learn       | \$120.00        | n/a          | n/a         | n/a         | 227        |
| Apply Safe Work Practices  | 17593          |           | E-Learn       | \$180.00        | n/a          | n/a         | n/a         | 228        |
| Apply Safe Work Practices Refresher  | n/a            |           | E-Learn       | \$120.00        | n/a          | n/a         | n/a         | 229        |
| Back Injury Prevention   | 17592          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 230        |
| Hearing Conservation   | 17594          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 231        |
| Permit to Work   | 17588, 17590   |           | E-Learn       | \$450.00        | n/a          | n/a         | n/a         | 232        |
| 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         | 233        |
| Drug and Alcohol Management  | 22316          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 234        |
| Discomfort Pain and Injury (DPI)   | 17591          |           | E-Learn       | \$180.00        | n/a          | n/a         | n/a         | 235        |
| Health and Safety Representative   | 29315          |           | E-Learn       | \$180.00        | n/a          | n/a         | n/a         | 236        |
| Safe Systems at Work   | 19522          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 237        |
| Incident Investigation   | 17601          |           | E-Learn       | \$225.00        | n/a          | n/a         | n/a         | 238        |
| Lockout Tagout   | 25043          |           | E-Learn       | \$180.00        | n/a          | n/a         | n/a         | 239        |
| Asbestos Safety  | 2138, 30596    |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 240        |
| Chemical Safety at Work  | 31292          |           | E-Learn       | \$225.00        | n/a          | n/a         | n/a         | 241        |
| Chemical Safety at Work  | n/a            |           | E-Learn       | \$125.00        | n/a          | n/a         | n/a         |            |
| Confined Space Hazards   | 18426          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 242        |
| Emergency Response Systems   | 29322          |           | E-Learn       | \$180.00        | n/a          | n/a         | n/a         | 243        |
| Common Medications   | 29324          |           | E-Learn       | \$180.00        | n/a          | n/a         | n/a         | 244        |
| Workplace Verifier   | 30423          |           | E-Learn       | \$350.00        | n/a          | n/a         | n/a         | 245        |
| Workplace Assessor   | 4098           |           | E-Learn       | \$350.00        | n/a          | n/a         | n/a         | 246        |
| Explain Safe Work Practices for Working at Height                          | 17600          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 247        |
| Fire Extinguisher Refresher  | n/a            |           | E-Learn       | \$120.00        | n/a          | n/a         | n/a         | 248        |
| Fire Warden  | 18408          |           | E-Learn       | \$150.00        | n/a          | n/a         | n/a         | 249        |
| Fire Warden Refresher  | n/a            |           | E-Learn       | \$120.00        | n/a          | n/a         | n/a         | 250        |
| NEBOSH International General Certificate in Occupational Health and Safety | n/a            |           | E-Learn       | \$885.00        | n/a          | n/a         | n/a         | 251        |
| NEBOSH International Certificate in Construction Health and Safety         | n/a            |           | E-Learn       | \$885.00        | n/a          | n/a         | n/a         | 253        |

| Courses  | Unit Standards      | Pre-Learn | Duration | Book Price (pp) | Company Rate | Trainee Min | Trainee Max | Page No. |
|--|---------------------|-----------|----------|-----------------|--------------|-------------|-------------|----------|
| NEBOSH International Certificate in Fire Safety  | n/a                 |           | E-Learn  | \$885.00        | n/a          | n/a         | n/a         | 255      |
| NEBOSH International Technical Certificate in Oil and Gas Operation Safety   | n/a                 |           | E-Learn  | \$885.00        | n/a          | n/a         | n/a         | 257      |
| NEBOSH International Diploma for Occupational Health and Safety Management Professionals   | n/a                 |           | E-Learn  | \$2,851.00      | n/a          | n/a         | n/a         | 259      |
| <b>BLENDED LEARNING</b>  |                     |           |          |                 |              |             |             |          |
| First Aid Level 1 (BLENDED)  | 6401, 6402          | ✓         | 4 hours  | \$195.00        | \$2,200.00   | 10          | 15          | 76       |
| First Aid Level 2 (BLENDED)  | 6400, 6401, 6402    | ✓         | 8 hours  | \$270.00        | \$3,200.00   | 10          | 15          | 77       |
| 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          | 80       |
| Certificate of Approval (Security) <i>Compulsory Training</i>  | 27360, 27361, 27364 |           | 1.5 days | \$575.00        | \$4,600.00   | 10          | 14          | 214      |
| <b>Note:</b> This course has a 1.5 day duration via a face to face programme. Should the trainee select unit standard 27360, this will be carried out via E-Learn. |                     |           |          |                 |              |             |             |          |
| <b>CONSULTANCY</b>   |                     |           |          |                 |              |             |             |          |
| 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.   |
| ✓                | Pre-Learn Required.  |
| 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 trainees. 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 a learner 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 HSW Act.



**FOUR  
HOURS**



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



## COURSE OBJECTIVES

### Theory lessons covering the following:

- ✔ Responsibilities of employers under the HSW Act are identified and described.
- ✔ Responsibilities and rights of employees under the HSW Act 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 HSW Act.



**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 trainees 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.



## 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

## SPECIAL NOTE

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





# 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 HSW Act are identified.
- ✓ Describe the systems approach to workplace health and safety.
- ✓ Hazard management controls are explained.
- ✓ Explain how hazards are defined in the HSW Act.
- ✓ 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 policies 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 HSW Act are described.
- ✔ Explain how hazards are defined in the HSW Act.
- ✔ 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 e-learn 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 applicable to a primary industry operation.
- ✔ Apply the Health and Safety at Work Act 2015 in relation to the duties of a primary industry worker.



## 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

## OUR TEACHING METHOD

Delivery via face-to-face learning with support from an experienced trainer.

## ENTRY CRITERIA

Hold a current New Zealand Firearms licence if handling firearms.

## WHO SHOULD ATTEND

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



# 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.



**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).



**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.





# 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 successful completion of this course, the 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.



**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).

## SPECIAL NOTE

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

# HEALTH AND SAFETY REPRESENTATIVE - STAGE THREE

## PURPOSE

The purpose of this course is to enable a trainee 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.



**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 H&S Committee 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).

## SPECIAL NOTES

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

# 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.



**NZQA UNIT  
STANDARD**

**17601**

Produce an occupational health and safety incident investigation

## 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.







# 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, trainees 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 contract's.





# SITE SAFE PASSPORT BUILDING CONSTRUCTION



**FOUR  
HOURS**



**ATTENDANCE  
NUMBERS**  
MINIMUM **15**  
MAXIMUM **20**

## PURPOSE

The course is suitable for all workers, contractors and managers in the residential, commercial and maintenance sectors who are new to health and safety training or to the industry.

### With the Foundation Passport - Building Construction you will:

- Learn how to keep safe on site.
- Understand your basic health and safety responsibilities.
- Improve health and safety awareness of everyone working on site.

## SPECIAL NOTES

Site Safe Passport may be renewed via Confined Space, Mobile Elevated Work Platform and Low Level Scaffolding courses at a rate of \$15.00 per person.

Site Safe cards have been replaced with the Site Safe APP. If you would like to order a card, please request via the Site Safe website or call directly. Charges may apply.

## COURSE OBJECTIVES

### PRACTICAL CONTENT

- ✓ Working at height.
- ✓ Mobile elevating work platforms.
- ✓ Scaffolding.
- ✓ Harness safety.
- ✓ Hazard identification.
- ✓ Noise.
- ✓ Manual handling.
- ✓ Worker engagement.
- ✓ Safe practices.
- ✓ Safety self-inspections.
- ✓ Asbestos, dust, spills and contaminated soil.
- ✓ Conducting inspections of mechanical plant, PPE and harnesses.

### LEARNING OBJECTIVES

- ✓ How you can influence health and safety on site.
- ✓ Understand the key risks and hazards in your industry.

- ✓ Work safer
- ✓ Understand the consequences of actions taken on site
- ✓ Become part of a positive safety culture
- ✓ Understand your basic safety responsibility
- ✓ Understand the principles of basic risk assessment and how to use controls.

### BEHAVIOURAL CONTENT

- ✓ The reasons for being safe.
- ✓ Shaping health and safety culture.
- ✓ Health and safety conversations.
- ✓ How to take action.
- ✓ The impact of risk taking and injuries.
- ✓ Learn how to speak up when you are not safe.
- ✓ Understand the power of role models.

### COURSE OUTCOMES

- ✓ A Site Safety Card/Passport (valid for two years).
- ✓ Four Licensed Building Practitioner points
- ✓ A Passport Handbook.

## PARTNERSHIP

Vertical Horizonz can deliver the Site Safe Foundation Passport - Building Construction. Vertical Horizonz and Site Safe have put their heads and hearts together to make the Site Safe Foundation Passport - Building Construction accessible to a wider pool of individuals across the country.



# WORKPLACE SAFETY



**ONE  
DAY**



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

## PURPOSE

These unit standard 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.



**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)



## 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.

## 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 (approximately 4 hours stand alone)





# 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 want to work in drug and alcohol prevention programmes in the workplace. Trainees 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 e-learn section for further details.

## OUR TEACHING METHOD

Delivery via face-to-face learning with support from an experienced trainer.



# 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 trainee 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 trainees to demonstrate a level of written and spoken English equivalent to NCEA Level 3 English communication skills, as trainees 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 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).



## 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 trainee to function as a Permit Receiver within the Common Permit to Work System.

## 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.

## SPECIAL NOTES

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

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



**ONE DAY**

(Based on a 10 hour day).



**ATTENDANCE NUMBERS**

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



**NZQA UNIT STANDARD**

**17588**

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

## 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.



## 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 trainees 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.

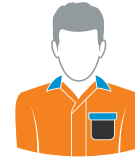
It is recommended that people attending this course hold, as a minimum, the following New Zealand Qualifications Authority (NZQA) Unit Standard:

**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).



## 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



## 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.

## SPECIAL NOTE

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



**FOUR HOURS**



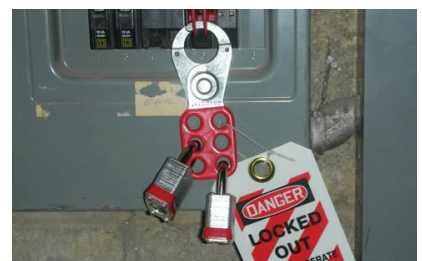
**ATTENDANCE NUMBERS**  
MINIMUM 8  
MAXIMUM 12



**NZQA UNIT STANDARD**

**25043**

Lockout and reinstate machinery in the workplace





# 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 professional. 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.



**SEVEN  
DAYS**  
FACE TO FACE

WITH **340 HOURS** WORK EXPERIENCE  
WITHIN **20 WEEKS** PART-TIME LEARNING



**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 (or recognise) 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   | 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 |
|--------------------------------|--|--------------|-------|
| <b>HEALTH AND SAFETY ROLES</b> |  |              |       |
| 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     |
| <b>RURAL</b>                   |  |              |       |
| 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     |
| <b>CONFINED SPACES</b>         |  |              |       |
| 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     |
| <b>HEIGHTS</b>                 |  |              |       |
| 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     |
| <b>CRANE WORK</b>              |  |              |       |
| 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     |
| <b>SCAFFOLDING</b>             |  |              |       |



|                                      |   |    |    |
|--------------------------------------|---|----|----|
| 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  |
| <b>DRIVING</b>                       |   |    |    |
| 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  |
| <b>MANUAL HANDLING</b>               |   |    |    |
| 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  |
| <b>FORKLIFT</b>                      |   |    |    |
| 10851                                | Operate a powered industrial lift truck (forklift)  | 7  | 3  |
| <b>ELEVATED WORK PLATFORMS (EWP)</b> |   |    |    |
| 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  |
| <b>HAZARDOUS SUBSTANCES</b>          |   |    |    |
| 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  |
| <b>HEALTH AND SAFETY AT WORK</b>     |   |    |    |
| 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  |
| <b>HEALTH AND SAFETY ACTIVITIES</b>  |   |    |    |
| 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 |

## \*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 e-learning 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. Trainees 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 trainees.

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 e-learning 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

Trainees 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. Trainees 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 r19.1 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 trainees 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. And they will 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







## 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

Trainees 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.

## LEGISLATIVE DRIVER

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



# 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.



**FOUR  
HOURS**



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



## 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.



**NZQA UNIT  
STANDARD**

**2138**

Demonstrate knowledge of asbestos and safety procedures



**NOTE:** This course is also available via online learning. See e-learn 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.



## NZQA UNIT STANDARD

**2138**

Demonstrate knowledge of asbestos and safety procedures

**30596**

Demonstrate knowledge of asbestos and safety measures for 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.

## OUR TEACHING METHOD

This can be delivered face-to-face or via e-learning with support from an experienced trainer.



# 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 hand held 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 trainees 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.



### 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.



### NZQA UNIT STANDARD

#### 30265

Apply health and safety risk assessment to a job role

#### 31292

Demonstrate knowledge of workplace procedures relating to hazardous substances

### 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



## REQUIREMENTS

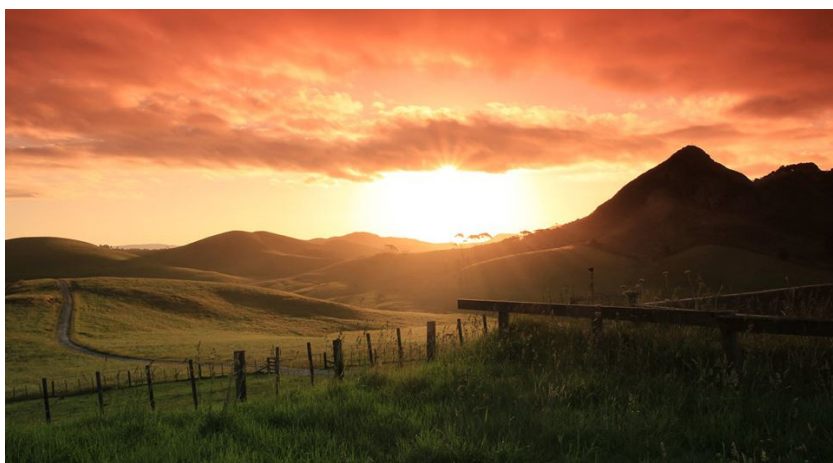
**This course includes attendance on a short course and completion of a workbook. Course delivery options include:**

- ✔ A 4 hour Webinar followed by an up to 2 hour on line 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 interspaced 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 trainee the opportunity to meet the requirements of a 'Certified Handler' as defined under s4.3 of that regulation.

## ENTRY CRITERIA

Skills and knowledge of workplace procedures relating to hazardous substances,  
**or hold unit standard:**

**31292**

Demonstrate knowledge of workplace procedures relating to hazardous substances.





# FIRE AND EMERGENCY

## SITE REQUIREMENTS

**Theory elements:** All that is required is a training room that can hold the number of scheduled trainees. 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 10m<sup>2</sup> 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

Explain 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 e-learn 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 trainee will also demonstrate knowledge of the principles of fire chemistry and physics.

## 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.



**FOUR  
HOURS**



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



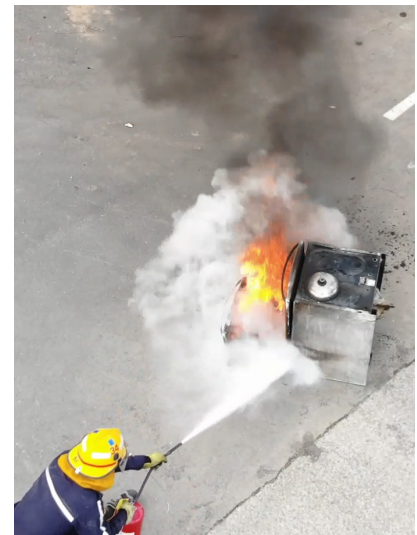
**NZQA UNIT  
STANDARD**

**3271**

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

**4647**

Explain principles of fire science





# MARITIME

## SITE REQUIREMENTS

**Theory elements:** All that is required is a training room that can hold the number of scheduled trainees. 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 10m<sup>2</sup> 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 15

## 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 trainees required to confirm this addition, and will add 1 extra day to the course duration.

## ENTRY REQUIREMENTS

- ✔ 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 - [Download form](#)
- ✔ Proof of identity - e.g. passport, drivers licence etc.
- ✔ A current seafarers medical certificate or a completed VHNZ medical form - [Download 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. Courses with space available can be found at [www.verticalhorizonz.com](http://www.verticalhorizonz.com)

# 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 - [Click Here](#)
- ✔ 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 [Click Here](#)
- ✔ A current Seafarers medical certificate or completed VHNZ medical form (FPFF refresher only) - [Click Here](#)



**THREE  
DAYS**



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

## 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 trainees 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. Courses with space available can be found at [www.verticalhorizonz.com](http://www.verticalhorizonz.com)

# 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 **15**

## 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

- ✔ 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.

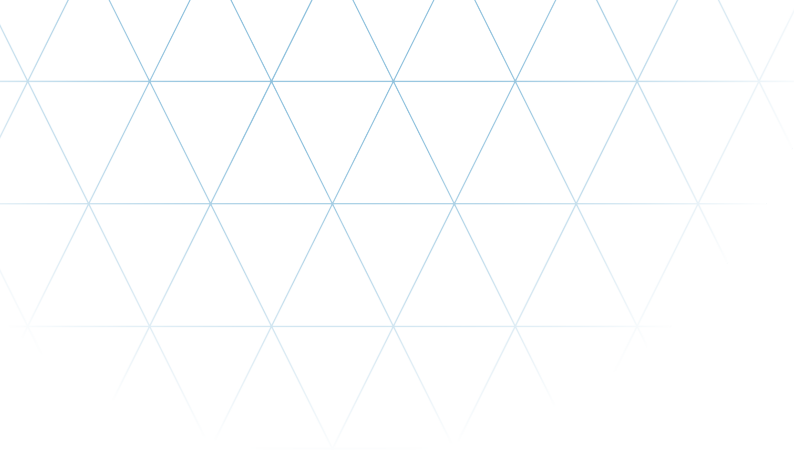


**ATTENDANCE NUMBERS**  
MINIMUM **10**  
MAXIMUM **15**



**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 trainees.

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

# FIRST AID LEVEL 1



**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 Level 1 course to those who already have industry safety rescue components built into other training.



## NZQA UNIT STANDARD

**6402**

Provide basic life support

**6401**

Provide first aid

## PRE-REQUISITE

Learners **MUST** have completed the online assessment.

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



## 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.

## TRAUMA TOPICS

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

## MEDICAL TOPICS

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

## 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.

# FIRST AID LEVEL 2



**ONE  
DAY**  
WITH ONLINE  
PRE-LEARN



**ATTENDANCE  
NUMBERS**  
MINIMUM 10  
MAXIMUM 15



## 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.

## PRE-REQUISITE

Learners **MUST** have completed the online 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).

## 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.

## 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 6401 & 6402.



### ATTENDANCE NUMBERS

MINIMUM 10  
MAXIMUM 15



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

**ENTRY CRITERIA:** A first aid certificate less than 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.





# EARLY CHILDHOOD (ECE) FIRST AID

## SPECIFIC FOR 0-6 YEARS



**FOUR  
HOURS**

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

### 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



### 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 TRAINEE 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 Level 2 first aid certificate, 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 e-learning courses) are mandatory for candidates for the NZ Resuscitation Council (Whakahaouora Aotearoa) Emergency Care Instructor (ECI) certificate.



**Visit our e-learn 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 trainees. 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.

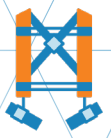
Although many skills sets can be conducted on the ground, it's always beneficial to operate at height during training to ensure the training is specific to the work environment. If the actual area where you operate at height could be made available that would be preferable so the course can be contextualised 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 **12**



**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 **12**



**NZQA UNIT STANDARD**

**23229**

Use safety harness system when working at height

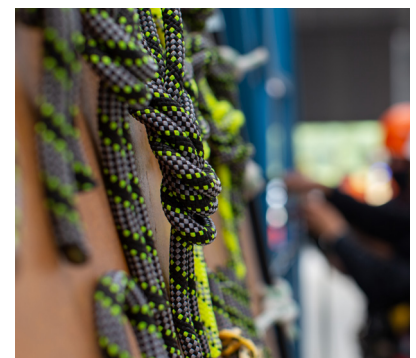
**25045**

Employ height safety equipment in the workplace

## ENTRY CRITERIA

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



**TWO DAYS**



**ATTENDANCE NUMBERS**  
MINIMUM 8  
MAXIMUM 12

## PURPOSE

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

## ENTRY CRITERIA

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:

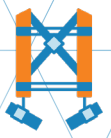
MINIMUM 8

MAXIMUM 12



**DURATION: 1 DAY**

\*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-REQUISITE

**23232:** 23229 - Use safety harness systems when working at height





# 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 (FORMERLY POLE TOP RESCUE)

## 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 Horizonz, 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

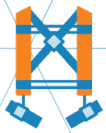


**DURATION: 1 DAY**

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

## ENTRY CRITERIA

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



# CERTIFICATE IN CONSTRUCTION

## PRE-TRADE, HIGH WORK (LEVEL 3)

### PURPOSE

High work is required on most construction sites, both residential and commercial. The scaffolding industry require 3000 skilled scaffolders to meet the current industry need.

Our NZQA approved Certificate in Construction Pre-Trade (High Work) course was designed with the help of the scaffolding industry, to provide trainees with basic skills and experience to enable people to work safely at heights. The course assumes learners may have had little or no formal training. If you are fit, enjoy working with your hands, want to begin a trade career, and not afraid of heights this may be the course for you.



**TWELVE WEEKS**



**ATTENDANCE NUMBERS**  
MINIMUM 9  
MAXIMUM 12

### COURSE DURATION

**12 weeks including:**

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



**NZQA APPROVED TRAINING SCHEME**



## COURSE OVERVIEW

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.



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         |
| 9184                 | Erect, dismantle and inspect non-notifiable prefabricated frame scaffolding up to five metres in height | 3     | 5         |
| 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         |
| SS1                  | Site Safe Construction Passport   | n/a   | n/a       |
| <b>TOTAL CREDITS</b> |   |       | <b>47</b> |

## WHO SHOULD ATTEND

Individuals who are:

- Seeking employment in construction - Scaffolding/ Roofing in particular.
- Wanting to continue into an apprenticeship.
- Wanting a career change.

## SPECIAL NOTES

Learners must be citizens or residents of either New Zealand or Australia to qualify for funding.  
Some Unit Standards require verified Practical Experience (via LogBooks).

## 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:**

Ideally, applicants will have access to a real workplace where they can complete the workplace practical experience, projects, and assessments required.

## COURSE INVESTMENT

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

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



# STOCK PICKER OPERATIONS

## PURPOSE

The aim of this course is to enable a trainee 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 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 criteria<sup>1</sup> 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.



**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

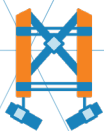
Erect and dismantle scaffolding up to five metres in height

## 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

## ENTRY CRITERIA

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



# 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) 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.



# 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 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 program is funded by the Tertiary Education Commission (TEC). Candidates must be New Zealand or Australian Citizens or Residents or working in New Zealand under a work visa.

### EMPLOYMENT PATHWAY

Graduates of this qualification, once they have been issued with the Scaffolding 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.



## EDUCATION PATHWAY

If you are interested in a career in scaffolding but your employer doesn't have the range of work required for the scaffolding apprenticeship, you can still enter the New Zealand Certificate in Scaffolding (General) (Level 3). This course is required for your Elementary CoC through the Scaffolding, Access, and Rigging Association of New Zealand (SARNZ).

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. All are available through VHNZ.

Graduates may also intend to work with cranes and will have completed learning and assessment in this qualification transferable to qualifications in the cranes sector.

## 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.

## SUPPORT

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

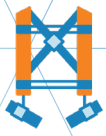
## OUR TEACHING METHOD

Delivery is via a mixture of face-to-face learning on and off the job combined with extensive on-job learning, some e-learning 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
- 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 program is funded by the Tertiary Education Commission (TEC). Candidates must be New Zealand or Australian Citizens or Residents or working in New Zealand under a work visa.

### 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 e-learning may also be included.



## 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. Both are available through VHNZ.

## SUPPORT

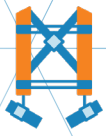
VHNZ will support you throughout your journey with regular contact (visits, phone calls, and texts).

## 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.





# NEW ZEALAND APPRENTICESHIP IN ROOFING

## LEVEL 4

### PURPOSE

This apprenticeship provides the construction industry with commercially 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 trainees 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 program is funded by the Tertiary Education Commission (TEC). Candidates must be New Zealand or Australian Citizens or Residents or working in New Zealand under a work visa.

### 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 e-learning may also be included.



## 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.

---

## 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.



# 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 an Industrial Rope Access Association of New Zealand (IRAANZ) 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 an IRAANZ 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.

A CoC is current for three years and can be easily renewed with proof of logged hours in the industry. The cost of the CoC covers the IRAANZ CoC card, an IRAANZ log book and a three-year IRAANZ affiliate membership.

For full details see the IRAANZ website: <http://iraanz.co.nz/coc/#CoC>



**ONE  
DAY**



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

### SPECIAL NOTE

IRAANZ 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.

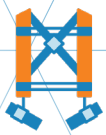
### PRE-REQUISITES

#### NZQA:

- ✓ National Certificate in Rope Access Level 3 (this includes NZQA unit standards on Fall Arrest and First Aid).

#### 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 to provide the industrial rope access sector with people who have attained basic on-rope vertical skills using constructed anchors.

The qualification is an entry point for people who aim to work in industrial rope access roles such as rope access technicians, electricians with rope access, and industrial abseilers.



**EIGHT  
MONTHS**



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

**WITH A TOTAL OF 690 LEARNING HOURS**

## COURSE OVERVIEW

**On completion of the training, graduates 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).
- ✔ **Hold First Aid unit standards 6400, 6401 and 6402.**
- ✔ Able to complete the work experience requirement.
- ✔ Have an appropriate level of literacy and numeracy.



| 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        |
| <b>TOTAL CREDITS</b> |   |       | <b>69</b> |

## COURSE DELIVERY

All credit reporting (trainee 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:



### COURSE DURATION 6-8 MONTHS

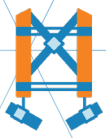
Between Phase 1 and Phase 2 trainees are required to complete at least 130 hours logged rope access work. Phase 2 includes a “Capstone Assessment” to assess current competence.

## 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.





# 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.



**TWELVE MONTHS**  
WITH A TOTAL OF  
**780 LEARNING HOURS**



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

## COURSE OVERVIEW

**On completion of the training, graduates 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.

## 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.

## 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.

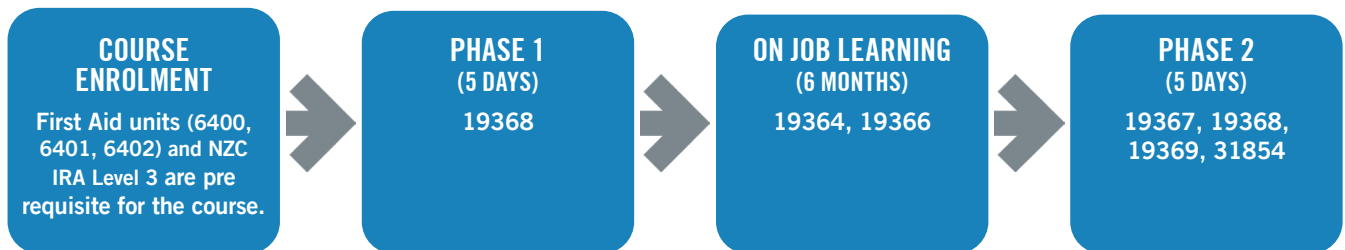


| UNIT STANDARD        | UNIT DESCRIPTION  | LEVEL | CREDITS   |
|----------------------|---|-------|-----------|
| 19364                | Identify and apply industrial rope access legislation and standards                 | 4     | 8         |
| 19366                | Plan and prepare for advanced industrial 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         |
| <b>TOTAL CREDITS</b> |   |       | <b>78</b> |

## COURSE DELIVERY

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

The following training pathway is followed:



**COURSE DURATION 12 MONTHS**

## WHAT DOES IT COST?

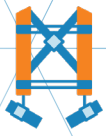
You will earn while you learn. That means you don't have to fork out for large student loans or work multiple jobs to pay the bill. The NZ Government is right behind getting people into trades, so they help subsidise your training.

**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.

## ENTRY CRITERIA

To be eligible for this course learners must:

- ✔ Be a NZ or Australian Citizen or resident.
- ✔ Hold a work visa that has a longer duration than the end of the programme.



# 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 | VERSION |
|--|--|-------|---------|---------|
| <b>MODULE: WORKING AT HEIGHTS. Duration - 2 Days</b>   |  |       |         |         |
| 23229  | Use safety harness system when working at height   | 3     | 4       | 4       |
| Non Unit Standard Based - Rescue component   |  |       |         |         |
| <b>MODULE: FIRST AID. Duration - 1 Day</b>   |  |       |         |         |
| 6400   | Manage first aid in an emergency situation   | 3     | 2       | 6       |
| 6401   | Provide first aid  | 2     | 1       | 6       |
| 6402   | Provide basic life support   | 1     | 1       | 8       |
| <b>MODULE: FIRE AWARENESS - Half Day</b>   |  |       |         |         |
| 3271   | Suppress fire with hand extinguishers and fixed hose reels                               | 2     | 1       | 6       |
| 4647   | Explain principles of fire science   | 2     | 1       | 5       |
| <b>MODULE: MANUAL HANDLING - Half Day</b>  |  |       |         |         |
| 17592  | Identify the causes of back injury and methods to prevent back injuries in the workplace | 3     | 4       | 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 Heights:

- 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 trainee 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 trainee 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 trainees. 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

**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 trainees 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 trainees 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 trainees 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 trainees, 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 trainees 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 trainee 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).

## MICRO-CREDENTIALS

# OPERATE A LIGHT 4WD OFF-ROAD IN THE PRIMARY INDUSTRY (LEVEL 3)

### PURPOSE

This course is for people working or intending to work in the primary sector (rural or horticulture). It enables the learner to prepare for and safely operate a light 4WD vehicle off-road.

### WHO SHOULD ATTEND

This qualification is intended for people using or intending to use light 4WD drive vehicles for pest control or their farm or horticulture workplace.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**

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

**To be completed within TWO Months. Training consists of two-day face-to-face workshop.**



**NZQA UNIT  
STANDARDS**

**All unit standards listed below are compulsory on completion learners may be awarded the Micro-Credential by the Primary ITO.**

| UNIT STANDARD        | UNIT DESCRIPTION  | NZQA CREDITS | LEVEL |
|----------------------|---|--------------|-------|
| 17976                | Demonstrate knowledge of operating a light 4WD vehicle in an off-road environment | 4            | 3     |
| 17978                | Operate a light 4WD vehicle in an off-road environment                            | 4            | 3     |
| <b>Total Credits</b> |   | <b>8</b>     |       |

### SPECIAL NOTE

Learners who complete this course can gain credits toward the New Zealand Certificate in Primary Industry Operational Skills (Level 3).

### OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



## COURSE OBJECTIVES

On completion of this micro-credential, learners will be able to:

- ✓ Describe light 4WD features and dynamics.
- ✓ Describe safe operation of a light 4WD vehicle off-road.
- ✓ Describe safe operation of a light 4WD vehicle through water.
- ✓ Carry out a pre-start check on a light 4WD vehicle.
- ✓ Operate a light 4WD vehicle off road on different terrain.
- ✓ Operate a light 4WD vehicle through water.
- ✓ Carry out an on-road use check on a light 4WD vehicle.

## COURSE INVESTMENT

This course is funded by PrimaryITO. Candidates must be New Zealand or Australian Citizens or Residents and must be working in a primary industry or pest control environment. Learners may be required to wear suitable Personal Protective Equipment.

For funding purposes, a training agreement must be signed by the learner, their employer and PrimaryITO. In addition to the Te Pukenga PITO fee of \$325, learners will be required to pay an additional \$295 to VHNZ.

Training will not commence until enrolment and funding is confirmed by PrimaryITO.



## ENTRY CRITERIA

To be eligible to enrol in full-time or part-time study for this programme, applicants must:

- Be at least 16 years of age.
- Hold a NZ class 1 full or restricted drivers licence.
- Be working in a primary industry related workplace or pest control role involved with use of a light 4WD off-road.
- Have access to a light 4WD vehicle (described below) and off-road land that includes water hubs.
- 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 having motive of power applied simultaneously to all four wheels. Additional charges may apply if a vehicle must be hired.

# 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 trainee 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.

## MICRO-CREDENTIALS

# OPERATE A LIGHT 4WD VEHICLE ON-ROAD IN THE PRIMARY INDUSTRY (LEVEL 3)

### PURPOSE

This course is for people working or intending to work in the primary sector (rural or horticulture). It enables the learner to prepare for and safely operate a light 4WD vehicle on-road.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**

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

Training consists of two-day face-to-face workshop.

All assessment must be completed within **TWO Months** from enrolment.

### OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

### WHO SHOULD ATTEND

This qualification is intended for people using or intending to use light 4WD drive vehicles for pest control or their farm or horticulture workplace.



## NZQA UNIT STANDARDS

All unit standards listed below are compulsory on completion learners may be awarded the micro-credential by the Primary ITO.

| UNIT STANDARD        | UNIT DESCRIPTION   | NZQA CREDITS | LEVEL |
|----------------------|--|--------------|-------|
| 17976                | Demonstrate knowledge of operating a light 4WD vehicle in an off-road environment. | 4            | 3     |
| 20848                | Demonstrate knowledge of and skills for driving a light 4WD vehicle on-road        | 4            | 3     |
| <b>Total Credits</b> |  | <b>8</b>     |       |

## COURSE OBJECTIVES

On completion of this micro-credential, you will be able to:

- ✔ Carry out a pre-start check on a light 4WD vehicle.
- ✔ Carry out start-up and shut-down procedures for a light 4WD vehicle.
- ✔ Describe light 4WD features and dynamics.
- ✔ Describe safe operation of a light 4WD vehicle on-road.
- ✔ Describe safe operation of a light 4WD vehicle on-road with trailed equipment.
- ✔ Operate a light 4WD vehicle on different road surfaces at different speeds.

## COURSE INVESTMENT

This course is funded by PrimaryITO. Learners must be New Zealand or Australian Citizens or Residents and must be working in a primary industry or pest control environment. Learners may be required to wear suitable Personal Protective Equipment.

For funding purposes, a training agreement must be signed by the learner, their employer and PrimaryITO. In addition to the Te Pukenga PITO fee of \$325, learners will be required to pay an additional \$295 to VHNZ.

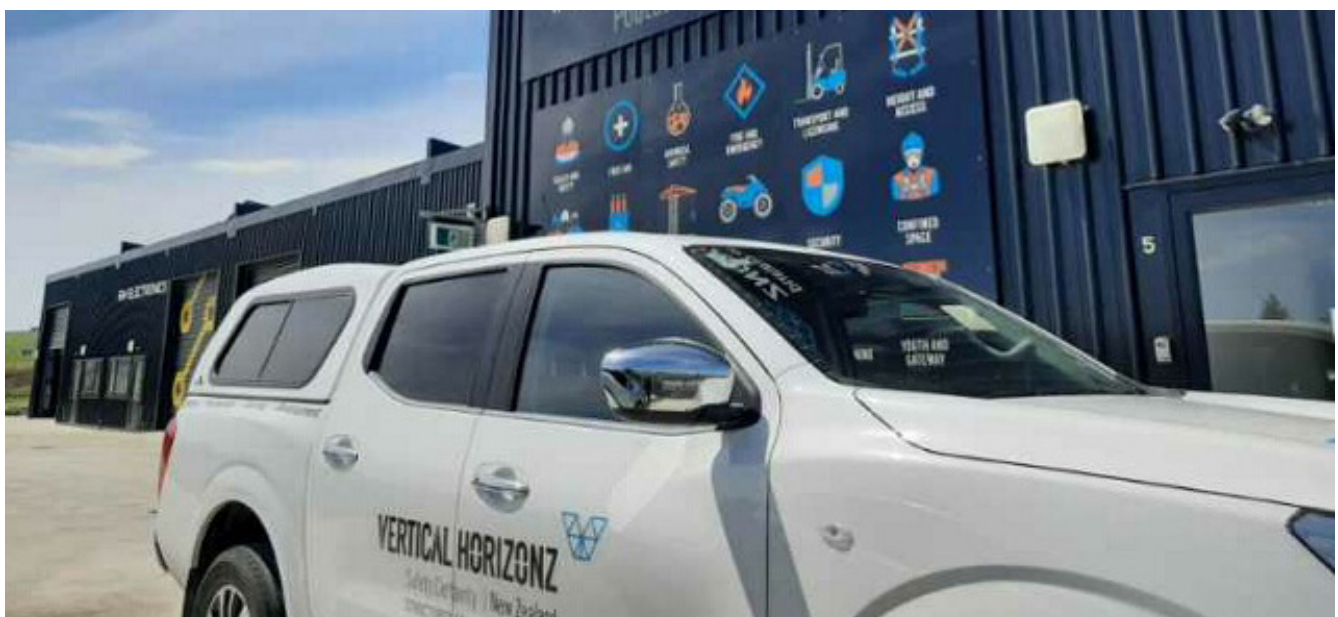
Training will not commence until enrolment and funding is confirmed by PrimaryITO.

## ENTRY CRITERIA

To be eligible to enrol in full-time or part-time study for this programme, applicants must:

- Be at least 16 years of age.
- Hold a minimum of a New Zealand class 1 restricted driver's licence.
- Be working in a primary industry related workplace or pest control role involved with use of a light 4WD on road.
- Have access to a light 4WD vehicle (described below) and nearby roads of various types including sealed or unsealed, formed road or track.

**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 having motive of power applied simultaneously to all four wheels). Not an all-terrain vehicle. Additional charges may apply if a vehicle must be hired.



# 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.

## 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).



## ATTENDANCE NUMBERS

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

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



## 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

## MICRO-CREDENTIALS

# OPERATE A LIGHT 4WD VEHICLE ON AND OFF ROAD IN THE PRIMARY INDUSTRY

## SAFE OPERATION OF A LIGHT 4WD VEHICLE OFF-ROAD (LEVEL 3)

### 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.

## 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



**ATTENDANCE NUMBERS**  
MINIMUM 6  
MAXIMUM 8

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





## NZQA UNIT STANDARD

| UNIT STANDARD        | UNIT DESCRIPTION  | NZQA CREDITS | LEVEL |
|----------------------|---|--------------|-------|
| 17976                | Demonstrate knowledge of operating a light 4WD vehicle in an off-road environment | 4            | 3     |
| 17978                | Operate a light 4WD vehicle in an off-road environment                            | 4            | 3     |
| 20848                | Demonstrate knowledge of and skills for driving a light 4WD vehicle on-road       | 4            | 3     |
| <b>Total Credits</b> |   | <b>12</b>    |       |

## ENTRY CRITERIA

**To be eligible to enrol in full-time or part-time study for this programme, applicants must:**

- Hold a class 1 full or restricted drivers 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.

# QUAD BIKE

## PURPOSE

The aim of this course is to produce a quad bike operator. The trainee 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 trainee to ride effectively and safely over varied terrain. The trainee 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.

## 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

✔ Pre-Learn Required

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.



## MICRO-CREDENTIALS

# OPERATE A QUAD BIKE IN THE PRIMARY INDUSTRY (LEVEL 3)

### PURPOSE

This micro-credential provides new entrants, individuals transitioning into new roles, and temporary working visa holders who are new to the primary industries with the skills and knowledge to operate a quad bike with trailed equipment, mounted equipment or load, on flat and rolling terrain.



**TWO  
DAYS**



### ATTENDANCE NUMBERS

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

### WHO SHOULD ATTEND

This course is funded by Primary ITO. Applicants **MUST** be New Zealand or Australian citizens or residents or overseas workers with temporary working visa that does not expire before completion of the programme.

Applicants must be working in a primary industry environment with access to a safety compliant quad bike and relevant loads for day-to-day on farm use on flat and rolling land.

**This micro-credential is delivered across three months. It includes two days of face-to-face learning, supported by a work experience log completed on the job.**



**All Unit Standards listed below are compulsory on completion trainees may be awarded the micro-credential by the Primary ITO.**

| UNIT STANDARD        | UNIT DESCRIPTION   | NZQA CREDITS | LEVEL |
|----------------------|--|--------------|-------|
| 24554                | Operate a quad bike on flat terrain in the workplace under close supervision | 4            | 2     |
| 24557                | Demonstrate knowledge of the safe operation of a quad bike                   | 3            | 2     |
| 24559                | Operate a quad bike on rolling terrain under limited supervision             | 4            | 3     |
| 24561                | Operate a quad bike with trailed equipment under limited supervision         | 4            | 3     |
| 24563                | Operate a quad bike with mounted equipment or load under limited supervision | 3            | 3     |
| <b>Total Credits</b> |  | <b>18</b>    |       |

## COURSE OBJECTIVES

On completion of this micro-credential, learners will be able to:

- ✔ Prepare to ride a quad bike on flat terrain in the workplace.
- ✔ Describe the safe operation of a quad bike.
- ✔ Describe quad bike riding contingency procedures.
- ✔ Describe the safe operation of a quad bike with trailed equipment and a mounted load.
- ✔ Prepare to, and ride a quad bike on flat terrain.
- ✔ Operate a quad bike with trailed equipment.
- ✔ Operate a quad bike with mounted equipment or load.
- ✔ Operate a quad bike on rolling terrain.

## COURSE INVESTMENT

This course is provided by VHNZ on behalf of PrimaryITO (PITO). Applicants **MUST** be eligible domestic students working in a primary industry environment with access to relevant equipment.

PITO require a training agreement signed by the learner, their employer and PrimaryITO. Training will not commence until enrolment and funding is confirmed by PrimaryITO.

The fee for this course is \$450 payable to PITO on invoice. VHNZ may charge additional fees depending on specific course requirements such as training location, trainee status, and number of learners



## ENTRY CRITERIA

To be eligible to enrol in full-time or part-time study for this programme, applicants must:

- Be at least 16 years of age.
- Learners must have access to a commercial primary industry or agriculture business where quad bikes with attached loads are used in day to day operations on private land with flat and rolling terrain.
- Be physically fit and able to demonstrate physical competency for the skill being trained.
- Have minimum 20 hours experience riding quad bikes in a workplace as evidenced by managers attestation, log books, and/or other evidence. This evidence must be presented prior to or on the first day of the course.

## OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

## SPECIAL NOTE

Learners who complete this course can gain credits toward the New Zealand Certificate in Primary Industry Operational Skills (Level 3).

# 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 trainee numbers are requested, extra trainers will be in attendance to assist.)



**TWO  
DAYS**

## ENTRY CRITERIA

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

**24553:** 24556

**22558, 24560, and 24562:**  
24553

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.



## MICRO-CREDENTIALS

# OPERATE A LIGHT UTILITY VEHICLE IN THE PRIMARY INDUSTRY (LEVEL 3)

### PURPOSE

This micro-credential provides new entrants, career change people and temporary working visa holders who are new to the primary industries. The course aims to produce a light utility vehicle (LUV) operator that can drive effectively and safely over varied terrain. The trainee will also be able to demonstrate the appropriate responsibilities of a driver of a LUV with an emphasis on accident prevention. Training will include operation of an LUV with trailed and 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.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**

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

**This micro-credential is taught across two months and includes two days face-to-face learning supported by a work experience log completed on the job.**

### ENTRY CRITERIA

**To be eligible to enrol in full-time or part-time study for this programme, applicants must:**

- Be at least 16 years of age.
- Learners must have access to a commercial primary industry or agriculture business involved with where light utility vehicles are used in day to day operations.
- Must have use of a LUV on private land with flat and rolling terrain.
- Be physically fit and able to demonstrate physical competency for the skill being trained.

### OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

### WHO SHOULD ATTEND

This qualification is intended for people using LUVs in their primary sector workplace.

### SPECIAL NOTE

Learners who complete this course can gain credits toward the New Zealand Certificate in Primary Industry Operational Skills (Level 3).



## NZQA UNIT STANDARDS

All unit standards listed below are compulsory on completion trainees may be awarded the micro-credential by the Primary ITO.

| UNIT STANDARD        | UNIT DESCRIPTION   | NZQA CREDITS | LEVEL |
|----------------------|--|--------------|-------|
| 24553                | Operate a light utility vehicle (LUV) on flat terrain in the workplace under close supervision | 4            | 2     |
| 24556                | Demonstrate knowledge of the safe operation of a light utility vehicle (LUV)                   | 3            | 2     |
| 24558                | Operate a light utility vehicle (LUV) on rolling terrain under limited supervision             | 4            | 3     |
| 24560                | Operate a light utility vehicle (LUV) with trailed equipment under limited supervision         | 3            | 3     |
| 24562                | Operate a light utility vehicle (LUV) with mounted equipment or load under limited supervision | 3            | 3     |
| <b>Total Credits</b> |  | <b>17</b>    |       |

### COURSE OBJECTIVES

At the end of this learning package learners will be able to:

- ✔ Prepare to drive a LUV on flat terrain in the workplace.
- ✔ Describe the safe operation of a light utility vehicle.
- ✔ Describe light utility vehicle driving contingency procedures.
- ✔ Describe the safe operation of a light utility vehicle with trailed equipment and a mounted load.
- ✔ Prepare to, and drive a light utility vehicle on flat terrain.
- ✔ Operate a light utility vehicle with a trailed equipment.
- ✔ Operate a light utility vehicle with equipment or load.
- ✔ Operate a light utility vehicle on rolling terrain.

### COURSE INVESTMENT

This course is provided by VHNZ on behalf of PrimaryITO (PITO). Applicants **MUST** be eligible domestic students working in a primary industry environment with access to relevant equipment.

PITO require a training agreement signed by the learner, their employer and PrimaryITO. Training will not commence until enrolment and funding is confirmed by PrimaryITO.

The fee for this course is \$450 payable to PITO on invoice. VHNZ may charge additional fees depending on specific course requirements such as training location, trainee status, and number of learners

# TRACTOR

## PURPOSE

To enable an individual to drive a tractor effectively and safely over varied terrain. The trainee 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

**31913, 31914: 19044** - Demonstrate knowledge of the legal requirements and hazards associated with tractor use

**27604: 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

**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

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

## MICRO-CREDENTIALS

# OPERATE A TRACTOR IN THE PRIMARY INDUSTRY (LEVEL 3)

### PURPOSE

This micro-credential provides new entrants, career change people and temporary working visa holders who are new to the primary industries with the skills and knowledge to operate a tractor with power take off (PTO) driven implement and 3-point linkage mounted implement.



### NZQA UNIT STANDARDS

All Unit Standards listed below are compulsory on completion trainees may be awarded the micro-credential by the Primary ITO.

| UNIT STANDARD        | UNIT DESCRIPTION   | NZQA CREDITS | LEVEL |
|----------------------|--|--------------|-------|
| 19044                | Demonstrate knowledge of the legal requirements and hazards associated with tractor use                                | 3            | 2     |
| 24538                | Demonstrate knowledge of tractor stability and the dynamics of tractors and attached implements                        | 4            | 3     |
| 24539                | Maintain and use a power take off (PTO) driven implement attached to a tractor under limited supervision.              | 4            | 3     |
| 31913                | Operate a basic tractor on flat terrain under close supervision  | 3            | 2     |
| 31914                | Attach and detach a power take off driven 3-point linkage mounted implement to a basic tractor under close supervision | 2            | 2     |
| <b>Total Credits</b> |  | <b>16</b>    |       |



**TWO DAYS**



**ATTENDANCE NUMBERS**

MINIMUM 6  
MAXIMUM 8

This micro-credential is taught across two months. It includes two face-to-face learning days supported by a work experience log completed on the job.

### WHO SHOULD ATTEND

This qualification is intended for people using tractors in their primary sector workplace.

### SPECIAL NOTE

Learners who complete this course can gain credits toward the New Zealand Certificate in Primary Industry Operational Skills (Level 3).

### OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.



## COURSE OBJECTIVES

On completion of this micro-credential, you will be able to:

- ✔ Identify the legal requirements for tractors and tractor drivers on both private property and on public roads.
- ✔ Demonstrate knowledge of hazards associated with tractor use.
- ✔ Describe reporting requirements for accidents and near misses.
- ✔ Demonstrate knowledge of factors that affect tractor stability.
- ✔ Demonstrate knowledge of the dynamics of tractor and attached implement combinations when in use.
- ✔ Demonstrate knowledge of the differences between two wheel drive (2WD) and four wheel drive (4WD) tractor dynamics.
- ✔ Maintain a PTO driven implement on a tractor.
- ✔ Drive a tractor and PTO driven implement to complete a workplace activity.
- ✔ Check a basic tractor before use.
- ✔ Drive a basic tractor over flat terrain.
- ✔ Attach a PTO driven 3-point linkage mounted implement to a basic tractor.
- ✔ Detach a PTO driven 3-point linkage mounted implement from a basic tractor.

## COURSE INVESTMENT

This course is provided by VHNZ on behalf of PrimaryITO (PITO). Applicants **MUST** be eligible domestic students working in a primary industry environment with access to relevant equipment.

PITO require a training agreement signed by the learner, their employer and PrimaryITO. Training will not commence until enrolment and funding is confirmed by PrimaryITO.

The fee for this course is \$450 payable to PITO on invoice. VHNZ may charge additional fees depending on specific course requirements such as training location, trainee status, and number of learners

## ENTRY CRITERIA

To be eligible to enrol in full-time or part-time study for this programme, applicants must:

- Be over 16 years of age.
- Learners must have access to a commercial primary industry or agriculture business involved with where tractors are used in day to day operations on private land.
- Must have use of a tractor weighing over 1000kg with a 3-point linkage on private land.
- Be physically fit and able to demonstrate physical competency for the skill being trained.
- Trainees 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 should consist of either a logbook, a workplace diary, an attestation from the learner's employer, or similar



# 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

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 trainees 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

## 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.

## MICRO-CREDENTIALS

# OPERATE A CHAINSAW IN THE PRIMARY INDUSTRY (LEVEL 3)

## SAFE USE OF CHAINSAWS IN PEST CONTROL OR PRIMARY SECTOR ENVIRONMENT

### PURPOSE

This course is for people working or intending to work in the primary sector (rural or horticulture). It enables the learner to use chainsaws safely.



**TWO DAYS**



**ATTENDANCE NUMBERS**

MINIMUM 6  
MAXIMUM 8

### WHO SHOULD ATTEND

This qualification is intended for people using or intending to use chainsaws in their farm or horticulture workplace.

This micro-credential is taught across **TWO** months. It includes a two day face-to-face workshop.



### NZQA UNIT STANDARDS

All unit standards listed below are compulsory on completion trainees may be awarded the micro-credential by the Primary ITO.

| UNIT STANDARD        | UNIT DESCRIPTION  | NZQA CREDITS | LEVEL |
|----------------------|---|--------------|-------|
| 6916                 | Demonstrate knowledge of the rules relating to chainsaw use | 5            | 2     |
| 6917                 | Demonstrate basic chainsaw operation                        | 12           | 2     |
| <b>Total Credits</b> |   | <b>17</b>    |       |

### ENTRY CRITERIA

To be eligible to enrol in full-time or part-time study for this programme, applicants must:

- Be over 16 years of age.
- Be working in a primary industry related workplace or pest control involved with chainsaw use.
- Be physically fit and able to demonstrate physical competency for the skill being trained.

## COURSE OBJECTIVES

On completion of this micro-credential, learners will be able to:

- ✔ Describe the rules for chainsaw use.
- ✔ Describe rules relating to the transport and use of chainsaw fuel.
- ✔ Describe PPE and first aid requirements for chainsaw operators.
- ✔ Demonstrate knowledge of the rules for chainsaw use.
- ✔ Disassemble and reassemble a chainsaw, identify its components, and explain their functions.
- ✔ Describe the factors that influence the operation of a chainsaw.
- ✔ Prepare to operate a chainsaw.
- ✔ Start and test a chainsaw.
- ✔ Use a chainsaw to make cuts.



## COURSE INVESTMENT

This course is provided by VHNZ on behalf of PrimaryITO (PITO). Applicants **MUST** be eligible domestic students working in a primary industry environment with access to relevant equipment.

PITO require a training agreement signed by the learner, their employer and PrimaryITO. Training will not commence until enrolment and funding is confirmed by PrimaryITO.

The fee for this course is \$450 payable to PITO on invoice. VHNZ may charge additional fees depending on specific course requirements such as training location, trainee status, and number of learners

## OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

# FARM BIKE

## PURPOSE

This course is for people working or intending to work in the primary sector (rural or horticulture). It enables the trainee to ride a motorcycle (farm bike) effectively and safely over varied terrain under supervision in a primary industry context. The trainee 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

## OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our students. Students are encouraged to 'have a go' in a supportive, safe environment.

## MICRO-CREDENTIALS

# OPERATE A MOTORCYCLE IN THE PRIMARY INDUSTRY (LEVEL 3)

### PURPOSE

This micro-credential provides new entrants, career change people and temporary working visa holders who are new to the primary industries with the skills and knowledge to operate a motorcycle with mounted equipment or load, flat and rolling terrain.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**

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

### WHO SHOULD ATTEND

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

### SPECIAL NOTE

Learners who complete this course can gain credits toward the New Zealand Certificate in Primary Industry Operational Skills (Level 3).

This micro-credential is taught across two months and includes one day face-to-face learning supported by a work experience log completed on the job.



## NZQA UNIT STANDARDS

All unit standards listed below are compulsory on completion learners may be awarded the micro-credential by the Primary ITO.

| UNIT STANDARD        | UNIT DESCRIPTION  | NZQA CREDITS | LEVEL |
|----------------------|---|--------------|-------|
| 19053                | Operate a motorcycle on flat terrain in the workplace under close supervision   | 3            | 2     |
| 19054                | Operate a motorcycle on rolling terrain under limited supervision               | 3            | 3     |
| 19055                | Operate a motorcycle with mounted equipment or a load under limited supervision | 3            | 3     |
| 24555                | Demonstrate knowledge of the safe operation of a motorcycle                     | 4            | 2     |
| <b>Total Credits</b> |   | <b>13</b>    |       |

## COURSE OBJECTIVES

On completion of this micro-credential, learners will be able to:

- ✔ Describe the safe operation of a motorcycle.
- ✔ Describe motorcycle riding contingency procedures.
- ✔ Prepare to, and ride a motorcycle on flat terrain.
- ✔ Operate a motorcycle on rolling terrain.
- ✔ Operate a motorcycle with equipment or load.

## COURSE INVESTMENT

This course is provided by VHNZ on behalf of PrimaryITO (PITO). Applicants **MUST** be eligible domestic students working in a primary industry environment with access to relevant equipment.

PITO require a training agreement signed by the learner, their employer and PrimaryITO. Training will not commence until enrolment and funding is confirmed by PrimaryITO.

The fee for this course is \$450 payable to PITO on invoice. VHNZ may charge additional fees depending on specific course requirements such as training location, trainee status, and number of learners.

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

## ENTRY CRITERIA

To be eligible to enrol in full-time or part-time study for this programme, applicants must:

- Be over 16 years of age.
- Learners must have access to a commercial primary industry or agriculture business involved with where motorcycles are used in day to day operations.
- Be physically fit and able to demonstrate physical competency for the skill being trained.

## OUR TEACHING METHOD

Our trainers are all experienced practical people. They speak everyday workplace language and have a wealth of real-life examples to share with our trainees. Trainees are encouraged to 'have a go' in a supportive, safe environment.

**ONE  
DAY****ATTENDANCE  
NUMBERS**  
MINIMUM 4  
MAXIMUM 6

# 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 trainee.

- ✓ 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.

**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.



**FOURTEEN WEEKS**

Delivered over 14 weeks (35 hours per week) by a combination of face-to-face training, extensive work experience, and some self-directed study.

### PROGRAMME OVERVIEW

**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
- ✔ Use mechanised equipment.

**and either:**

- ✔ Operate specialist equipment, or
- ✔ Establish infrastructure

### ENTRY CRITERIA

**Applicants must be:**

- Aged 16 years or over
- Physically fit
- Working in a relevant primary sector environment (if not VHNZ will arrange suitable work experience and access to required vehicles and equipment), and
- Have access to required equipment to complete selected unit standards
- Have the relevant driver licence and/or endorsement where needed.

Applicants and employers may be required to attend an interview to establish that the above criteria have been met.



**ATTENDANCE NUMBERS**

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



## 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<br>Unit Standard 29845 | Must complete Set Two "tractors" for entry into either set.  |
| Set 9, 10, 13 & 14                 | Class full or restricted of driver licence and any driver licence endorsement appropriate for the vehicle being driven, if vehicle is to be driven on a road e.g. Class 2 truck. |

These requirements will be discussed during the enrollment process.

## WORK BASED LEARNING

Learners will be required to complete up to 452 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
- Trainee 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.

## 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.



## 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   |
|---|--|--|
| <b>MODULE 1</b><br>Workplace environmental Risks and Personal Care<br><b>(All Units Required)</b> | 31833<br>COMPULSORY  | Complete a risk assessment and develop recording systems for primary industry machinery use              |
|   | 28624<br>COMPULSORY  | Demonstrate and apply knowledge of sustainable environmental practices in a primary industry operation   |
|   | 31832<br>COMPULSORY  | Manage personal wellbeing when carrying out primary industry operational activities                      |
|   | <b>17 Credits</b>  |  |
| <b>MODULE 2</b><br>Mechanised Equipment<br><b>(23 Credits Required)</b>                           | <b>Set One - Quad Bike (All Units Required)</b>  |  |
|   | 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   |
|   | <b>18 Credits</b>  |  |
|   | <b>Set Two - Tractor (All Units Required)</b>  |  |
|   | 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 |  |
| <b>20 Credits</b>   |  |  |

|  |   |  |
|--|---|--|
| <b>Module 2</b><br>Mechanised Equipment<br><b>(23 Credits Required)</b>                  | <b>Set Three - Motorcycles (All Units Required)</b>   |  |
|  | 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                  |
|  | <b>12 Credits</b>   |  |
|  | <b>Set Four - LUV (All Units Required)</b>  |  |
|  | 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 |
|  | <b>17 Credits</b>   |  |
|  | <b>Set Five - 4WD (All Units Required)</b><br><i>(Class 1 drivers licence required)</i>                               |  |
|  | 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                |
|  | <b>8 Credits</b>  |  |
|  | <b>Set Six - Agrichemicals (All Units Required)</b>   |  |
|  | 21560   | Explain agrichemical use for primary sector applications   |
|  | 29827   | Demonstrate understanding 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                             |
|  | <b>20 Credits</b>   |  |
| <b>Set Seven - Other Selections (Complete Single Unit Standards to reach 23 Credits)</b> |   |  |
| 20533  | Select and prepare specialist mower types, mow turf areas, and complete post- mowing requirements <b>(10 Credits)</b> |  |
| 19046  | Service, repair and maintain primary industry machinery <b>(6 Credits)</b>  |  |
| 19048  | Apply fertiliser using mounted or trailed equipment <b>(6 Credits)</b>  |  |
| 21218  | Operate and maintain powered orchard machinery <b>(5 Credits)</b>   |  |
| 24846  | Prepare to operate, and operate a handheld post hole borer <b>(6 Credits)</b>   |  |

|   |   |   |
|---|---|---|
| <b>Module 3</b><br>Specialist Equipment<br><b>(10 Credits Required)</b>   | 29297   | Operate and maintain a chainsaw in a land-based context <b>(8 Credits)</b>                    |
|   | 29845   | Support mechanical crop harvesting (requires completion of Set 2 tractors) <b>(6 Credits)</b> |
|   | <b>Set Eight - Forklifts (All Units Required)</b>   |   |
|   | 10851   | Operate a powered industrial lift truck (forklift)  |
|   | 10852   | Operate a powered industrial lift truck (forklift) fitted with attachments                    |
|   | <b>10 Credits</b>   |   |
|   | <b>Set Nine - Cultivation (All Units Required)</b><br>(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            |
|   | <b>13 Credits</b>   |   |
|   | <b>Set Ten - Vineyard</b><br>Requires completion of Set 2 tractors                            |   |
|   | 19936   | Setup, operate, shut down and maintain vineyard equipment                                     |
|   | <b>10 Credits</b>   |   |
|   | <b>Set Eleven - Crop Pests</b>  |   |
| 23620   | Prepare to apply, and apply, agrichemicals to control pests in crops or pasture               |   |
| <b>20 Credits</b>   |   |   |
| <b>Set Twelve - Hydraulic Ladder</b>  |   |   |
| 31927   | Prepare and operate a hydraulic ladder for fruit harvesting                                   |   |
| <b>10 Credits</b>   |   |   |
| <b>Set Thirteen - Root Crop</b><br>(Drivers licence endorsement required for relevant vehicle if driving on a road e.g., Class 2 truck)         |   |   |
| 6278  | Operate a root crop harvester   |   |
| <b>20 Credits</b>   |   |   |
| <b>Set Fourteen - Precision Planter</b><br>(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                                      |   |
| <b>15 Credits</b>   |   |   |

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

## SPECIAL NOTE

This course also has the following optional unit standard available delivered via e-learning:

| UNIT STANDARD        | UNIT DESCRIPTION  | NZQA CREDITS | LEVEL |
|----------------------|---|--------------|-------|
| 23620                | Prepare to apply, and apply, agrichemicals to control pests in crops or pasture | 20           | 4     |
| <b>Total Credits</b> |   | <b>20</b>    |       |





Rural





# TRANSPORT AND LICENSING

## SITE REQUIREMENTS

To deliver transport training at your site a training room is required that can hold the number of scheduled trainees, 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 trainees 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 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 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: 1 DAY**


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

**10851**  
Operate a powered industrial lift truck (forklift)



# 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

**17574:**

US 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements

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.



## CLASS 4 LICENCE

### 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.



**ONE DAY**



**ATTENDANCE NUMBERS**  
MINIMUM 3  
MAXIMUM 3



**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

**17576:**

US 24089 - Demonstrate knowledge of fatigue 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



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM 3  
MAXIMUM 5

## 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.



**NZQA UNIT  
STANDARD**

**17577**

Operate a combination vehicle to meet the requirements for a full Class 5 driver licence

## 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.

## PRE-REQUISITES

**17577:**

US 24089 - Demonstrate knowledge of fatigue 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.

## 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.



# LOAD AND UNLOAD A HEAVY GOODS VEHICLE

## PURPOSE

This training seminar 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

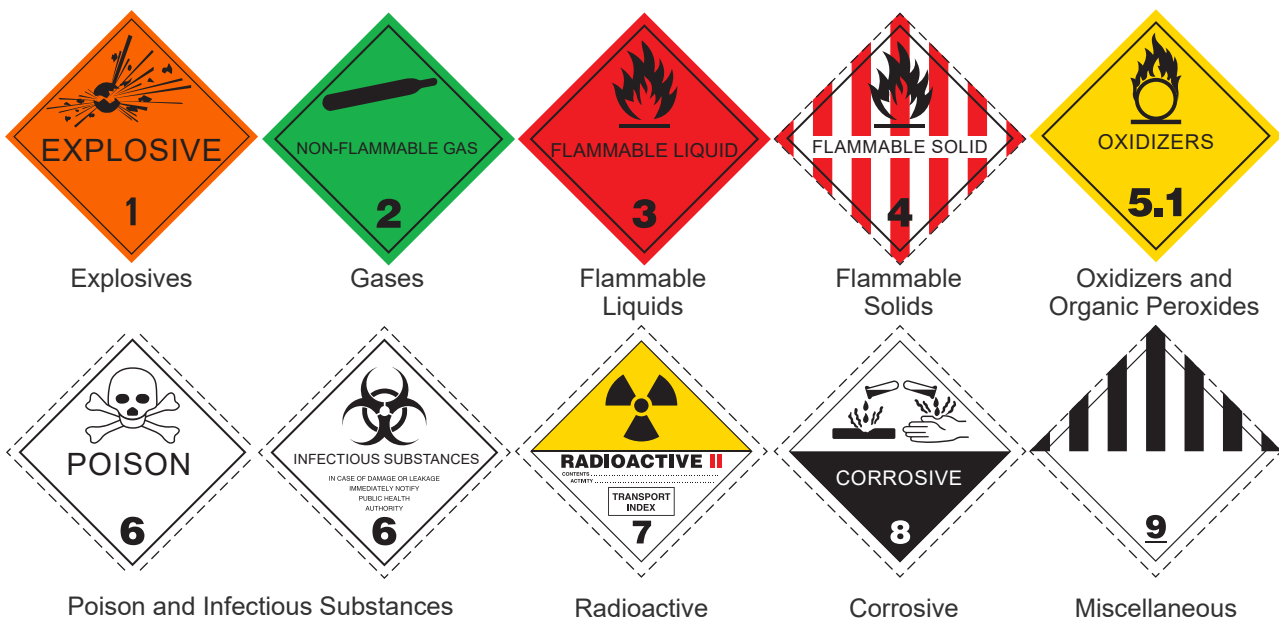
The aim of this course is to produce a Dangerous Goods driver that will have the knowledge, skills and awareness for all essential areas of the units of competency covered in the course undertaken. The Dangerous Goods driver will learn the legislative requirements pertaining to them when transporting “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.







## 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:**  
**3 HOURS**

\*Unit Standards will not be awarded on completion of a Refresher 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.



# V ENDORSEMENT



**ONE  
DAY**



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

## 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).



**NZQA UNIT  
STANDARD**

**17580**

Describe driver requirements for vehicle recovery endorsement

## 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

## ENTRY CRITERIA

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





# 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.



# 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 trainees 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 trainee 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

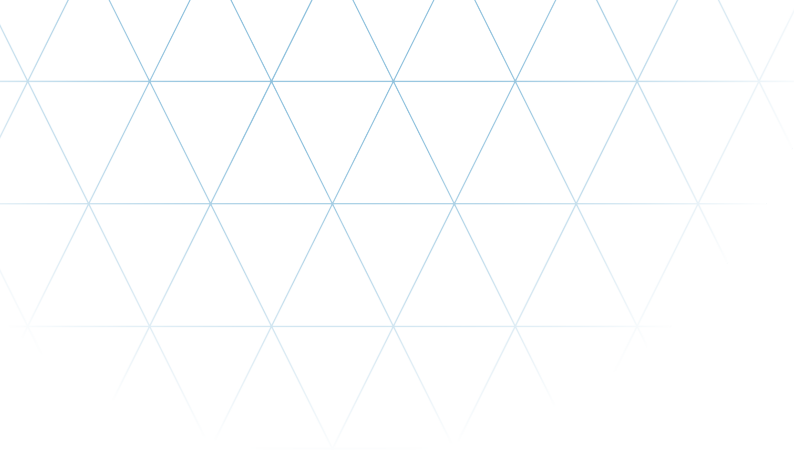
Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)

### 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)





# INFRASTRUCTURE

## SITE REQUIREMENTS

To deliver this training at your site we need a training room that can hold the number of scheduled trainees 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 and maintain 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.

### WHO SHOULD ATTEND?

This qualification is intended for people commencing a career in the infrastructure works industry. You may be new to the industry, from school or another industry, or you may be working in the infrastructure industry without a qualification.



## 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.

### ENTRY CRITERIA

**To be eligible to enrol in full-time or part-time study for this programme, applicants must:**

- Be aged 16 years or over.
- Have access to appropriate supervised work on an infrastructure worksite 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-enrollment interview).





---

## ENTRY CRITERIA

To be eligible to enroll in full-time or part-time study for this programme, applicants must:

- Be aged 16 years or over.
- Have access to appropriate supervised work on an infrastructure worksite 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-enrollment interview).

---

## 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.





## COURSE OVERVIEW

This programme is completed over eleven weeks full-time or up to six-months part-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 plant and equipment used on an infrastructure worksite                               | 5         | 2     |
| 6469                 | Maintain small machinery used in infrastructure works sites   | 2         | 2     |
| 6472                 | Carry out manual excavation for infrastructure works  | 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 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 works site                               | 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     |
| <b>Total Credits</b> |   | <b>44</b> |       |

# NEW ZEALAND CERTIFICATE IN INFRASTRUCTURE WORKS

**(LEVEL 3) WITH OPTIONAL STRAND IN PLANT OPERATIONS**

## PURPOSE

This programme is designed for people working in the civil infrastructure industry, and who want to take their introductory knowledge to an intermediate level.

Learners will be able to carry out infrastructure works operations and use specialised plant safely to required quality standards. Graduates of the optional strand in Plant Operation can safely and effectively operate plant for infrastructure works.



**TWELVE  
WEEKS**  
FULL TIME



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

## PROGRAMME OVERVIEW

**On completion of the programme Graduates can:**

- ✔ Use safe work practices, processes, and procedures in compliance with environmental requirements on an infrastructure works site.
- ✔ Apply health and safety requirements on an infrastructure site.
- ✔ Apply knowledge of quality assurance practices on a civil infrastructure worksite.
- ✔ Keep records on a civil infrastructure worksite.
- ✔ Locate and identify features and services on infrastructure work sites.
- ✔ Carry out operational requirements on a civil works site.
- ✔ Identify and describe the materials used for infrastructure works.
- ✔ Describe soils and aggregate compaction for infrastructure works.
- ✔ Prepare and load a vehicle and safely secure and transport a load for infrastructure works activities.
- ✔ Inspect, maintain, and operate small plant and machinery.
- ✔ Inspect, maintain, and operate a selected infrastructure plant.

## DURATION

This programme is delivered over 12 weeks (35 hours per week) by a combination of face-to-face training, extensive work experience, and some self-directed study.

## ENTRY REQUIREMENTS

**Applicants must:**

- Be physically fit.
- Work in an infrastructure works environment.
- Have access to relevant infrastructure plant.
- Hold a full Category 1 drivers' licence.



## EDUCATION AND EMPLOYMENT PATHWAYS

On completion of this qualification learners may be employed as operators in a broad range of sectors within the infrastructure works industry in the following contexts:

- Civil works.
- Bitumen surfacing.
- Pipeline construction and maintenance.
- Water reticulation.
- Forestry earthworks.
- Piling and foundation.
- Rural contracting.
- Surfacing operations.
- Underground utilities.

This qualification builds on the New Zealand Certificate in Infrastructure (Level 2) offered by VHNZ, and can lead to Level 4 qualifications in the infrastructure industry, such as:

- ✔ New Zealand Certificate in Infrastructure Works (Civil) (Level 4) with strands in earthworks, Road Construction, and Road Maintenance.
- ✔ New Zealand Certificate in Bituminous Product Manufacturing (Level 4) with strands in Biner Manufacturing Operation, Bituminous Mixes Operation, and Bitumen Spraying Operation.
- ✔ New Zealand Certificate in Infrastructure (Forestry Earthworks) (Level 4).
- ✔ New Zealand Certificate in Infrastructure Works (Pipeline Construction Maintenance) (Level 4) with strands in Drinking-Water, Wastewater and Stormwater, and Trenchless Technologies.

## WORK-BASED LEARNING

This programme requires evidence 300 hours work-based learning. Learners, employers and VHNZ will be required to agree on the learning content to be delivered and sign a training agreement specifying:

- Employer obligations.
- Trainee obligations.
- VHNZ obligations.

These will be discussed in full prior to enrolment.



## NZQA

This programme is approved by the New Zealand Qualifications Authority under section 439 of the Education and Training Act 2020, and Vertical Horizonz New Zealand Limited is accredited to provide it under section 441 of the Act.

## COURSE INVESTMENT

The course investment will vary depending on specific course requirements such as customisation of training location, student status, and number of trainees.

A student fee of \$600.00 is charged for this programme. This fee may be funded by the Government under the Targeted Training and Apprenticeship Fund also known as Free Trades Training (TTAF) until December 2022.

If you have any questions regarding this information, please contact a representative of Vertical Horizonz New Zealand.



## PROGRAMME STRUCTURE

Learners are required to complete all compulsory unit standards listed in Modules 1,3,4,6 and 7.

Learners must also complete the following modules by selecting unit standards to meet the required total credits for each module:

- ✔ Module Two 7 Credits
- ✔ Module Five 17 Credits
- ✔ Module Eight 20 Credits

Learners who complete all eight modules (97 Credits) may be awarded the **New Zealand Certificate in Infrastructure Works (Level 3) with optional strand in Plant Operations.**

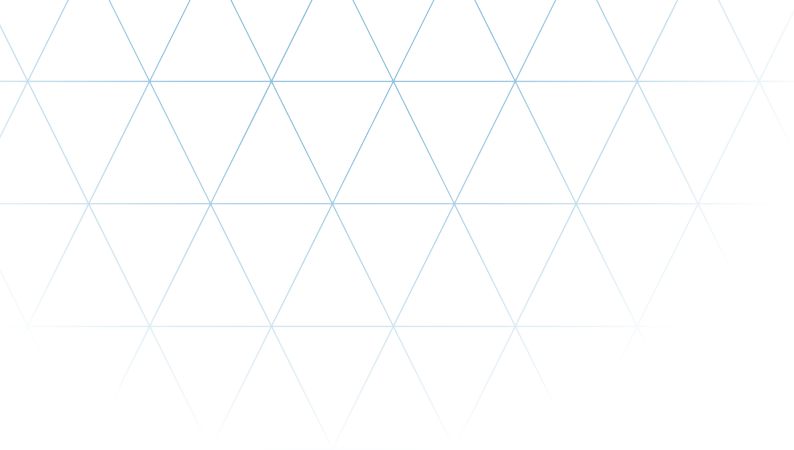
Learners who do not wish to complete the full programme will not require Module Eight and may exit the course on completion of Modules One to Seven (77 Credits). They may be awarded the **New Zealand Certificate in Infrastructure Works (Level 3).**

## UNIT STANDARDS

| MODULE  | UNIT STANDARD | TITLE   | CREDITS | LEVEL | VERSION |
|---|---------------|---|---------|-------|---------|
| <b>Module One:</b><br>Safety Risks and environmental compliance<br>(14 COMPULSORY CREDITS REQUIRED) | 20869         | Demonstrate knowledge of notifiable works and work permits typical of infrastructure works sites                    | 3       | 3     | 3       |
|   | 27201         | Mitigate environmental damage caused by a containment incident  | 3       | 3     | 3       |
|   | 30265         | Apply health and safety assessments in a job role   | 8       | 3     | 2       |
| <b>Module Two:</b><br>Health and Safety requirements<br>(7 ELECTIVE CREDITS REQUIRED)               | 27501         | Demonstrate knowledge of protection and support systems for excavation on an infrastructure works site              | 2       | 3     | 2       |
|   | 20866         | Work safely on an infrastructure works site   | 7       | 3     | 2       |
|   | 31945         | Conduct safety checks before and after plant and equipment use at an infrastructure worksite                        | 5       | 3     | 1       |
|   | 31457         | Work around existing services for infrastructure  | 5       | 3     | 1       |
| <b>Module Three:</b><br>Quality assurance and Records<br>(10 COMPULSORY CREDITS REQUIRED)           | 27329         | Demonstrate knowledge of and apply quality assurance practices to own work area in a civil infrastructure operation | 5       | 3     | 3       |
|   | 26784         | Maintain daily records for an infrastructure works site   | 5       | 3     | 2       |
| <b>Module Four:</b><br>Plans, Features and Services<br>(8 COMPULSORY CREDITS REQUIRED)              | 6476          | Interpret and use plans to locate features on infrastructure works sites  | 3       | 3     | 6       |
|   | 6479          | Locate and identify services for infrastructure works   | 5       | 3     | 7       |



|  |   |   |    |   |   |
|--|---|---|----|---|---|
| <b>Module Five:</b><br>Operations and teamwork<br>(17 ELECTIVE CREDITS REQUIRED)                         | 31447   | Demonstrate knowledge of and carry out civil works site operations                                | 14 | 3 | 1 |
|  | 26782   | Use measurements for infrastructure works purposes  | 6  | 3 | 1 |
|  | 11304   | Maintain road by repairing chipsealed surfaces  | 3  | 3 | 3 |
|  | 6483  | Install pipe culverts and structures on road construction works                                   | 15 | 3 | 5 |
|  | 9681  | Contribute within and team or group which has an objective  | 3  | 3 | 7 |
|  | 31245   | Plan for and lift, move, and place loads using mobile plant, in infrastructure works environments | 5  | 3 | 2 |
| <b>Module Six:</b><br>Soils, aggregates, Materials and Transport<br>(ELEVEN COMPULSORY CREDITS REQUIRED) | 31446   | Demonstrate knowledge of materials used for infrastructure works                                  | 3  | 3 | 1 |
|  | 31445   | Demonstrate knowledge of soils, and aggregates, and compaction, for infrastructure works          | 6  | 3 | 1 |
|  | 28715   | Load, secure, and transport infrastructure works materials, small plant, and equipment            | 2  | 3 | 2 |
| <b>Module Seven:</b><br>Small plant and Machinery<br>(TEN COMPULSORY CREDITS REQUIRED)                   | 31448   | Operate and maintain small plant for infrastructure works   | 10 | 3 | 1 |
| <b>Module Eight:</b><br>Infrastructure Plant<br>(TWENTY ELECTIVE CREDITS REQUIRED)                       | 17309 (Elective)  | Operate a wheeled loader on infrastructure works sites  | 20 | 3 | 4 |
|  | 17310 (Elective)  | Operate a hydraulic excavator on infrastructure works sites                                       | 20 | 3 | 4 |
|  | 17314 (Elective)  | Operate a motor scraper on infrastructure works sites   | 20 | 3 | 4 |
|  | 17315 (Elective)  | Operate a self-propelled roller on infrastructure works sites                                     | 20 | 3 | 4 |
|  | 17316 (Elective)  | Operate a bulldozer on infrastructure works sites   | 20 | 3 | 4 |
|  | 17317 (Elective)  | Operate an articulated dump truck on infrastructure works sites                                   | 20 | 3 | 4 |
|  | 20484 (Elective)  | Operate a drill rig for horizontal directional drilling   | 20 | 3 | 4 |
|  | 31455 (Elective)  | Operate a motor grader on infrastructure works sites  | 20 | 3 | 1 |
| 31456 (Elective)   | Operate a road mill or reclaimer stabilizer on infrastructure works sites | 20  | 3  | 1 |   |





# CRANE

## SITE REQUIREMENTS

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

## 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

## DELIVERY

This may be delivered face-to-face or with an e-Learning pre-learn and shorter face-to-face.

## ENTRY CRITERIA

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



# OVERHEAD CRANE — PENDANT CONTROLLED



**ONE  
DAY**

DEPENDENT ON  
TRAINEE 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

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.

## 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.

## VERIFICATION

A maintenance log (daily and weekly checks) is required to be kept for a minimum period of 3 months

## 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

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 e-learning 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 e-learning, 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.

### ENTRY CRITERIA

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 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

### 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

It is recommended that trainees 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

It is recommended that trainees 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**

DEPENDENT ON  
TRAINEE EXPERIENCE



**ATTENDANCE  
NUMBERS**  
MINIMUM 5  
MAXIMUM 6



**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

It is recommended that trainees 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 two 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

It is recommended that trainees 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

VHNZ can provide training for US 3789. To organise, please contact a VHNZ 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

## SPECIAL NOTE

There is a requirement for trainees to provide evidence i.e. logbook; of a minimum of 20 hours workplace use of a vessel mounted crane prior to the unit 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 lock out and tag out 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

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 trainees 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 TRAINEE 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

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







# 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 trainee 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 trainee.

## 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.

VH NZ can include the W Endorsement in the one day course.

## 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

## REFRESHER

Refreshing learning outcomes above for unit standard 23637.



**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.



# 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 slinging” 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

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, in infrastructure works environments

## ENTRY CRITERIA

**Applicants require:**

- Access to mobile plant on an infrastructure works site 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

The NZ Certificate in Rigging (Level 3) provides New Zealand industry with people who can prepare and complete rigging work under limited supervision.

Riggers work to safely set up and control movement of loads over distance, which are usually suspended. Riggers can operate a variety of hoisting devices and rigging equipment. Riggers are often required to work at heights.

This programme includes a challenge assessment aligned to the Certificate of Competence required by industry and this qualification.

### COURSE OBJECTIVES

Graduates of this programme will be able to:

- ✔ Prepare, inspect, and use rigging equipment and tools, and use common knots in rigging, and report equipment faults, when setting-up and controlling, movement of loads.
- ✔ Apply knowledge of risk management, slinging calculations, and industry recognised communication methods to direct and guide crane movements in relation to loads and equipment.
- ✔ Lift and place loads as part of a rigging team.
- ✔ Use elevated work platforms (EWP) and report faults and damage of EWP.
- ✔ Act on instructions, communicate within a team when setting-up and controlling the movement of loads, and complete basic documentation.
- ✔ Maintain personal safety while working at heights, including the set up and use of fall arrest systems in accordance with health and safety legislation and the best practice guidelines for rigging systems.



**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 and engaging with work related to the scope of the programme. The employer and trainee, in conjunction with Vertical Horizonz, must complete a training agreement.
- Trainees need to have a nominated supervisor to observe and verify trainee competencies.
- Be physically fit and able to demonstrate physical competency for the skills being trained.



| UNIT STANDARD | UNIT DESCRIPTION  | NZQA CREDITS | LEVEL |
|---------------|---|--------------|-------|
| 20261         | Select use, care for and maintain rigging hand tools  | 2            | 3     |
| 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     |
| 26351         | DKO of ropes, and tie knots and hitches during rigging work                                       | 2            | 2     |
| 26352         | Work as a team member during rigging operations   | 12           | 3     |
| 30692         | Perform basic calculations used in a given trade situation  | 2            | 2     |
| 30072         | Demonstrate and apply knowledge of slinging regular loads safely                                  | 14           | 3     |
| 3789          | Sling varied regular loads and safely during crane operations                                     | 15           | 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     |
| 23966         | Describe types of elevating work platforms (EWPs), and industry requirements for their use        | 3            | 2     |
| 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) | 4            | 5     |
| 30266         | Health and Safety - ONLINE  | 6            | 3     |

## 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 e-learning 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

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

## EMPLOYMENT PATHWAY

Graduates may work on a variety of sites where rigging is required, and they may increase employment prospects by gaining further experience in specialised areas including telecommunications rigging, construction rigging, industrial rigging, 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) and New Zealand Certificates in Cranes and Industrial Rope Access.





# 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**

## 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.

## 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.

## COURSE INVESTMENT

The course 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.

## 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 Modules One, Two and Three (42 credits) and at least one elective strand from Modules Four to Seven (10 to 15 credits).

Learners must complete 42 compulsory credits (modules One, Two and Three) and at least 10 elective credits from modules Four to Seven. A minimum 52 credits are required for the award of the qualification.

| MODULE  | UNIT STANDARD       | UNIT DESCRIPTION   | LEVEL        | CREDITS   |
|---|---------------------|--|--------------|-----------|
| <b>Module One:</b><br>Working safely with cranes<br>(25 COMPULSORY credits) | 19522<br>COMPULSORY | Undertake a job safety analysis  | 3            | 3         |
|   | 25043<br>COMPULSORY | Lockout and reinstate machinery in the workplace   | 3            | 1         |
|   | 30072<br>COMPULSORY | Demonstrate knowledge of slinging regular loads safely   | 3            | 4         |
|   | 30264<br>COMPULSORY | Describe duties, rights, representation, and regulator in terms of New Zealand health and safety legislation | 3            | 3         |
|   | 30265<br>COMPULSORY | Apply health and safety assessments in a job role  | 3            | 8         |
|   | 30266<br>COMPULSORY | Demonstrate knowledge of workplace health and safety culture and practices                                   | 3            | 6         |
|   |                     |  | <b>Total</b> | <b>25</b> |

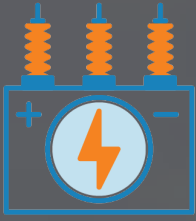




| MODULE   | UNIT STANDARD       | UNIT DESCRIPTION  | LEVEL        | CREDITS   |
|--|---------------------|---|--------------|-----------|
| <b>Module Two:</b><br>Sling Loads<br>(10 COMPULSORY credits)                                       | 30072<br>COMPULSORY | Demonstrate knowledge of slinging regular loads safely  | 3            | 10        |
|  |                     |   | <b>Total</b> | <b>10</b> |
| <b>Module Three:</b><br>Cranes safety manual, pre-start and post checks.<br>(7 COMPULSORY credits) | 3788                | Demonstrate knowledge of crane types, and safe practices required in the cranes industry      | 3            | 4         |
|  | 25043               | Lockout and reinstate machinery in the workplace  | 3            | 3         |
|  |                     |   | <b>Total</b> | <b>7</b>  |
| <b>Module Four:</b><br>Cab-Controlled Overhead Crane<br>(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        |
|  |                     |   | <b>Total</b> | <b>12</b> |
| <b>Module Five:</b><br>Dogman<br>(15 ELECTIVE credits)   | 3789                | Sling varied regular loads and safety direct a crane during crane operations                  | 3            | 15        |
|  |                     |   | <b>Total</b> | <b>15</b> |
| <b>Module Six:</b><br>Pendant Controlled Overhead Crane<br>(10 ELECTIVE credits)                   | 3800                | Use a radio remote or pendant controlled gantry crane to lift and place regular loads         | 3            | 10        |
|  |                     |   | <b>Total</b> | <b>10</b> |
| <b>Module Seven:</b><br>Truck Loader Crane<br>(15 ELECTIVE credits)                                | 16617               | Use a truck loader crane to lift and place regular loads                                      | 3            | 15        |
|  |                     |   | <b>Total</b> | <b>15</b> |

## EXEMPTIONS

Learners who hold unit standard 3789 are exempt from completing the compulsory unit standards 30072.



# ELECTRICAL SAFETY

## SITE REQUIREMENTS

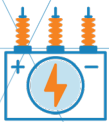
**Theory Lessons:** A training room is required that can hold the number of scheduled trainees. The VHNZ trainer will bring their own laptop and projector for theory lessons.

**Practical Lessons:** VHNZ will provide a full set of height safety equipment but trainees 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

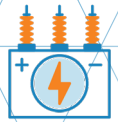
Demonstrate knowledge of and apply health and safety in the electricity supply environment.

## 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:

10507 - Use personal protection equipment within an electricity supply environment.

### 17025:

10509 - Climb and work on electricity network structures.

6401 - Provide basic first aid.

6402 - Provide basic life support.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**  
MINIMUM 7  
MAXIMUM 8



**NZQA UNIT  
STANDARD**

### 10509

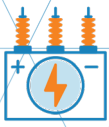
Climb and work on electricity network structures

### 17025

Rescue a victim from an electrical structure

### 23229

Use safety harness system when working at height



# Electrical Safety

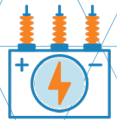
---



## 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 REFRESHER

## PURPOSE

The purpose of this course is to refresh learning outcomes for the below unit standards. The course will ensure trainees 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

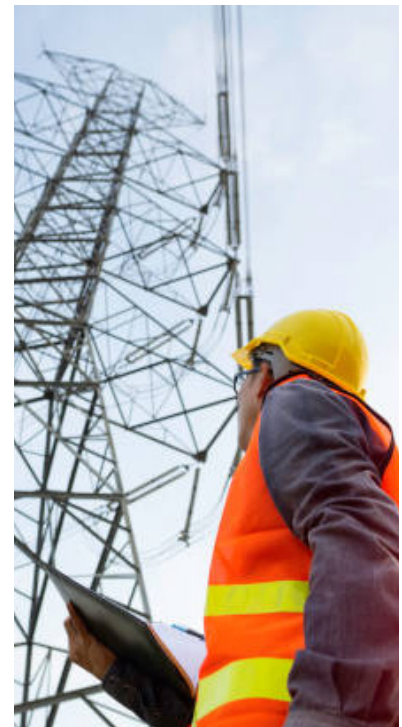
Rescue a victim from an electrical structure

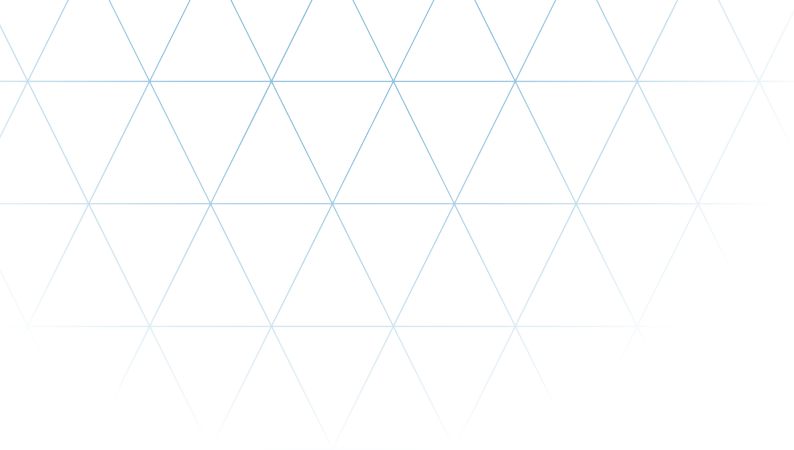
### 18038

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 trainees. 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.

**NOTE:** This unit standard is not intended for professional/specialist educators who should complete unit standard 7108.



### ONE DAY

**ATTENDANCE NUMBERS**  
MINIMUM 8  
MAXIMUM 10



## 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.



## NZQA UNIT STANDARD

### 27565

Train colleagues in the workplace.

## 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.

## 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 .





### 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.

If learners do not have access to appropriate assessments for use in the workplace, relevant pre-moderated assessment materials may be purchased from VHNZ. VHNZ will provide hard copies of the assessments, a marking guide, and moderation report.





# LEADERSHIP

## SITE REQUIREMENTS

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



**FIVE  
DAYS**



**ATTENDANCE  
NUMBERS**  
MINIMUM **6**  
MAXIMUM **16**



## 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.





## 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:** Trainees 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

Trainees 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.





# AHUREA HAUMARU - CULTURAL SAFETY

## PURPOSE

Vertical Horizonz offers 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    |

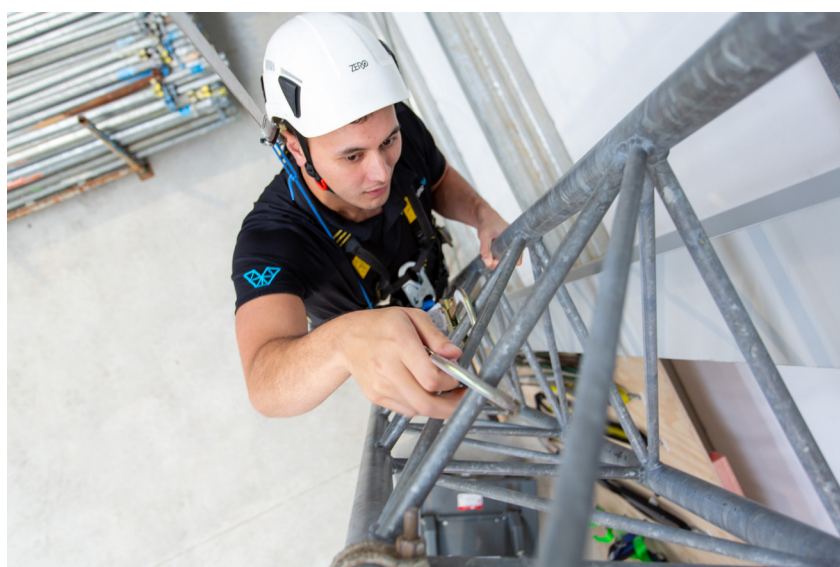


## ENTRY CRITERIA

To be eligible for this service each participant will be:

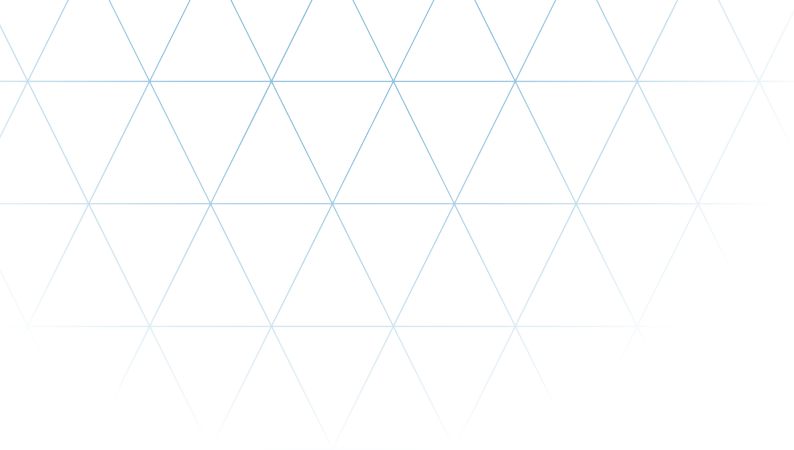
- ✔ A New Zealand citizen or permanent resident.
- ✔ 18 + years old.
- ✔ Fit, healthy and committed to work.

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](mailto: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 e-learning 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 e-learning 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.



# WORKPLACE HEALTH AND SAFETY REQUIREMENTS

## REFRESHER

### PURPOSE

This course is intended as a refresher of the Workplace Health and Safety Requirements training.

### COURSE OBJECTIVES

To refresh the learner's knowledge and understanding of how to:

- ✓ Legislative rights and responsibilities for workplace health and safety.
- ✓ A systems approach to workplace health and safety.
- ✓ How risks and hazards are defined in the Health and Safety at Work Act 2015 (HSWA).



**LEVEL: 1**  
**CREDITS: 3**



**NZQA UNIT STANDARD**

**497**

Demonstrate knowledge of workplace health and safety requirements

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

### OUR TEACHING METHOD

Delivery via e-learning 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.



# 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**

## COURSE OBJECTIVES

On completion of this e-learning 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.

## 30264

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

## OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.

## Legislation

Legislation, regarded as government, which are of to regulate, to proscribe, to sanction, to authorize, separation of powers.

## 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 e-learning 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 e-learning 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.



## COURSE OBJECTIVES

On completion of this e-learning 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.



**LEVEL: 3**  
**CREDITS: 8**



**NZQA UNIT  
STANDARD**

**30265**

Apply health and safety risk assessment to a job role

## OUR TEACHING METHOD

Delivery via e-learning 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

## REFRESHER

### PURPOSE

This course is intended as a refresher of the Risk Assessment training.

### COURSE OBJECTIVES

To refresh the learner's knowledge and understanding of how 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

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

### OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.

### WHO SHOULD ATTEND

This course is designed for individuals who hold 30265.



# 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 e-learning course, learners will be able to:

- ✔ Identify the principles of workplace safety in a given workplace; and
- ✔ 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 e-learning with support from an experienced trainer.

## WHO SHOULD ATTEND

Any person seeking to improve workplace health and safety.



# APPLY SAFE WORK PRACTICES

## REFRESHER

### PURPOSE

This course will review the information required to identify safe work practices and implement them in a particular workplace.

### COURSE OBJECTIVES

On completion of this course, learners will have revised:

- ✓ The principles of workplace safety in a workplace.
- ✓ Safe work practices in a workplace.



### NZQA UNIT STANDARD

**17593**

Apply safe work practices in the workplace

### OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.

### WHO SHOULD ATTEND

Any person seeking to improve workplace health and safety.







# 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 completion of this e-learning course trainees 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 e-learning 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).





# 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 completion of this e-learning course trainees 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.

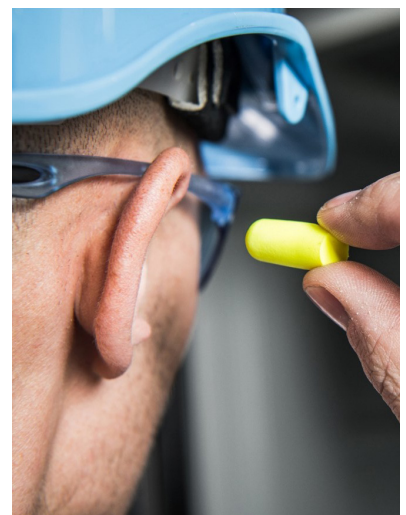
## OUR TEACHING METHOD

Delivery via e-learning 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.

## OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.

## 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).



## NZQA UNIT STANDARD

### 17588

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

**LEVEL: 3**

**CREDITS: 3**

### 17588

Issue worksite specific work permits (issuer)

**LEVEL: 3**

**CREDITS: 3**

## ENTRY CRITERIA

This course requires learners to demonstrate a level of written and spoken English equivalent to Level 3 English communication skills, as trainees 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.



# PERMIT TO WORK

## REFRESHER

### PURPOSE

This programme is intended as a refresher of both Permit Issuer and Permit Receiver training for general Permit to Work System Procedures.

### COURSE OBJECTIVES

This programme is intended as a refresher of both Permit Issuer and Permit Receiver training for general Permit to Work System Procedures.

- ✔ To refresh the candidate's knowledge and understanding of the requirements for working under general PTWS Procedures.
- ✔ To provide an update on changes to general PTWS Procedures.
- ✔ To confirm the candidate's competency to operate as a Permit Issuer and/or Permit Receiver under general PTWS Procedures.

### 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.

People attending this course must, as a minimum, hold one or more of the following New Zealand Qualifications Authority (NZQA) Unit Standards, and be familiar with Permit to Work System Procedures:

#### 17588

Apply for, accept, and carry out work according to a work permit in the workplace.

#### 17590

Issue worksite specific work permits.



## REFRESHING UNIT STANDARDS

### 17588

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

### 17590

Issue worksite specific work permits (issuer)

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

### OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.

### SPECIAL NOTE

Please note that as this is a refresher course, **NO UNIT STANDARDS** will be awarded on completion of this training programme.



# 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.

**LEVEL: 3**  
**CREDITS: 4**



**NZQA UNIT STANDARD**

**22316**

Demonstrate knowledge of the management of drug and alcohol-related problems in the workplace.

## COURSE OBJECTIVES

On completion of this e-learning 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.

## OUR TEACHING METHOD

Delivery via e-learning 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 trainees 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 e-learning 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 e-learning 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).





# 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.

## COURSE OBJECTIVES

On completion of this e-learning 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.

## 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).

**LEVEL: 3**  
**CREDITS: 2**



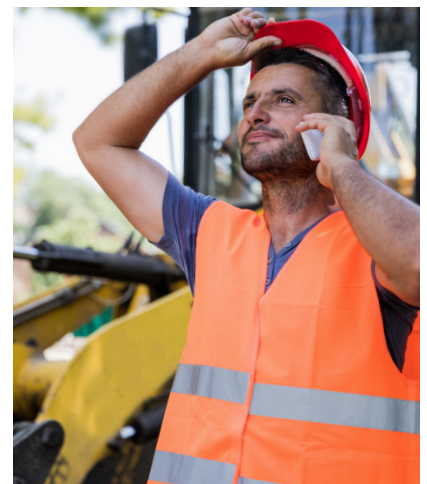
**NZQA UNIT STANDARD**

**29315**

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

## OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.





# 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.

**LEVEL: 3**  
**CREDITS: 3**

## 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.



**NZQA UNIT STANDARD**

**19522**

Undertake job safety analysis

## OUR TEACHING METHOD

Delivery via e-learning 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 e-learning 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.

## WHO SHOULD ATTEND

This course is for people who may be involved in conducting or assisting in health and safety incident investigations.

## OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.

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 E-Learning course, learners will be able to:

- ✓ Demonstrate knowledge of machinery lockout and reinstatement.
- ✓ Lockout machinery.
- ✓ Reinstall machinery.

## OUR TEACHING METHOD

Delivery via e-learning 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 trainee 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 e-learning 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 e-Learning segment the trainee 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 trainee will receive an E-Learn Certificate 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 e-learning 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 e-learning 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 e-learning 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 (Whakahauora 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 e-learning 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 e-learning 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 safety.

**LEVEL: 3**  
**CREDITS: 3**



**NZQA UNIT  
STANDARD**

**17600**

Explain safe work practices for working at heights.

## COURSE OBJECTIVES

On completion of this e-learning course, learners will be able:

- ✔ Explain the legislative requirements associated with working at height.
- ✔ Explain the systems suitable for working at height.

## OUR TEACHING METHOD

Delivery via e-learning 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 e-learning 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

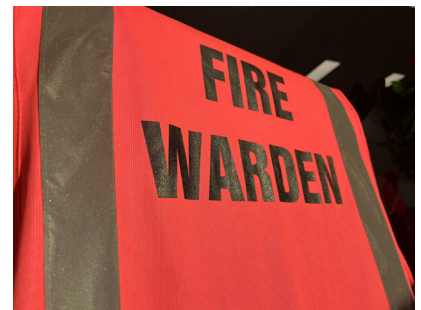
## COURSE OBJECTIVES

On completion of this e-learning 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 e-learning with support from an experienced trainer.



## 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).



# FIRE WARDEN

## (REFRESHER)

### PURPOSE

This course is intended as a refresher of the Fire Warden training.

### COURSE OBJECTIVES

To refresh the learner's knowledge and understanding of how to:

- ✓ Fire Safety legislation.
- ✓ Evacuation procedures and evacuation schemes.
- ✓ Things that must be in place prior to an evacuation.
- ✓ Resources to control an evacuation.
- ✓ Responsibilities of Fire and Emergency Wardens.



## NZQA UNIT STANDARD

### 18408

Demonstrate knowledge of fire and emergency warden duties in the workplace

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

### OUR TEACHING METHOD

Delivery via e-learning with support from an experienced trainer.

### WHO SHOULD ATTEND

This course is designed for individuals who hold the 18408 unit standard. Industry guidelines advise undergoing refresher training every two years.



# 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.**



## E-Learning

IN ASSOCIATION WITH  
**SHEilds**

### COURSE OUTLINE

The NEBOSH International General Certificate is split into two units of study delivered via e-learning, 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.**





## E-Learning

IN ASSOCIATION WITH  
**SHEilds**



### 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.**





## E-Learning

IN ASSOCIATION WITH  
**SHEilds**

---



### COURSE OUTLINE

The NEBOSH Certificate in Fire Safety course is split into two units of study delivered via e-learning, each of which is assessed separately. The course is delivered as follows:

#### UNIT FSC1: FIRE SAFETY

**\*Assessed by an at home open book examination - Trainees 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 TECHNICAL CERTIFICATE

## IN OIL AND GAS OPERATION SAFETY

### PURPOSE

The NEBOSH International Technical Certificate in Oil and Gas Operation Safety is specifically designed for people with safety responsibility in the oil and gas industry.

The qualification focuses on international standards and management systems, enabling students to effectively discharge workplace safety responsibilities both onshore and offshore.

The Certificate also highlights the importance of process safety management in the oil and gas industry.

NEBOSH International Technical Certificate in Oil and Gas Operation Safety is offered by VHNZ in association with SHEilds Ltd, accredited NEBOSH Centre 548.

### 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.**

### ASSESSMENT

Assessment will consist of one written two hour 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.

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 £70 \*Local sitting fee when registering for exams.





## E-Learning



## COURSE OUTLINE

IN ASSOCIATION WITH  
**SHEilds**

The NEBOSH International Technical Certificate in Oil and Gas Operation Safety course is split into five elements delivered via e-learning, each of which is assessed separately. The course includes the following content:

### **ELEMENT 1: HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT IN CONTEXT**

- ✓ Learning from incidents.
- ✓ Hazards inherent in oil and gas.
- ✓ Risk management techniques used in the oil and gas industries.
- ✓ Safety cases and safety reports.

### **ELEMENT 2: HYDROCARBON PROCESS SAFETY 1**

- ✓ Contractor management.
- ✓ Process safety management (PSM).
- ✓ Role and purpose of a 'permit-to-work' system.
- ✓ Key principles of shift handover.
- ✓ Plant operations and maintenance.

### **ELEMENT 3: HYDROCARBON PROCESS SAFETY 2**

- ✓ Failure modes.
- ✓ Safety critical equipment controls.
- ✓ Safe storage of hydrocarbons.
- ✓ Furnace and boiler operations.

### **ELEMENT 4: FIRE PROTECTION AND EMERGENCY RESPONSE**

- ✓ Fire and explosion risk in the oil and gas industries.
- ✓ Furnace and boiler operations.

### **ELEMENT 5: LOGISTICS AND TRANSPORT OPERATIONS**

- ✓ Marine transport.
- ✓ Land Transport.



# NEBOSH INTERNATIONAL DIPLOMA

IN ASSOCIATION WITH  
**SHEilds**

## 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 e-learning:

- ✔ 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).





## E-Learning

IN ASSOCIATION WITH  
**SHEilds**

### 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

### Head Office - Tauranga:

246 Matakokiri Drive, Tauriko, Tauranga 3112

PO Box 15-030 Tauranga 3144

P 0800 72 33 848 | 07 579 5969

E [info@verticalhorizonz.co.nz](mailto:info@verticalhorizonz.co.nz)

### Whangārei

19 Dyer Street, Raumanga, Whangarei 0110

### Auckland - North Shore:

Unit 7, 18 Corinthian Drive, Albany, Auckland 0632

### Auckland - East Tāmaki:

7 Echelon Place, East Tamaki, Auckland 2013

### Auckland - Papakura:

7 Dent Place, Papakura, Auckland 2110

### Hamilton:

17 Brent Greig Lane, Burbush, Hamilton 3200

### Rotorua:

43 Tallyho Street, Mangakakahi, Rotorua 3015

### Whakatane:

26 Gateway West, Coastlands, Whakatane 3210

### New Plymouth:

127 Connett Road, Bell Block, New Plymouth 4312

### Hastings

121 Stoneycroft Street, Camberley, Hastings 4120

### Palmerston North:

10-12 Edgeware Road, Palmerston North 4410

### Wellington - Upper Hutt:

16 Nicolaus Street, Trentham, Upper Hutt 5018

### Wellington - Lower Hutt:

24A Peterkin Street, Taita, Lower Hutt, Wellington 5019

### Nelson:

1 Sharps Lane, Nelson South, Nelson 7010

### Christchurch:

16-18 Klondyke Drive, Hornby South, Christchurch, 8024

### Cromwell:

Unit 2, 4A Ree Crescent, Cromwell, 9310

[www.verticalhorizonz.com](http://www.verticalhorizonz.com)

Course Catalogue 2024; Version 1 - Accurate as at April 2024