

# COURSE CATALOGUE

REAL TRAINING  
THAT SAVES LIVES

VERTICAL HORIZONZ

Safety.Certainty | Group  
STRUCTURED TRAINING SPECIALISTS



HEALTH AND  
SAFETY



FIRST AID



CHEMICAL  
SAFETY



FIRE AND  
EMERGENCY



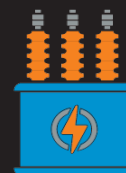
TRANSPORT AND  
LICENSING



HEIGHT AND  
ACCESS



LEADERSHIP



ELECTRICAL  
SAFETY



CRANE



RURAL



SECURITY



CONFINED  
SPACE



MAORI  
EDUCATION



E-LEARN



INFRASTRUCTURE



ADULT  
EDUCATION

# OUR DETAILS

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## **COMPANY NAME**

Vertical Horizonz New Zealand Ltd

## **TRADING NAME**

Vertical Horizonz New Zealand Ltd

## **REGISTERED OFFICES**

1/282 Chadwick Road, 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

## **FAX**

0800 72 3385

## **EMAIL**

info@verticalhorizonz.co.nz

## **WEBSITE**

www.verticalhorizonz.co.nz

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# OUR TRAINING CENTRES

We deliver our courses  
**NATIONWIDE!**



Main Training Centres



Regional Training Centres



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

[www.verticalhorizonz.co.nz](http://www.verticalhorizonz.co.nz)

# CLIENT AND TRAINEE INFO

## THE RATES QUOTED EXCLUDE TRAINER TRAVEL AND ACCOMMODATION

For training delivered outside 100km of the main centres below, travel will be on-charged at \$0.77/km (Auckland, Hamilton, Wellington, Tauranga and Christchurch) and accommodation at \$165/night (excl. GST).

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

## INVESTMENT INCLUDE

- ✓ 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.

# 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 Learning (ROL), 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, 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 Private Training Establishment Registered, we are bound to meet all the requirements of the New Zealand Qualifications Authority (NZQA).

We are members of New Zealand Institute of Safety Management.

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.

# 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

## 2020/21 SERVICES AND INVESTMENT SCHEDULE

NOTE: ALL PRICES ARE EXCLUSIVE OF GST

VHNZ BOOK PRICES 2020/21								
Courses	Unit Standards	Pre-Learn	Duration	Book Price (pp)	Company Rate	Trainee Min	Trainee Max	Page No.
<b>HEALTH AND SAFETY</b>								
Workplace Health and Safety Requirements	497		4 hours	\$190.00	\$1,650.00	8	15	18
Workplace Health and Safety Foundation	30264, 30265, 30266		2 days	\$545.00	\$4,800.00	8	15	19
Workplace Health and Safety	30264, 30265		1 day	\$280.00	\$2,400.00	8	15	20
Risk Assessment	30265		4 hours	\$195.00	\$1,650.00	8	15	21
Rural Health and Safety	23540, 23542		1 day	\$280.00	\$2,400.00	8	15	22
Health and Safety Representative (Stage 1)	29315, 30264		2 days	\$545.00	\$4,800.00	8	15	23
Health and Safety Representative (Stage 2)	30265, 30266		2 days	\$545.00	\$4,800.00	8	15	24
Health and Safety Representative (Stage 3)	17601		1 day	\$280.00	\$2,400.00	8	15	25
Incident Investigation	17601		1 day	\$280.00	\$2,400.00	8	15	26
Construction Health and Safety	14609, 21209		4 hours	\$195.00	\$1,650.00	8	15	27
Contractor Health and Safety Management	17595		1 day	\$280.00	\$2,400.00	8	12	28
ConstructSafe	n/a		1.5 hours	\$135.00	n/a	8	16	29
Site Safe Passport Building Construction	n/a		4 hours	\$145.00	POA	15	20	30
Site Safe Passport Building Construction Refresher	N/A		n/a	\$15.00	n/a	1	1	30
Workplace Safety	17591, 17592, 17594		1 day	\$280.00	\$2,400.00	8	12	31
Manual Handling	17591, 17592		1 day	\$280.00	\$2,400.00	8	12	32
Manual Handling	17592		4 hours	\$195.00	\$1,650.00	8	12	32
Hearing Conservation	17594		4 hours	\$195.00	\$1,650.00	8	12	33
Drug and Alcohol Management	22316, 22317		1 day	\$280.00	\$2,400.00	8	15	34
Safety Observer	17596		1 day	\$280.00	\$2,500.00	8	10	35
Permit Issuer	17590		1 day	\$280.00	\$2,500.00	8	10	36
Permit Receiver	17588		1 day	\$280.00	\$2,500.00	8	10	36
Permit to Work	17588, 17590		2 days	\$530.00	\$4,800.00	8	10	36
Permit to Work Refresher	17588, 17590		1 days	\$280.00	\$2,500.00	8	12	36
Fonterra Safe Work Systems Issuer	17590		1 day	\$280.00	\$2,400.00	8	12	37
Fonterra Safe Work Systems Receiver	17588		1 day	\$280.00	\$2,400.00	8	12	37
Fonterra Safe Work Systems	17588, 17590		2 days	\$530.00	\$4,800.00	8	12	37
Fonterra Safe Work Systems Refresher	17588, 17590		1 day	\$280.00	\$2,400.00	8	12	37
Lockout Tagout	25043		4 hours	\$280.00	\$1,950.00	8	12	38

Courses	Unit Standards	Pre-Learn	Duration	Book Price (pp)	Company Rate	Trainee Min	Trainee Max	Page No.
New Zealand Certificate in Workplace Health and Safety Practice (Level 3)	TBA on enquiry - will affect duration		20 weeks	POA	POA	8	12	39
New Zealand Certificate in Workplace Health and Safety Practice (Level 4) Competenz	TBA on enquiry - will affect duration		20 weeks	\$2,575.00	POA	8	12	43
NEBOSH International General Certificate	n/a - International Qualification		12 days	\$4,500.00	POA	14	20	45
NEBOSH International General Certificate (exam resit cost)	Per exam		1 day	\$255.00	n/a	n/a	n/a	n/a
NEBOSH International General Certificate (resit- daily attendance cost)	per day (excludes exam cost)		n/a	\$185.00	n/a	n/a	n/a	n/a
NEBOSH Introduction to Incident Investigation	n/a- International Qualification		1 day	\$450.00	POA	8	15	47
NEBOSH Safety Simplified	n/a		3 days	\$900.00	POA	8	15	48
<b>CHEMICAL SAFETY</b>								
Chemical Safety at Work	31292		4 hours	\$250.00	\$2,600.00	8	12	50
Chemical Handling and Storage	31290, 31293		1 day	\$400.00	\$3,750.00	8	12	51
Knowledge required of a Certified Handler	31291		Extramural	\$390.00	n/a	n/a	n/a	53
Asbestos Awareness	2138		4 hours	\$190.00	\$1,750.00	8	15	55
Growsafe Basic	27215		1 day	\$380.00	\$3,250.00	8	12	56
Growsafe Standard	21563		1 day	\$450.00	\$3,700.00	8	12	57
<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	\$550.00	n/a	8	12	58
<b>FIRE AND EMERGENCY</b>								
Fire Safety and Warden	3271, 18408, 4647		1 day	\$305.00	\$2,400.00	10	15	60
Fire Warden	18408		4 hours	\$165.00	\$1,700.00	10	15	61
Fire Safety	4647, 3271		4 hours	\$185.00	\$1,700.00	10	15	62
Coordinated Incident Response Management (CIMS) - Level 3	32158		4 hours	\$280.00	\$3,000.00	10	15	63
<b>FIRST AID</b>								
First Aid Level 1	6401, 6402		8 hours	\$185.00	n/a	10	15	66
First Aid Level 1 (BLENDED)	6401, 6402	✓	4 hours	\$165.00	\$1,850.00	10	15	66
First Aid Level 2	6400, 6401, 6402		12 hours	\$250.00	n/a	10	15	67
First Aid Level 2 (BLENDED)	6400, 6401, 6402	✓	8 hours	\$225.00	\$2,650.00	10	15	67
First Aid Refresher	6401, 6402,		6 hours	\$150.00	n/a	10	15	67
First Aid Refresher (BLENDED)	6401, 6402	✓	4 hours	\$135.00	\$1,550.00	10	15	67
Early Childhood First Aid	25459		4 hours	\$85.00	n/a	10	15	68
Outdoor First Aid	424, 6400		2 days	\$325.00	POA	10	15	69
<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.								
Emergency Care First Response (PHEC)	29321		1 day	\$695.00	\$6,455.00	8	12	70
<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>								
Working at Height Basic	23229, 25045		1 day	\$290.00	\$2,500.00	8	12	72
Working at Height Basic Refresher	23229, 25045		1 day	\$290.00	\$2,500.00	8	12	72
Working at Height Advanced	23229, 25045, 15757		2 days	\$535.00	\$4,800.00	8	12	73
<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	\$290.00	\$2,500.00	8	12	73
<b>Optional Unit:</b> 17600								
Height Safety PPE Inspection	19359		2 days	\$530.00	\$4,800.00	8	10	74
Working at Height Rescue Planning and Techniques	23232		1 day	\$375.00	\$2,500.00	6	8	75
<b>Pre-requisite</b> for 23232 = 23229 - Use safety harness system when working at height.								
Certificate in Construction Pre-Trade - High Work (Level 3)	17600, 23229, 15757, 25045, 13016, 9184, 13053, 20855, 1753, 17592, 6401, 4602, 10851, SS1		10 weeks	POA	POA	9	12	76
Rescue from an Electrical Structure <i>Formerly Pole Top Rescue</i>	17025		1 day	\$375.00	\$2,400.00	6	8	78
<b>Pre-requisites</b> for 17025 = 10509 - Climb and work on electricity network structures (Note Pre-requisite for 10509 = 10507); 6401 - Provide first aid; Pre-requisite for 6401 = 6402 - Provide basic life support.								
Rescue from an Electrical Structure Refresher <i>Formerly Pole Top Rescue</i>	17025		1 day	\$325.00	\$2,400.00	8	10	78
Rescue from an Electrical Structure including pre-requisites <i>Formerly Pole Top Rescue</i>	10507, 10509, 17025		2 days	\$535.00	\$4,800.00	6	8	78
Low Level Scaffolding	9184, 13016, 13053		2 days	\$550.00	\$4,800.00	8	10	79
<b>Pre-requisite</b> for 13053: 13016 - Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height.								
Scaffold Inspection	23230		4 hours	\$210.00	\$1,800.00	8	15	80
Ladder Awareness	n/a		2-4 hours	\$190.00	\$1,800.00	10	12	81
New Zealand Certificate in Scaffolding Apprenticeship (Level 3 & 4)	TBA on enquiry		TBA	\$1,100.00	POA	10	12	82
<b>Note:</b> This course is broken into 6 blocks. Above pricing applicable per block.								
Scaffolding Level 3 Recognition of Current Competence	30072, 23229, 15757, 30266, 6400, 6401, 6402		4 days	\$900.00	POA	10	12	85
Scaffolding Level 4 & 5 Recognition of Current Competence	23719, 23720		2 days	\$700.00	POA	10	12	87
Certificate of Competency in Industrial Rope Access	IRAANZ		1 day	\$380.00	n/a	6	6	89
New Zealand Certificate in Industrial Rope Access (Level 3)	23229, 15757, 19522, 19358, 19359, 19360, 30266, 19361, 19362, 19363		6-10 months	\$2,950.00	POA	6	8	90
<b>Note:</b> This course is currently funded, however is subject to change.								
New Zealand Certificate in Industrial Rope Access (Level 4)	19364, 19366, 19367, 19368, 19369, 31854		12 months	\$2,950.00	POA	6	6	92
<b>Note:</b> This course is currently funded, however is subject to change.								
IRATA Rope Access	23229, 15757, 19359		5 days	\$1,913.04	POA	4	8	94
<b>Note:</b> This course is broken into 3 Levels. Above pricing applicable per level.								
Global Wind Organisation Basic Safety Training (GWO)	23229, 6400, 6401, 6402, 3271, 4647, 17592		5 days	\$2,120.00	POA	6	8	95

Courses	Unit Standards	Pre-Learn	Duration	Book Price (pp)	Company Rate	Trainee Min	Trainee Max	Page No.
Global Wind Organisation Basic Safety Training (GWO) Refresher	23229, 6400, 6401, 6402, 3271, 4647, 17592		3 days	\$1,300.00	POA	6	8	97
<b>CONFINED SPACE</b>								
Confined Space Hazards	18426		1 day	\$290.00	\$2,500.00	8	10	100
Confined Space Hazards Refresher	18426		1 day	\$290.00	\$2,500.00	8	12	100
Gas Testing	25510		4 hours	\$265.00	\$1,800.00	8	12	101
Gas Testing Refresher	25510		4 hours	\$265.00	\$1,800.00	8	12	101
Confined Space and Gas Testing	17599, 18426, 25510		2 days	\$535.00	\$4,800.00	8	10	102
<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	\$290.00	\$2,500.00	8	10	103
Confined Space in the Infrastructure Industry	19207		1 day	\$290.00	\$2,500.00	8	10	104
<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; 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	\$365.00	\$2,500.00	6	12	105
Breathing Apparatus Refresher	25044		4 hours	\$265.00	\$1,950.00	6	12	105
Operate Breathing Apparatus in a General Emergency	3272		1 day	\$365.00	\$2,500.00	6	12	106
<b>RURAL</b>								
Four Wheel Drive	17976, 17978, 20848		2 days	\$645.00	\$4,700.00	6	8	108
<b>Optional Units:</b> 20848 (on-road)								
Four Wheel Drive Experienced Operator	17976, 17978		1 day	\$370.00	\$2,400.00	6	8	108
<b>Optional Units:</b> 20848 (on-road)								
<b>Pre-requisite</b> for 17978 = Candidates must have held a full Class 1 driver licence for a minimum of twelve months; <b>Pre-requisite</b> for 20848 = Candidates must hold a minimum of a Restricted Class 1 driver licence.								
Four Wheel Drive Refresher	17976, 17978,		1 day	\$310.00	\$2,400.00	6	10	108
<b>Optional Units:</b> 20848 (on-road)								
Quad Bike	24554, 24557, 24559	✓	2 days	\$645.00	\$4,700.00	6	8	109
<b>Optional Units:</b> 24561, 24563								
Quad Bike Experienced Operator	24554, 24557, 24559	✓	1 day	\$370.00	\$2,400.00	6	8	109
<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	\$310.00	\$2,400.00	6	10	109
<b>Optional Units:</b> 24561, 24563								
Light Utility Vehicle (LUV)	24553, 24556, 24558		2 days	\$645.00	\$4,700.00	6	8	110
<b>Optional Units:</b> 24560, 24662								
Light Utility Vehicle (LUV) Experienced Operator	24553, 24556, 24558		1 day	\$370.00	\$2,400.00	6	8	110
<b>Optional Units:</b> 24560, 24562								
<b>Pre-requisite</b> for 24533 = 24556 - Demonstrate knowledge of the safe operation of a light utility vehicle (LUV); <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	\$310.00	\$2,400.00	6	10	110
<b>Optional Units:</b> 24560, 24662								

Courses	Unit Standards	Pre-Learn	Duration	Book Price (pp)	Company Rate	Trainee Min	Trainee Max	Page No.
Tractor	19044, 24552		2 days	\$645.00	\$4,700.00	6	8	112
<b>Pre-requisite</b> for 24552 = 19044 - Demonstrate knowledge of the legal requirements and hazards associated with tractor use; <b>Pre-requisite</b> for 27604 = 24538 - Demonstrate knowledge of tractor stability and dynamics of tractors with attached implements.								
Tractor Refresher	19044, 24552		1 day	\$370.00	\$2,400.00	8	10	112
Chainsaw	6916, 6917		2 days	\$645.00	\$4,700.00	6	8	113
Chainsaw Experienced Operator	6916, 6917		1 day	\$370.00	\$2,400.00	6	8	113
<b>Pre-requisite</b> for 6917 = 6916 - Demonstrate knowledge of the rules relating to chainsaw use.								
Chainsaw Refresher	6916, 6917		1 day	\$310.00	\$2,400.00	6	10	113
Open Space Mowing	20533		1 day	\$470.00	\$2,400.00	4	6	114
Open Space Mowing Refresher	20533		1 day	\$310.00	\$2,400.00	6	8	114
New Zealand Certificate in Agriculture - Vehicles, Machinery and Infrastructure (Level 3)	23540, 23542, 24561, 24563, 24559, 24538, 27604, 19061, 24560, 24562, 24558, 19055, 19054		8 days	\$2,500.00	POA	6	8	115
<b>Pre-requisites</b> are applicable. These units can be delivered and credited throughout the programme should you not already hold them.								
<b>TRANSPORT AND LICENSING</b>								
Forklift Operator and F Endorsement	10851, 18496		1 day	\$240.00	\$2,050.00	8	10	120
Forklift Operator	10851		1 day	\$210.00	\$1,950.00	8	10	120
Forklift Operator Refresher	10851		4 hours	\$160.00	\$1,650.00	8	12	120
Forklift Work Platform	18409		4 hours	\$185.00	\$1,750.00	8	12	120
Forklift Attachments	10852		4 hours	\$185.00	\$1,750.00	8	12	120
<b>Pre-requisite</b> for 10852 = 10851 Operate a powered industrial lift truck (forklift).								
Forklift Operator Refresher and F Endorsement	10851, 18496		4 hours	\$200.00	\$1,750.00	8	12	120
F Endorsement	18496		4 hours	\$90.00	n/a	8	12	120
Electric Pallet Jack	NUSB		4 hours	\$180.00	\$1,750.00	8	12	121
Fatigue Management (Logbook)	24089	✓	1 day	\$275.00	\$2,400.00	8	10	122
Class 2 Licence	17574	✓	1 day	\$750.00	POA	3	5	123
Class 4 Licence	17576	✓	1 day	\$750.00	POA	3	5	124
Class 5 Licence	17577	✓	1 day	\$750.00	POA	3	5	125
<b>Pre-requisite</b> for Class 2, 4, 5 Licences = 24089 - Demonstrate knowledge of fatigue management, work time, and driver logbook requirements Must hold learner licence for each class, as well as comply with legislative and NZ Transport Agency (NZTA) approved driver licensing course requirements.								
D Endorsement	16718		1 day	\$320.00	\$2,400.00	8	10	126
D Endorsement Refresher	16718		3 hours	\$220.00	\$1,750.00	8	10	126
V Endorsement	17580		1 day	\$320.00	\$2,400.00	8	10	128
<b>Pre-requisite</b> 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.								
On Road Defensive Driving	3465, 3466		1 day	\$400.00	\$2,400.00	5	6	129
Driving Instructor	n/a		hourly	\$130.00	n/a	1	n/a	n/a
<b>INFRASTRUCTURE</b>								
Wheels, Tracks, Roller Endorsement (WTR): 16701, 16702, 16703	One Endorsement	✓	2-4 hours	\$270.00	\$1,750.00	6	10	132
	Two Endorsements	✓		\$320.00	\$1,950.00	6	10	132
	Three Endorsements	✓		\$365.00	\$2,300.00	6	10	132
Basic Traffic Controller (Level 1)	20877		1 day	\$320.00	\$2,900.00	8	15	133

Courses	Unit Standards	Pre-Learn	Duration	Book Price (pp)	Company Rate	Trainee Min	Trainee Max	Page No.
Site Traffic Management Supervisor (STMS)	NUSB		2 days	\$535.00	POA	8	15	134
New Zealand Certificate in Infrastructure Works (Level 2)	31941, 26720, 20868, 497, 20877, 20878, 6475, 17327, 9677, 22283, 6453, 6477, 23285, 6469, 6472, 12349		10 weeks	Funded	Funded	8	15	135
New Zealand Certificate in Infrastructure Works - Plant and Equipment Operations (Level 3) Competenz	20474, 20475, 20616, 17310, 17311, 17316, 8560, 17309, 17314, 17315, 20476		12 weeks	POA	POA	6	10	138
CRANE								
Note that most crane units will require a minimum level of workplace experience operating the machine (typically 6 months or 20 hours logged) - check information sheets for full details								
Mobile Elevated Work Platform	23966, 23960, 23961, 23962, 23963		1 day (2-3 machines)	\$475.00	\$2,500.00	5	8	142
	Optional Unit: 23961, 23964							
Note: Additional cost for machines if required = \$90pp (or \$50pp for MEWP refresher).								
Mobile Elevated Work Platform Refresher	23966, 23960, 23961, 23962, 23963		4 hours (2-3 machines)	\$315.00	\$2,300.00	8	12	142
	Optional Unit: 23961, 23964							
Introduction to Load Slings	30072		4 hours	\$320.00	\$1,900.00	8	10	144
Introduction to Load Slings (BLENDED)	30072	✓	2 hours	\$150.00	n/a	n/a	n/a	145
Overhead Crane - Pendant Controlled	3800		1 day	\$435.00	\$2,400.00	5	6	146
Overhead Crane - Pendant Controlled Refresher	3800		6 hours	\$320.00	\$2,400.00	8	10	146
Overhead Crane - Pendant Controlled (BLENDED)	3800	✓	4 hours	\$435.00	\$2,400.00	5	8	147
Introduction to Load Slings and Overhead Crane - Pendant Controlled	30072, 3800		1 day	\$550.00	\$2,700.00	5	8	148
Introduction to Load Slings and Overhead Crane - Pendant Controlled (BLENDED)	30072, 3800	✓	4 hours	\$550.00	\$2,700.00	5	8	149
Overhead Crane (Cab Controlled) - Lift and Place Loads	3790		1 day	\$435.00	\$2,400.00	5	6	150
Pre-requisite for 3790 = 3800 - Use a radio remote or pendant controlled gantry crane to lift and place regular loads; Pre-requisite for 3800 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.								
Overhead Crane (Cab Controlled) Refresher	3790		6 hours	\$320.00	\$1,900.00	8	10	150
Prepare and Sling Complex Loads	3801		2 days	n/a	\$4,400.00	4	6	151
Pre-requisite for 3801 = 3789 - Sling varied regular loads and safely direct a crane during crane operations; Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely. Evidence required of at least 40 lifts.								
Non-slewing Articulated Crane	24511		1 day	n/a	\$2,400.00	4	6	152
Pre-requisite for 24511 = 3789 - Sling varied regular loads and safely direct a crane during crane operations; Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.								
Load Slings and Communication	3789		1 day	\$435.00	\$2,400.00	4	6	153
Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely. Evidence required of at least 40 lifts.								
Load Slings and Communication Refresher	3789		6 hours	\$320.00	\$2,400.00	6	10	154
Mobile Crane	3795		2 days	n/a	\$4,400.00	4	6	155
Pre-requisite for 3795 = 3789 - Sling varied regular loads and safely direct a crane during crane operations; Pre-requisite for 3789 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.								

Courses	Unit Standards	Pre-Learn	Duration	Book Price (pp)	Company Rate	Trainee Min	Trainee Max	Page No.
Vessel Mounted Crane	19468		1 day	n/a	\$2,400.00	4	6	156
Truck Loader Crane	16617		1 day	\$435.00	\$2,400.00	4	6	157
<b>Pre-requisite</b> for 16617 = 30072 - Demonstrate and apply knowledge of slinging regular loads safely.								
Truck Loader Crane Refresher	16617		6 hours	\$320.00	\$2,400.00	8	10	157
Introduction to Load Slinging and Truck Loader Crane	30072, 16617		1 day	\$550.00	\$2,700.00	4	6	158
Telehandler	23637		1 day	\$370.00	\$2,400.00	6	10	159
<b>Pre-requisite</b> for 23637 = W and/or F endorsement.								
Telehandler including W and/or F Endorsement	TBA on enquiry		1 day	\$430.00	\$2,500.00	6	10	n/a
Lift and Move	17695		1 day	\$435.00	\$2,400.00	5	6	160
Lift and Move in Infrastructure	31245		1 day	\$435.00	\$2400.00	5	6	161
<b>ELECTRICAL SAFETY</b>								
Electricity Supply Core Skills (WTC1A)	10507, 10508, 18038, 12300		2 days	\$480.00	POA	8	12	164
Electricity Supply Core Skills (WTC3)	10509, 17025, 23229		2 days	\$490.00	POA	7	8	165
<b>Pre-requisite</b> for 10509 = 10507 - Use personal protection equipment within an electricity supply environment								
<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 (WTC1A and WTC3)	10507, 10508, 18038, 10509, 17025, 23229, 12300		1 day	\$370.00	POA	8	10	167
<b>ADULT EDUCATION</b>								
Workplace Trainer	27565		1 day	\$370.00	\$2,700.00	8	10	170
Workplace Assessor	4098, 11281	✓	2 days	\$595.00	\$4,800.00	8	10	171
Workplace Verifier	11281, 30423		2 days	\$595.00	\$4,800.00	8	10	173
New Zealand Certificate in Adult and Tertiary Teaching (Level 4)	7093, 29690, 29692, 29693		30 Weeks	\$2,550.00	POA	4	6	174
<b>LEADERSHIP</b>								
New Zealand Certificate in Business - Introduction to Team Leadership (Level 3)	TBA on enquiry	✓	30 weeks	\$2,375.00	POA	8	12	178
Action Orientated Team Leadership	n/a		2 days	\$685.00	POA	6	16	182
Action Orientated Team Leadership and Practical	n/a		5 days	\$1,900.00	POA	6	16	182
<b>SECURITY</b>								
Certificate of Approval (Security) <i>Compulsory Training</i>	27360, 27361, 27364		1.5 days	\$425.00	\$4,250.00	10	14	186
<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>MĀORI EDUCATION</b>								
Marae Health and Safety	NUSB		2 days	n/a	n/a	15	20	188
Te Aō Māori Competency Programme	NUSB		1 day	n/a	\$2,700.00	8	12	190
Te Aō Māori Competency Programme	n/a		2 days	n/a	\$5,100.00	8	12	190
Train To Work	n/a		Varied	n/a	n/a	n/a	n/a	192
Rural Contractor	See info sheet		10 days	n/a	n/a	n/a	n/a	194
<b>CONSULTANCY</b>								
Onsite Consultancy <i>Rate Per Hour</i>	n/a		hourly	\$160.00	n/a	n/a	n/a	n/a
Desktop Consultancy <i>Rate Per Hour</i>	n/a		n/a	\$80.00	n/a	n/a	n/a	n/a

Courses	Unit Standards	Pre-Learn	Duration	Book Price (pp)	Company Rate	Trainee Min	Trainee Max	Page No.
<b>E-LEARNING</b>								
Workplace Health and Safety Requirements	497		E-Learn	<b>\$120.00</b>	<b>n/a</b>	n/a	n/a	198
Workplace Health and Safety Legislation	30264		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	199
Workplace Health and Safety Risk Assessment	30265		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	200
Workplace Health and Safety Culture and Practices	30266		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	201
Chemical Safety at Work	31292		E-Learn	<b>\$225.00</b>	<b>n/a</b>	n/a	n/a	202
Chemical Safety at Work	n/a		E-Learn	<b>\$125.00</b>	<b>n/a</b>	n/a	n/a	202
Health and Safety Representative	29315		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	203
Apply Safe Work Practices	17593		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	204
Incident Investigations	17601		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	205
Confined Space Hazards	18426		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	206
Safe Work System Refresher (Fonterra)	17588, 17590		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	207
Permit to Work Refresher	17588, 17590		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	208
Fire Warden	18408		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	209
Coordinated Incident Response Management (CIMS) (Level 3)	32158		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	210
Lockout Tagout	25043		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	211
Back Injury Prevention	17592		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	212
Hearing Conservation	17594		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	213
Drug and Alcohol Management	22316		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	214
Discomfort Pain and Injury (DPI)	17591		E-Learn	<b>\$150.00</b>	<b>n/a</b>	n/a	n/a	215
<b>BLENDED LEARNING</b>								
First Aid Level 1 (BLENDED)	6401, 6402	✓	4 hours	<b>\$165.00</b>	<b>\$1,850.00</b>	10	15	66
First Aid Level 2 (BLENDED)	6400, 6401, 6402		8 hours	<b>\$225.00</b>	<b>\$2,650.00</b>	10	15	67
Introduction to Load Slings (BLENDED)	30072		2 hours	<b>\$150.00</b>	<b>n/z</b>	n/a	n/a	145
Overhead Crane - Pendant Controlled (BLENDED)	3800		4 hours	<b>\$435.00</b>	<b>\$2,400.00</b>	5	8	147
Introduction to Load Slings and Overhead Crane - Pendant Controlled (BLENDED)	30072, 3800		4 hours	<b>\$550.00</b>	<b>\$2,700.00</b>	5	8	149
Certificate of Approval (Security) <i>Compulsory Training</i>	27360, 27361, 27364		1.5 days	<b>\$425.00</b>	<b>\$4,250.00</b>	10	14	186
<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>DEFINITIONS</b>	
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.
Refreshers	Please read refresher notes before booking any refresher course.
Extramural	Course completed and submitted extramurally. Workplace based assessments.







# HEALTH AND SAFETY

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## 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 trainee 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 trainee 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 trainee 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





# RURAL HEALTH AND SAFETY

## PURPOSE

This course provides the trainee with the knowledge of hazard control and injury prevention in a rural workplace. The trainee will demonstrate an ability to identify and describe rural workplace hazards, the reasons why they are hazards, and the harm they cause, describe hazard control methods, and complete associated documentation, demonstrate knowledge of the economic, physical, and psychological consequences of injury in a rural workplace.



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**

MINIMUM **8**  
MAXIMUM **15**



**NZQA UNIT  
STANDARD**

**23540**

Hazards, hazard control, and injury in a rural workplace

**23542**

Factors and management of injury in a rural workplace

## ENTRY CRITERIA

Current vehicle WOF and Registration (if applicable).





# HEALTH AND SAFETY REPRESENTATIVE - STAGE ONE

## PURPOSE

The purpose of this standard 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



**TWO  
DAYS**



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

**30264**

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



## COURSE OBJECTIVES

- ✓ 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 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

**At the completion of this course, successful trainees 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 aim 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 completion of this course, successful trainees will be able to:**

- ✓ Explain why workplace accidents/incidents 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.





# INCIDENT INVESTIGATION

## PURPOSE

This aim 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 completion of this course, the successful trainee 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



# CONSTRUCTION HEALTH AND SAFETY

## PURPOSE

At the successful completion of this course, trainees 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 injury on construction sites

### 21209

Demonstrate knowledge of and carry out 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**



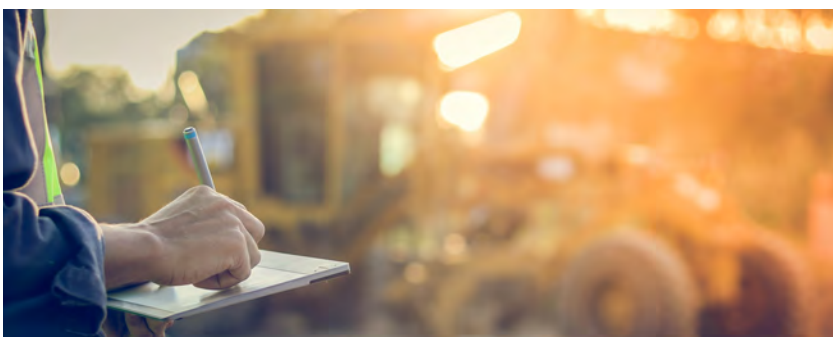
**ATTENDANCE  
NUMBERS**  
MINIMUM **8**  
MAXIMUM **12**



## COURSE OBJECTIVES

At the successful completion of the course the trainee 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.

# CONSTRUCTSAFE

## PURPOSE

The Construct Safe scheme aims to raise the bar on health and safety competence in the New Zealand construction industry by establishing a minimum standard. The vision is to apply the standard across multi-disciplines including trades occupations, supervisors, managers and professionals.

The scheme was created by industry, for industry. ConstructSafe is owned by the Construction Health and Safety New Zealand (CHASNZ), which is made up of a cross section of clients, industry bodies, major contractors and regulators. The ConstructSafe test is completed on a computer under examination conditions and can be completed on-site (subject to applicant numbers and WIFI speed) or at VHNZ Testing Centers across New Zealand.

## COURSE OBJECTIVES

**Applicants can select from five subjects relating to their employment:**

- ✓ Health and Safety foundation test – Basic safety for anyone on a construction site.
- ✓ Trades – specific requirements for trade health and safety skills
- ✓ Supervisor – people who have direct influence and responsibility over others working on site.
- ✓ Management – people with management level responsibility in construction.
- ✓ Professionals – safety professionals, architects, engineers, designers, etc.



**1 1/2  
HOURS**



**ATTENDANCE  
NUMBERS**  
MINIMUM **8**  
MAXIMUM **16**

## REGISTRATION

Applicants are encouraged to pre-register with ConstructSafe by visiting the following website:  
**[www.constructsafe.kiwi](http://www.constructsafe.kiwi)**

Pre-registration is free and will speed up the test centre process.

## SPECIAL NOTE:

On successful completion of a ConstructSafe test the Applicant will receive a ConstructSafe card.

A ConstructSafe card verifies the individual's identity and shows employers and clients that they have the required competency to carry out their work safely on a construction site.





# SITE SAFE PASSPORT BUILDING CONSTRUCTION



## 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.

## 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.

## SPECIAL NOTE

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.



**FOUR  
HOURS**



### ATTENDANCE NUMBERS

MINIMUM **15**

MAXIMUM **20**



## COURSE OUTLINE

### 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
- ✓ Three credits towards the NZQA Certificate in Construction Site Safety (only one Passport-level course may be counted towards the certificate).



# WORKPLACE SAFETY

## 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.



## COURSE OBJECTIVES

**At the successful completion of this course students will be able to:**

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



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**

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



**NZQA UNIT  
STANDARD**

## 17591

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

## 17592

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

## 17594

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

## SPECIAL NOTE

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

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



# MANUAL HANDLING



## COURSE OBJECTIVES

At the successful completion of this course students 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.



## 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)



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**

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



# HEARING CONSERVATION



## COURSE OBJECTIVES

At the successful completion of this course students 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.



**FOUR  
HOURS**



**ATTENDANCE  
NUMBERS**  
MINIMUM 8  
MAXIMUM 12



**NZQA UNIT  
STANDARD**

**17594**

Demonstrate knowledge of hearing conversation in the workplace (approximately 4 hours stand alone)







# DRUG AND ALCOHOL MANAGEMENT

## PURPOSE

This course is intended for people who are responsible for the implementation of their organisation's Drug and Alcohol policy and processes.



## COURSE OBJECTIVES

### People will learn:

- ✓ The drug classifications
- ✓ Offences and penalties for the possession, use and supply of drugs under the Misuse of Drugs Act 1975
- ✓ How alcohol and/or drugs can impair workers
- ✓ Behaviours and protocols that can be used when dealing with individuals under the influence of alcohol and/or drugs
- ✓ Tools to manage workers with drug and/or alcohol related problems in the workplace
- ✓ To implement their organisation's drug and alcohol hazard management plan.

## ENTRY CRITERIA

Please bring a copy of your organisations 'Drug and Alcohol policy' and any processes / SOPs / written procedures your organisation uses when dealing with a breach of their Drug and Alcohol policy. If your organisation does not have a 'Drug and Alcohol policy and procedure' you will be expected to develop one prior to completing this course.



**ONE  
DAY**



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



**NZQA UNIT  
STANDARD**

## 22316

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

## 22317

Demonstrate knowledge of drug hazard management in the workplace

# SAFETY OBSERVER

## PURPOSE

The aim of this course is to enable a trainee 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 trainee 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 student 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 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 trainee 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 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**

# FONTERRA SAFE WORK SYSTEMS

## PURPOSE

To prepare a trainee 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 trainee 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 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**



# 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 trainee will be able to:

- ✓ Demonstrate knowledge of machinery lockout and reinstatement in the workplace
- ✓ Lockout machinery in the workplace
- ✓ Reinstall 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 on-line learning and workplace experience to achieve the required learning outcomes. At the completion of the programme graduates will be able to:

- ✓ Identify (or recognise) health and safety legislative and workplace requirements in industry
- ✓ Apply good health and safety behaviors 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 totaling 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	Identify factors, and describe how 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
24557	Demonstrate knowledge of the operation of a quad bike	3	2*
19044	Demonstrate knowledge of the legal requirements and hazards associated with tractor use	3	2*
6917	Demonstrate basic chainsaw operation	8	2*
6916	Demonstrate knowledge of the rules relating to chainsaw use	5	2*
<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



CRANE WORK			
30072	Demonstrate and apply knowledge of slinging regular loads safely	14	3
3788	Demonstrate knowledge of crane types, and safe practices required in the crane industry	4	3
SCAFFOLDING			
19620	Interpret and apply scaffolding health and safety legislative requirements	3	3
20861	Demonstrate, at height, safety procedures for the erection of scaffolding	4	3
20862	Demonstrate, at height, safety procedures for the dismantling of scaffolding	4	3
DRIVING			
24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	5	3
3466	Apply risk reduction techniques and strategies while driving	4	3
16718	Demonstrate knowledge of law and practice for the transport of dangerous goods by road	5	3
MANUAL HANDLING			
1753	Load and unload a general freight vehicle	4	3
17459	Demonstrate and apply knowledge of safe manual handling practices in the workplace	3	3
17592	Identify causes of back injury and methods to prevent back injuries in the workplace	4	3
FORKLIFT			
10851	Operate a powered industrial lift truck (forklift)	7	3
ELEVATED WORK PLATFORMS (EWP)			
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 legislative requirements for their use	2	3
HAZARDOUS SUBSTANCES			
31292	Demonstrate knowledge of workplace procedures relating to hazardous substances	2	3
31290	Demonstrate knowledge of the safe management and potential adverse effects of hazardous substances in the workplace	6	4*
31293	Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace	3	4*
30596	Demonstrate knowledge of asbestos and safety measures for asbestos-related work	2	3
HEALTH AND SAFETY AT WORK			
22316	Demonstrate knowledge of the management of drug and alcohol-related problems in the workplace	4	3
22318	Demonstrate knowledge of employer responsibilities in relation to drug and/or alcohol use in the workplace	10	3
17591	Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace	8	3
17594	Demonstrate knowledge of hearing conservation in the workplace	3	3
21337	Demonstrate knowledge of sleep and sleep management in relation to work performance	2	3



HEALTH AND SAFETY ACTIVITIES			
25042	Prepare a workplace health and safety improvement plan using data analysis and productivity measures	4	3
17601	Produce an occupational health and safety incident investigation	6	4*
19522	Undertake job safety analysis	3	3
17588	Apply for, accept, and carry out work according to a work permit in the workplace	4	3
17590	Issue worksite specific work permits	6	3
14609	Describe risk factors that contribute to injury 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 (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

**NOTE:** This qualification is delivered on behalf of Competenz who will issue the certificate. Trainees must be eligible for Competenz funding to enrol in this programme of study.

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



## NZQA UNIT STANDARDS

Trainees 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

# NEBOSH INTERNATIONAL GENERAL CERTIFICATE



## 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 relevant to every workplace; ideal for managers, supervisors, and people with health and safety management responsibilities; ideal for those who want to develop a health and safety career. Having the IGC is good for career prospects as it both boosts a person’s standing in their current role and can help them progress.



**TWO  
WEEKS**

**ATTENDANCE  
NUMBERS**

MINIMUM **14**  
MAXIMUM **20**

**+ 1.5 DAYS**



## 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



## COURSE OUTLINE

The NEBOSH International Certificate is split into two units of study 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**

- ✓ Why we should manage workplace health and safety
- ✓ How health and safety management systems work and what they look like
- ✓ Managing risk – understanding people and processes
- ✓ Health and safety monitoring and measuring

### UNIT IG2: RISK ASSESSMENT

**\*Assessed by a Practical assessment IG2 - Three hours**

- ✓ Physical and psychological health
- ✓ Musculoskeletal health
- ✓ Chemical and biological agents
- ✓ General workplace issues
- ✓ Work equipment
- ✓ Fire
- ✓ Electricity

### REVISION AND ASSESSMENT

**Assessed as follows:**

- ✓ **Monday:** Revision day - optional attendance but highly recommended
- ✓ **Tuesday:** Examination day, 9.30am - 11.30am

**IG1 (one 20-mark question and ten 8-mark questions)**

### TIMETABLE

#### WEEK ONE

Management of Health and Safety  
IG1

**Monday to Friday**

#### WEEK TWO

Health and Safety in Practical  
Application IC2

**Monday to Friday**

#### WEEK THREE

Revision and examination

**Monday & Tuesday**

### NOTE

This is a NEBOSH Accredited  
course. It is not quality assured  
by NZQA



# NEBOSH INTRODUCTION TO INCIDENT INVESTIGATION



## PURPOSE

The Nebosh Introduction to Incident Investigation is a globally recognised qualification that shows how non-complex incidents can be investigated effectively. By learning lessons and making improvements, organisations can avoid similar incidents occurring in the future.



**ONE  
DAY**



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

## WHO SHOULD ATTEND

This qualification is for anyone who wants to carry out incident investigations effectively. Employers, supervisors, health and safety champions, union and safety representatives will benefit.

## ASSESSMENT

A practical assessment is completed at the end of the course. You will be provided with a pack of evidence and shown a video of three witness interviews. You will be asked to review the evidence, evaluate each interview and produce an action plan that will help prevent a recurrence of the incident.

## COURSE OBJECTIVES

This one-day course covers the following topics:

- ✔ Identify (or recognise) health and safety legislative and workplace requirements in industry.
- ✔ Moral, legal and financial arguments for investigations
- ✔ Human and organisational factors that can contribute to an incident
- ✔ The process for investigating incidents
- ✔ Positive interview strategies and the barriers to successful interviews.

## EMPLOYER BENEFIT

- ✔ Drive down repeat incidents – learn lessons so it doesn't happen again
- ✔ Confidence that your organisation's approach to investigations is robust
- ✔ Improved safety culture by encouraging a proactive approach to incident investigation
- ✔ Build in-company expertise
- ✔ An approach to incident investigation that reflects best practice.



**INTRODUCTION TO  
INCIDENT INVESTIGATION**





# NEBOSH SAFETY SIMPLIFIED

## PURPOSE

The Nebosh Safety Simplified is a globally recognised innovative three-day course that uses real life case studies and harnesses the latest technology in the form of augmented reality to offer learners a truly interactive, immersive and engaging learning experience.



**THREE  
DAYS**  
OR 18 HOURS  
PART-TIME

**ATTENDANCE  
NUMBERS**  
MINIMUM 8  
MAXIMUM 15

## WHO SHOULD ATTEND

Safety Simplified is ideal for anyone who is looking for an introduction to health and safety issues in the workplace and to risk assessment. This may include team leaders and supervisors, HR professionals, facilities managers, and those training your people in a working environment.

## ASSESSMENT

A written assessment is completed during the course. Followed by a practical assessment completed at the end of the course. If a pass is not achieved on the first attempt of the written assessment you will be offered another chance to take the assessment using a different paper.

## COURSE OBJECTIVES

**Following this three-day full-time course (pr 18 hours part-time), learners will be able to:**

- ✓ Make a case for health and safety
- ✓ Stop incidents and ill-health before they happen
- ✓ Stop incidents from repeating themselves
- ✓ Deal with common workplace hazards
- ✓ Keep an eye on how health and safety is going.

## EMPLOYER BENEFIT

- ✓ Assists employers to comply with legal obligations to identify and report hazards
- ✓ Increased awareness for health and safety resulting in decreased lost-time injuries and risk
- ✓ Increased social responsibility to keep each other safe

## SPECIAL NOTE

Trainees will require a Smartphone or tablet in order to download the free 'NEBOSH AR' app in order to take advantage of the augmented reality animations in the workbook.



# 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.

## COURSE OBJECTIVES

**After the successful completion of this course trainees 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.



**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 ONLINE. pg. 37

## **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 trainees 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

Trainees 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.

Trainees 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, 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. Trainees 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.



THIS COURSE IS  
CARRIED OUT  
EXTRAMURALLY



NZQA UNIT  
STANDARD

31291

Demonstrate knowledge of hazardous substances relevant to Certified Handlers.

## 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 trainee 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.

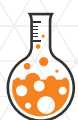
## RECOMMENDED PRE-LEARNING

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 trainees 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 lifecycle 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.

### Trainees 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 lifecycle 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 programme is designed to inform workers in the construction industry of the uses of asbestos, its health hazard, and describe the range of safety procedures to follow when asbestos is found to be present.



## COURSE OBJECTIVES

After successfully completing this course trainees will be able to:

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



**FOUR  
HOURS**



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



**NZQA UNIT  
STANDARD**

**2138**

Demonstrate knowledge of asbestos and safety procedures



**Danger  
Asbestos**



# 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 trainees 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, trainees will be able to:**

- ✓ Apply agrichemicals in a safe, responsible and effective way with minimal adverse impact on human, environmental and animal health
- ✓ Demonstrate awareness of their obligations under the various legislation that impact on the use of agrichemicals in New Zealand.



**NZQA UNIT  
STANDARD**

**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**

# 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. You 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; and
- ✔ 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**

Demonstrate understanding of the legislation, regulations and standards for the use of agrichemicals.

## PRE-REQUISITE

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



# CONTAMINATED SITE SAFETY CERTIFICATE

## 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.



**ONE  
DAY**



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



## COURSE OBJECTIVES

**At the successful completion of the course the trainee will be able to:**

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

## ENTRY CRITERIA

Trainee 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.



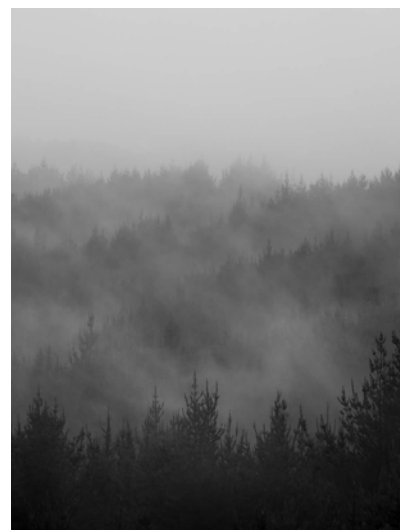
**NZQA UNIT  
STANDARD**

**30265**

Apply health and safety risk assessment to a job role.

**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 trainee 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)





# FIRE SAFETY

## PURPOSE

At the successful completion of the course the trainee 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**



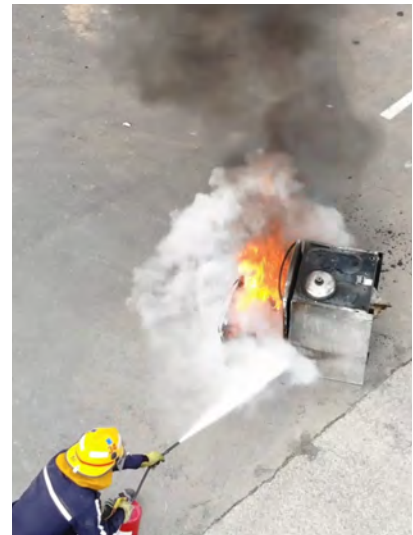
**NZQA UNIT  
STANDARD**

**3271**

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

**4647**

Explain principles of fire science



# COORDINATED INCIDENT MANAGEMENT SYSTEM

## (CIMS) LEVEL 3

### PURPOSE

This course has been designed for people who require a basic understanding of the New Zealand Co-Ordinated Incident Management (CIMS) framework



**FOUR  
HOURS**



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



### COURSE OBJECTIVES

On completion of this course you will be able to demonstrate basic knowledge of:

- ✓ CIMS principles and roles;
- ✓ CIMS structure and functions; and
- ✓ the impact of situational awareness on an incident response.



**NZQA UNIT  
STANDARD**

**32158**

Demonstrate basic knowledge of New Zealand's Coordinated Incident Management System

### OUR TEACHING METHOD

Four hours classroom-based learning followed by completion of an on-line open book assessment.

### SPECIAL NOTE

The on-line assessment is administered by Skills Organisation to ensure a consistent National standard.







# 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

## 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.

## 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.



**FOUR  
HOURS**  
WITH ONLINE  
PRE-LEARN



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



**NZQA UNIT  
STANDARD**

**6402**

Provide basic life support

**6401**

Provide basic first aid

## PRE-REQUISITE

**Candidates 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.

## 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.



# 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

**Candidates 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 basic 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.

# EARLY CHILDHOOD (ECE) FIRST AID

<div>SPECIFIC FOR 0-6 YEARS</div>		<div>   </div> <div> <div> FOUR HOURS </div> <div> ATTENDANCE NUMBERS  MINIMUM 10  MAXIMUM 15 </div> </div>
<div> <div>PURPOSE</div> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>Recommended for home-based educators, babysitters, parents, grandparents and other family caregivers.</li> <li>Providing peace of mind for those looking after children.</li> </ul> </div>	<div>  <div> NZQA UNIT STANDARD </div> </div> <div> 25459 </div> <div> Provide first aid for young children. </div>	<div>  <div>COURSE OBJECTIVES</div> <p>Our course program is delivered by highly experienced early childhood trainers and educators and emphasises practical realistic skills in an interesting, interactive learning environment.</p> <p>Upon successful completion the trainee will be confident to:</p> <ul style="list-style-type: none"> <li>Recognise life-threatening situations and prevent conditions from worsening</li> <li>Offer vital assistance before more experienced help arrives</li> </ul> <p>Practical and theory lessons covering the following topics:</p> <ul style="list-style-type: none"> <li>CPR (cardiopulmonary resuscitation) for infants and children</li> <li>Managing choking</li> <li>Breathing problems</li> <li>Control of bleeding</li> <li>Burn management</li> <li>Stabilising broken bones</li> <li>Poisoning</li> <li>Severe allergic reactions – EPI pen use</li> <li>Seizures</li> <li>Altered level of consciousness</li> <li>Head injuries.</li> </ul> </div>

# 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.



**NZQA UNIT  
STANDARD**

**424**

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

**6400**

Manage first aid in an emergency situation

## ENTRY CRITERIA

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

## PRE-REQUISITES

**424:** 6400  
**6400:** 6401, 6402



# EMERGENCY CARE FIRST RESPONSE

## PURPOSE

This course **replaces unit standard 25412** “Provide basic pre-hospital emergency care” (PHEC). Trainees will be required to provide emergency care in an out-of-hospital context, recognizing and responding to respiratory and circulatory insufficiency, changes in levels of consciousness, and other conditions using devices and/or techniques readily available to non-health professionals, prior to transfer of care to ambulance crew or other health professionals.

## WHO SHOULD ATTEND

This unit standard may be an end in itself or be used by those who intend to become emergency care responders. People who have an advanced first aid role or responsibility in an organisation or work in high risk situations.



## COURSE OBJECTIVES

**This one-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 and
- ✓ Demonstrate and apply knowledge requirements relating to patient information and documenting events.



**THREE  
DAYS**



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



**NZQA UNIT  
STANDARD**

**29321**

Provide basic emergency care.

## ENTRY REQUIREMENTS

Applicants must have a current first aid certificate, refreshed or completed in the last two years, that includes unit standard 6400 “Manage first aid in an emergency situation” or 23406 “Provide first aid for trauma and medical emergency situations”, or be able to demonstrate equivalent knowledge and skills.

## REFRESHER

Refreshing learning outcomes above for unit 29321.



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



**DURATION: 1 DAY**



# 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, 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.

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 trainee 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.

## 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.



**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.

## REFRESHER

Refreshing Unit Standards 23229 and 25045



**ATTENDANCE NUMBERS**  
MINIMUM 8  
MAXIMUM 12



**DURATION: 1 DAY**



# WORKING AT HEIGHT ADVANCED

## PURPOSE

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

## COURSE OBJECTIVES

At the successful completion of the course the trainee 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.

## REFRESHER

Refreshing learning outcomes above for unit standards 23229, 25045 and 15757. **Optional Unit:** 17600



**ATTENDANCE NUMBERS:**  
MINIMUM 8 MAXIMUM 12



**DURATION: 1 DAY**



**TWO DAYS**



**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.

**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

## ENTRY CRITERIA

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

## SPECIAL NOTE

Those qualified with unit 15757 will be able to work unsupervised as well as supervise and manage a group or team.



# HEIGHT SAFETY PPE INSPECTION

## PURPOSE

At the successful completion of the course the Trainee 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

## SPECIAL NOTE

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



# WORKING AT HEIGHT RESCUE PLANNING AND TECHNIQUES

## PURPOSE

The aim of this course is to enable a trainee 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 trainee 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





# CERTIFICATE IN CONSTRUCTION PRE-TRADE

## HIGH WORK (LEVEL 3)

### PURPOSE

The construction industry is desperate for skilled workers. High work is required on most construction sites, both residential and commercial, it is also used for staging and support work. The scaffolding industry alone require 3000 skilled scaffolders to meet the current industry need.

Our Certificate in Construction Pre-Trade (High Work) course was designed with the help of the construction industry, to provide trainees with basic skills and experience to enable people to work safely at height. The course assumes trainees 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.



### COURSE OBJECTIVES

This programme is delivered over ten weeks by a combination of a compulsory thirteen day block course and workplace experience (this can be completed in one block or as a series of smaller blocks spread over the ten weeks).

**At the completion of the programme you will be able to:**

- ✔ Apply safe work practices while working at height
- ✔ Safely handle heavy loads manually and using a forklift
- ✔ Handle and erect scaffolding to five metres in height
- ✔ Provide First Aid.

### SPECIAL NOTE

Our free programme trainees must be citizens or residents of either New Zealand or Australia.



**TEN  
WEEKS**



**ATTENDANCE  
NUMBERS**

MINIMUM **9**  
MAXIMUM **12**



**NZQA APPROVED  
TRAINING SCHEME**

### COURSE STRUCTURE

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

**Workshop - 13 days Face to Face training and assessment**

- Health and Safety
- Working at Height
- Scaffolding
- First Aid
- Truck Loading
- Manual Handling
- Forklift
- Site Safe Construction Safety Passport

**Work Experience - 300 Hours**

UNIT STANDARD	UNIT DESCRIPTOR	LEVEL	CREDIT
17600	Explain safe work practices for working at heights	3	3
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
25045	Employ height safety equipment in the workplace	3	4
13016	Demonstrate knowledge of the erection and dismantling of scaffolding up to 5 metres in height	3	3
9184	Erect and dismantle non-notifiable prefabricated frame scaffolding up to five metres in height	3	5
13053	Erect and dismantle scaffolding up to five metres in height	3	6
20855	Handle and maintain basic scaffolding components	2	5
1753	Load and unload a goods vehicle	3	4
17592	Identify the causes of back injury and methods to prevent back injuries in the workplace	3	4
6401	Provide First Aid	2	1
6402	Provide basic life support	1	1
10851	Operate a powered industrial lift truck (Forklift)	3	7
SS1	Site Safe Construction Passport		
<b>TOTAL CREDITS</b>			<b>51</b>

## TYPICAL STUDENT

### Many of our students:

- Left school as soon as they could
- Have minimal/limited written skills
- Have minimal formal qualifications
- Have a wealth of life experience and knowledge.

## WHO SHOULD ATTEND

### People seeking work in the construction industry as:

- Roofers
- Scaffolders
- Builders
- Labourers
- Arborists

## ENTRY CRITERIA

### To be eligible to enrol, applicants must:

- Be physically able to demonstrate competency (climb and lift weights)
- Weigh less than 135 Kilograms (maximum weight for a harness)

## 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. A typical delivery is through experience. Over 50% of the lessons contain hands-on activities or workplace experience. Students are encouraged to 'have a go' in a supportive, safe environment.



# 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 trainee 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

## ENTRY CRITERIA

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

## REFRESHER

Refreshing learning outcomes above for unit standard 17025.



**ATTENDANCE  
NUMBERS**

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



**DURATION: 1 DAY**



# LOW LEVEL SCAFFOLDING

## PURPOSE

The aim of this course is to enable a trainee 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 trainee 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

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



# SCAFFOLD INSPECTION

## PURPOSE

Scaffolding must be inspected regularly by a person who holds a current Certificate of Competency (CoC) as a scaffolder. Best practice also dictates that scaffolding should be inspected between these formal inspections and before use. The aim of this course is to train, qualify and/or assure trainee competency to conduct these visual and physical inspections of scaffolding before use, and respond appropriately to the findings of their scaffold inspection.



**FOUR  
HOURS**



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



## COURSE OUTLINE

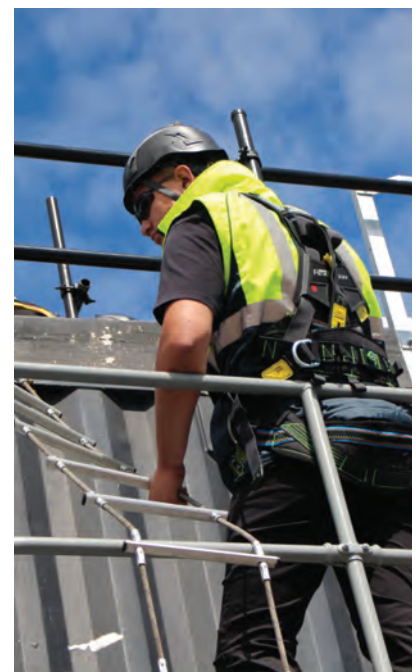
- ✓ An introduction to scaffold specific terminology
- ✓ Introduction to different types of scaffolding
- ✓ Legislative requirements
- ✓ Conduct a visual inspection of scaffolding before use
- ✓ Conduct a physical inspection of scaffolding before use
- ✓ Identify unsafe/non-compliant scaffolds
- ✓ Respond appropriately to the findings of a scaffold inspection.



**NZQA UNIT  
STANDARD**

**23230**

Conduct a safety inspection of scaffolding before use



# LADDER AWARENESS

## PURPOSE

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



**2 - 4  
HOURS**

DEPENDING 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 **10**  
MAXIMUM **12**



**NZQA UNIT  
STANDARD**

This awareness course is non unit standard based.





# NEW ZEALAND CERTIFICATE IN SCAFFOLDING APPRENTICESHIP

## LEVELS 3 AND 4

### OVERVIEW

Trainees must enrol into the full apprenticeship or to complete the level 3 NZ Certificate in Scaffolding with Skills Organisation and can select VHNZ as there off-job training provider.

The apprenticeship consists of:

- One week off-job block course “Skills Week” see details below.
- Two Day heights off-job block course – see details below
- Six five-day off-job block courses – these include assessment for CoC’s – see details below.

These courses introduce subjects to be learnt on-job and complete assessment on the unit standards highlighted in blue. Skills Organisation will arrange the block courses with VHNZ.



### OFF-JOB BLOCK COURSE SKILLS WEEK - FIVE DAYS

UNIT STANDARD	UNIT DESCRIPTION
4249	Describe care and timeliness as an employee
30692	Perform basic calculations used in given trade situations
30264	Describe duties, rights, representation, and the regulator in terms of New Zealand health and safety legislation
6401	Provide first aid
6402	Provide basic life support
6400	Manage first aid in an emergency situation



### OFF-JOB BLOCK COURSE WORKING AT HEIGHTS - TWO DAYS

UNIT STANDARD	UNIT DESCRIPTION
23229	Use safety harness system when working at height
15757	Use, install and disestablish temporary proprietary height safety systems when working at height



## OFF-JOB BLOCK COURSE ONE

### YEAR ONE - FIVE DAYS

UNIT STANDARD	UNIT DESCRIPTION
20859	Base out proprietary frame scaffolding
20860	Base out individual component proprietary scaffolding
30266	Demonstrate knowledge of workplace health and safety culture and practices
30264	Describe duties, rights, representation, and the regulator in terms of New Zealand health and safety legislation (also in Skills week no need to complete twice)
The following Unit Standards are introduced during the above block delivery or assessed on job	
30628	Demonstrate and apply knowledge of leadership skills and communicate instructions on a scaffolding project.
19620	Interpret and apply scaffolding health and safety legislative requirements
19621	Interpret and apply legislative requirements in in the design of scaffolding works
30072	Demonstrate and apply knowledge of slinging regular loads safely
20858	Base out tube and fitting scaffolding
23224	Erect and dismantle standing tube and fitting scaffolding



## OFF-JOB BLOCK COURSE TWO

### YEAR TWO - FIVE DAYS

UNIT STANDARD	UNIT DESCRIPTION
30072	Demonstrate and apply knowledge of slinging regular loads safely
20858	Base out tube and fitting scaffolding
The following Unit Standards are introduced during the above block delivery or assessed on job	
23224	Erect and dismantle standing tube and fitting scaffolding
23226	Erect and dismantle elementary falsework
23715	Design, erect and dismantle scaffolding ties.



## OFF-JOB BLOCK COURSE THREE

### YEAR TWO - FIVE DAYS - CAPSTONE ASSESSMENT

**Note:** In this one week block you will be assessed for your certificate of compliance (CoC).

UNIT STANDARD	UNIT DESCRIPTION
23223	Base out returns for tube and fitting scaffolding
23224	Erect and dismantle standing tube and fitting scaffolding
23226	Erect and dismantle elementary falsework
30628	Demonstrate knowledge of leadership skills and communicate instructions on a scaffolding project.



## Height and Access



### OFF-JOB BLOCK COURSE FOUR YEAR THREE - FIVE DAYS

**Note:** Completed by level 4 scaffolding apprentices.

UNT STANDARD	UNIT DESCRIPTION
23718	Erect and dismantle catch fans
23720	Erect, operate, and dismantle mast climbers
The following Unit Standards are introduced during the above block delivery or assessed on job	
23231	Develop a safety plan to manage risks when individuals are working at height and fall preventions strategies required.
23716	Erect and dismantle vessel scaffolding
23717	Erect and dismantle birdcage scaffolding
26606	Erect and dismantle simple cantilevers from and existing scaffold



### OFF-JOB BLOCK COURSE FIVE YEAR THREE - FIVE DAYS

**Note:** Completed by level 4 scaffolding apprentices.

UNIT STANDARD	UNIT DESCRIPTION
23719	Erect, operate, and dismantle winches on scaffolding
23231	Develop a safety plan to manage risks when individuals are working at height and fall preventions strategies required.
The following Unit Standards are introduced during the above block delivery or assessed on job	
23716	Erect and dismantle vessel scaffolding
23717	Erect and dismantle birdcage scaffolding
26606	Erect and dismantle simple cantilevers from and existing scaffold



### OFF-JOB BLOCK COURSE SIX YEAR THREE - FIVE DAYS - CAPSTONE ASSESSMENT

**Note:** In this one week block you will be assessed for your certificate of compliance (CoC).

UNIT STANDARD	UNIT DESCRIPTION
	Level 4 (Trade) practical Capstone assessment
23231	Develop a safety plan to manage risks when individuals are working at height and fall preventions strategies required.
The following Unit Standards are introduced during the above block delivery or assessed on job	
23716	Erect and dismantle vessel scaffolding
23717	Erect and dismantle birdcage scaffolding
26606	Erect and dismantle simple cantilevers from and existing scaffold

**HOW TO ENROL:** Contact Skills Organisation and enrol in a training agreement. Don't forget to elect VHNZ as your off-job training provider.



# SCAFFOLDING LEVEL 3

## RECOGNITION OF CURRENT COMPETENCE

### PURPOSE

The New Zealand Certificate in Scaffolding (Level 3) - General is managed by Skills Organisation. Skills Organisation have developed a Recognition of Current Competency (RCC) process for candidates who are experienced scaffolders possibly with overseas qualifications. The process requires submission of a portfolio of evidence to Skills Organisation along with evidence of completion of several NZQA Unit Standards.



**FOUR  
DAYS**  
FACE TO FACE



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

### COURSE OUTLINE

This course has been developed to assess candidates for the NZQA Unit Standards required by Skills Organisation for RCC. At the completion of the programme you will be able to provide evidence of completion of the required Unit Standards as follows:

UNIT STANDARD	UNIT DESCRIPTION	LEVEL	CREDIT
30072	Demonstrate and apply knowledge of slinging regular loads safely	3	14
23229	Use Safety harness system when working at height	3	4
15757	Use install and disestablish temporary proprietary systems when working at height	3	4
30266	Demonstrate knowledge of workplace health and safety culture and practices	3	6
6400	Manage first aid in an emergency situation	3	2
6401	Provide First Aid	2	1
6402	Provide basic life support	1	1
TOTAL CREDITS			32



## COURSE DELIVERY

Except for first aid this course does not include training. It is expected that candidates will be currently competent in the units being assessed. Candidates will be assessed for competence against the learning outcomes of the relevant unit standards. If candidates' are not yet competent, they will be required to attend a separate full training course at their expense.

## ENTRY CRITERIA

**To be eligible to enrol applicants must:**

- ✓ Be physically able to demonstrate competency (climb and lift weights)
- ✓ Weigh less than 135 Kilograms (maximum weight for a harness)
- ✓ Have at least three years overseas scaffolding experience and qualifications
- ✓ Be currently employed in a New Zealand scaffolding company
- ✓ Have experience working with cranes.

## DISCLAIMER

Completion of this course does not assure completion of the New Zealand Certificate in Scaffolding (Level 3) – General the final decision is with Skills Organisation. Application for RCC must be made to Skills Organisation using their recognition process.

## WHO SHOULD ATTEND

**Individuals who are:** Completing an RCC application through Skills Organisation for NZ Certificate in Scaffolding (Level 3) - General



# SCAFFOLDING LEVEL 4 & 5

## RECOGNITION OF CURRENT COMPETENCE

### PURPOSE

The New Zealand Certificate in Scaffolding (Level 4) and (Level 5) are managed by Skills Organisation. Skills Organisation have developed a Recognition of Current Competency (RCC) process for candidates who are experienced scaffolders possibly with overseas qualifications. The process requires submission of a portfolio of evidence along with evidence of completion of several NZQA Unit Standards.



**TWO  
DAYS**  
FACE TO FACE



**ATTENDANCE  
NUMBERS**  
MINIMUM 10  
MAXIMUM 12

### COURSE OUTLINE

This course has been developed to assess trainees for the NZQA Unit Standards required by Skills Organisation in their Recognition of Prior Learning Process and follows completion of the New Zealand Certificate in Scaffolding (Level 3) – General. At the completion of the programme you will be able to provide evidence of completion of the required Unit Standards as follows:

UNIT STANDARD	UNIT DESCRIPTION	LEVEL	CREDIT
23719	Erect, operate, and dismantle proprietary winches on scaffolding	4	6
23720	Erect, operate, and dismantle mast climbers	4	6
TOTAL CREDITS			12



### COURSE DELIVERY

Trainees will be assessed for competence against the learning outcome of the above unit standards. No training will be provided. If trainees are not yet competent they will be required to attend a separate full trainee course at their expense.



## Height and Access

### ENTRY CRITERIA

To be eligible to enrol applicants must:

- ✓ Have completed the New Zealand Certificate in Scaffolding (Level 3) – General
- ✓ Be physically able to demonstrate competency (climb and lift weights)
- ✓ Have at least three years overseas scaffolding experience and qualifications
- ✓ Be currently employed in a New Zealand scaffolding company

### DISCLAIMER

Completion of this course does not assure completion of the New Zealand Certificate in Scaffolding (Level 4) for RPL must be made to Skills Organisation using the process described using their recognition process.

### WHO SHOULD ATTEND

**Individuals who are:** Completing an RPL application through Skills Organisation for NZ Certificate in Scaffolding (Level 4) or (Level 5)





# CERTIFICATE OF COMPETENCY IN INDUSTRIAL ROPE ACCESS

## 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 6

## 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.

## 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.



6-10  
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.

## ENTRY REQUIREMENTS

Trainees 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 unit standards 6400, 6401 and 6402 First Aid.
- ✓ Able to complete the work experience requirement
- ✓ Have an appropriate level of literacy and numeracy.

## WHO SHOULD ATTEND

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

## ENTRY CRITERIA

To be eligible for this course trainees must hold **NZ OR Australian Citizenship**.



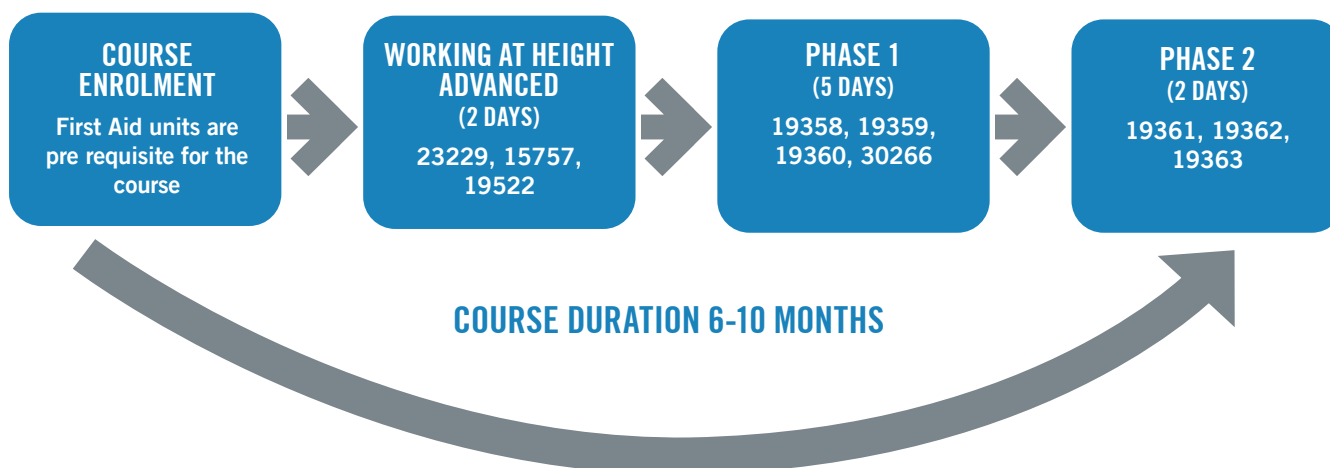
UNT STANDARD	UNIT DESCRIPTION	LEVEL	CREDITS
23229	Use safety harness system when working at height	3	4
15757	Use, install and disestablish temporary proprietary height safety systems when working at height	3	4
19522	Undertake job safety analysis	3	3
19358	Describe legislative requirements for the industrial 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
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

This programme is delivered on behalf of The Skills Organisation (Skills), and trainees will be enrolled with Skills. All credit reporting (trainee results) will be reported by VHNZ to NZQA. On completion of the programme, Skills will issue trainees with the New Zealand Certificate in Industrial Rope Access (Level 3).

VHNZ will facilitate the enrollment process of all trainees with Skills.

**The following training pathway is followed:**



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.



# 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

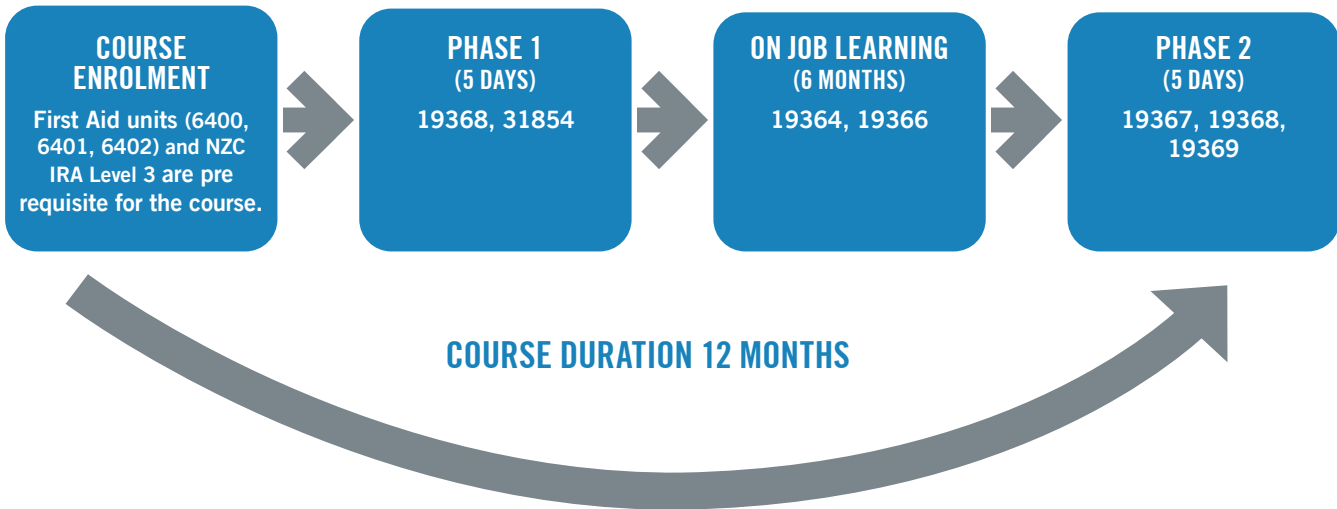
- ✓ Trainees must be in employment and engaging with work related to the scope of the programme.
- ✓ The employer and trainee, in conjunction with The Skills Organisation, must complete a training agreement.
- ✓ Trainees must have completed the prerequisite qualification, the New Zealand Certificate in Industrial Rope Access (Level 3) [Ref: 2358] or provide evidence of equivalent knowledge and skills.
- ✓ Trainees must also hold a current comprehensive workplace first aid certificate.

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

## COURSE DELIVERY

This programme is delivered on behalf of The Skills Organisation (Skills), and trainees will be enrolled with Skills. All credit reporting (trainee results) will be reported by VHNZ to NZQA. On completion of the programme, Skills will issue trainees with the New Zealand Certificate in Industrial Rope Access (Level 4). VHNZ will facilitate the enrollment process of all trainees with Skills.

The following training pathway is followed:



## 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.

## ENTRY CRITERIA

To be eligible for this course trainees must:

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



# 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.

## ENTRY CRITERIA

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



**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

## PRE-REQUISITE

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

# 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:

UNT STANDARD	TITLE	LEVEL	CREDITS	VERSION
MODULE: WORKING AT HEIGHTS. Duration - 2 Days				
23229	Use safety harness system when working at height	3	4	4
Non Unit Standard Based - Rescue component				
MODULE: FIRST AID. Duration - 2 Days				
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
MODULE: FIRE AWARENESS - Half Day				
3271	Supress fire with hand extinguishers and fixed hose reels	2	1	6
4647	Explain principles of fire science	2	1	5
MODULE: MANUAL HANDLING - Half Day				
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.



## ENTRY CRITERIA

Trainees 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. Trainees 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.

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.

## SPECIAL NOTE

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





# 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, projector for theory lessons.

**Practical Lessons:** VHNZ will provide a set of confined space equipment but trainees 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 trainee 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 trainee 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 how hazards of confined spaces are identified in terms of their potential for serious harm
- ✓ Describe the responsibilities and duties of people entering confined spaces or conducting observation duties for confined spaces
- ✓ Develop an emergency procedure plan.

## 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**

# GAS TESTING

## PURPOSE

To teach people to understand atmospheric testing in potentially hazardous environments; conduct atmospheric tests; and interpret and respond to atmospheric testing results.



## COURSE OBJECTIVES

Trainees 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



**FOUR  
HOURS**



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



## REFRESHER

Refreshing learning outcomes for unit standard 25510.



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



**DURATION:  
4 HOURS**



# CONFINED SPACE AND GAS TESTING

## PURPOSE

The aim of this course is to enable a trainee to identify hazards and controls within confined spaces; develop an emergency procedure plan; 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 candidate 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 water industry

✓ Pre-Learn Required for 19207

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



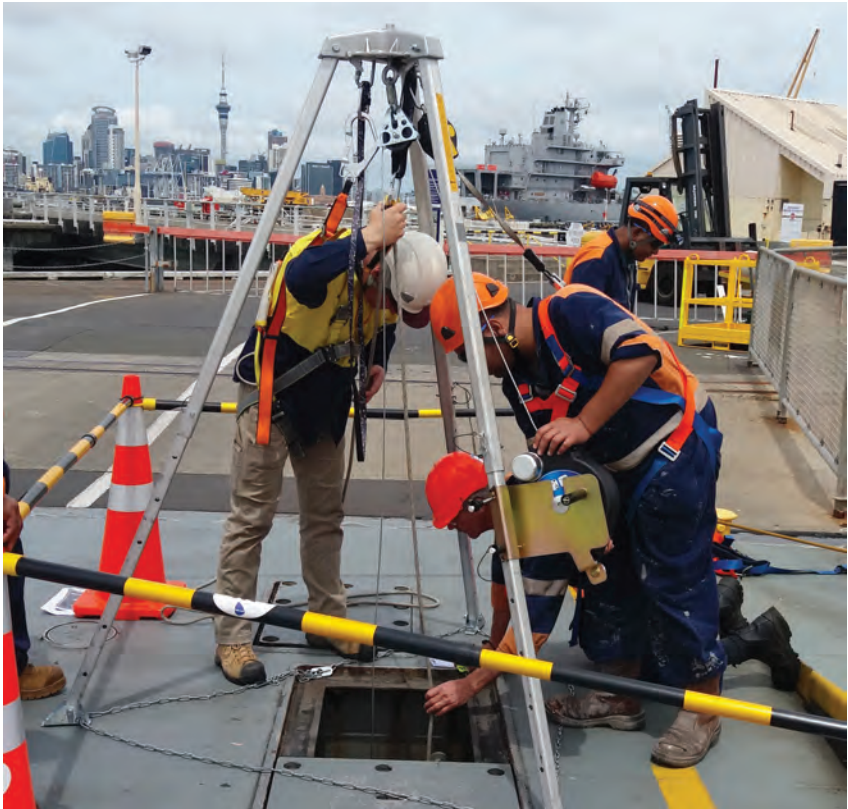
## ENTRY CRITERIA

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 trainees 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



# 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 successful trainee 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

The 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.



## COURSE OBJECTIVES

At the successful completion of the course the trainee will be able to:

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

## SPECIAL NOTE

Within a Breathing Apparatus environment it is critical that a seal is made between the users face and the mask, so on this note we recommend that all trainees are cleanly shaven.

## ENTRY CRITERIA

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



**ONE  
DAY**



### ATTENDANCE NUMBERS

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

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



**NZQA UNIT  
STANDARD**

**25044**

Wear and operate compressed air breathing apparatus in the workplace

## 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**



# OPERATE BREATHING APPARATUS IN A GENERAL EMERGENCY

## PURPOSE

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

People credited with this unit standard are able to: demonstrate knowledge of BA and its effects on the physiology of the human body; wear the BA in actual or practical 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 H&S Policy & procedures
- ✓ Construction of a BA system
- ✓ Circumstances leading to wearing a BA system
- ✓ The effects of Wearing a BA System.
- ✓ Procedures should a BA system fail
- ✓ Entry & Search procedures
- ✓ Manage the BA for safe use
- ✓ Shut down and recommission BA



**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

## 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 in the workplace.

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

A full class one licence is required to participate on this course.



### ATTENDANCE NUMBERS

MINIMUM 6  
MAXIMUM 8

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

### REFRESHER



### ATTENDANCE NUMBERS

MINIMUM 6  
MAXIMUM 10



DURATION: 1 DAY

## PRE-REQUISITES

**17978:** Full Class 1 driver licence held for a minimum of twelve months.

**20848:** Minimum of a Restricted Class 1 driver licence.



## 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)



## NZQA UNIT STANDARD

### ONE DAY PROGRAMME

(EXPERIENCED OPERATOR)

#### 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

**NOTE: One day course:** To book on the one day course you are required to have experience and skills on the outcomes listed above and in line with the NZQA unit standards.

Trainees that book on the one day course will be required to provide evidence of experience in the form of logbooks, manager's attestations and/or other verification. This evidence must be presented prior to the course or on the first day of the course.

### TWO DAY PROGRAMME

#### 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

### OPTIONAL UNIT STANDARD

#### 20848

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



# QUAD BIKE



**ATTENDANCE  
NUMBERS**  
MINIMUM 6  
MAXIMUM 8

## PURPOSE

The aim of this course is to produce a Quad Bike operator that can demonstrate the knowledge, skills and attributes for all essential areas of “best practice” guidelines for Quadbike 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.



## NZQA UNIT STANDARD

### ONE DAY PROGRAMME (EXPERIENCED OPERATOR)

#### 24554

Ride a quad bike on flat terrain in the workplace

#### 24557

Demonstrate knowledge of the safe operation of a quad bike

#### 24559

Ride a quad bike on hilly terrain

**Note:** One day course: To book on the one day course you are required to have experience and skills on the outcomes listed above and in line with the NZQA unit standards.

Trainees that book on the one day course will be required to provide evidence of experience in the form of logbooks, manager’s attestations and/or other verification. This evidence must be presented prior to the course or on the first day of the course.

## TWO DAY PROGRAMME

#### 24554

Ride a quad bike on flat terrain in the workplace

#### 24557

Demonstrate knowledge of the safe operation of a quad bike

#### 24559

Ride a quad bike on hilly terrain

## OPTIONAL UNIT STANDARD

#### 24561

Ride a quad bike with trailed equipment

#### 24563

Ride a quad bike with mounted equipment or a load wheel drive (4WD) vehicle on-road



Pre-Learn Required

Candidates must be able to evidence a minimum of 20 hours riding quad bikes in a workplace situation, either pre- or post-course

## ENTRY CRITERIA

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

## PRE-REQUISITES

24554: 24557  
24559 and 24561: 24554

Both of which will be delivered during the course.

## 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**

# 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.)

## 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

Where a trainee shows competency early on day two they are released to return to work while those requiring further assessment can receive the full attention of the course facilitator.

## PRE-REQUISITES

24553: 24556

24558, 24560 and 24562:  
24553

Both of which will be delivered during the course.





## NZQA UNIT STANDARD

### ONE DAY PROGRAMME

#### 24553

Drive a light utility vehicle (LUV)  
on flat terrain

#### 24556

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

#### 24558

Drive a light utility vehicle (LUV)  
on hilly terrain

**Note:** To book on the one day  
course you are required to have  
experience and skills in relation  
to the outcomes listed above  
and in line with the NZQA unit  
standards.

Trainees that book on the one  
day course will be required to  
provide evidence of experience in  
the form of logbooks, manager's  
attestations and/or other  
verification. This evidence must  
be presented prior to the course  
or on the day of the course.

### TWO DAY PROGRAMME

#### 24553

Drive a light utility vehicle (LUV)  
on flat terrain

#### 24556

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

#### 24558

Drive a light utility vehicle (LUV)  
on hilly terrain

### OPTIONAL UNIT STANDARDS

#### 24560

Drive a light utility vehicle (LUV)  
with trailed equipment

#### 24562

Drive a light utility vehicle (LUV)  
with mounted equipment or a load

### ENTRY CRITERIA

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



### REFRESHER



#### ATTENDANCE NUMBERS

MINIMUM **6**  
MAXIMUM **10**



DURATION: 1 DAY

# TRACTOR

## PURPOSE

This course enables the 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.

## ENTRY CRITERIA

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

## PRE-REQUISITE

**24552: 19044** -Demonstrate knowledge of the legal requirements and hazards associated with tractor use.

**27604: 24538** - Demonstrate knowledge of tractor stability and dynamics of tractors with attached implements



## NZQA UNIT STANDARD

### ONE DAY PROGRAMME

#### 19044

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

#### 24552

Check and drive a basic wheel tractor with an attached implement on flat terrain

**Note:** To book on the one day course you are required to have experience and skills in relation to the outcomes listed above and in line with the NZQA unit standards.

Trainees that book on the one day course will be required to provide evidence of experience in the form of logbooks, manager's attestations and/or other verification. This evidence must be presented prior to the course or on the day of the course.

### TWO DAY PROGRAMME

#### 19044

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

#### 24552

Check and drive a basic wheel tractor with an attached implement on flat terrain



## ATTENDANCE NUMBERS

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

## OPTIONAL UNIT STANDARDS

#### 24538

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

#### 27604

Drive a tractor with attached implement on hilly terrain

## REFRESHER



## ATTENDANCE NUMBERS

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



**DURATION: 1 DAY**





# CHAINSAW



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

## 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 the 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.

Utilising a mix of theory and practical delivery, subjects covered are; factors that affect the above content. This course 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 unit **6917**, to complete **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.

VHNZ 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.



## NZQA UNIT STANDARD

### ONE DAY PROGRAMME (EXPERIENCED OPERATOR)

#### 6916

Demonstrate knowledge of the rules relating to chainsaw use

#### 6917

Demonstrate basic chainsaw operation

### TWO DAY PROGRAMME

#### 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**

# 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 attendees 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 is 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 qualification and requires a consistent level of production mowing balanced with knowledge of mowing plant set-up, machinery operation and safety.
- ✓ A post-course report will raise concerns on any individual requiring special on-going tuition / guidance to reach a safe and productive operating level. VHNZ will work with anyone requiring on-going training or experience prior to reaching a competent level.
- ✓ Evidence is required for at least two of the following mower types – walk-behind reel, walk-behind rotary, front-mounted, mid-mounted, trailing.



**ONE  
DAY**

(experienced  
trainees)



**ATTENDANCE  
NUMBERS**

MINIMUM **4**

MAXIMUM **6**



**NZQA UNIT  
STANDARD**

**20533**

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

## ENTRY CRITERIA

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

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

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

## REFRESHER



**ATTENDANCE  
NUMBERS**

MINIMUM **6**

MAXIMUM **8**



**DURATION: 1 DAY**



# NEW ZEALAND CERTIFICATE IN AGRICULTURE

## VEHICLES, MACHINERY, AND INFRASTRUCTURE (LEVEL 3)

### PURPOSE

This programme is to enhance candidates basic theoretical knowledge and skills and extend the practical application of a number of key elements/tasks needed for workers within the agricultural industry. On completion of this programme, people will be equipped to work in a partly supervised capacity in agricultural employment.



**EIGHT DAYS**  
FACE TO FACE  
LEARNING  
WITHIN **20 WEEKS**  
PART-TIME LEARNING



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

### PROGRAMME OVERVIEW

The New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3) will expand on previous theory based knowledge of vehicles, machinery and infrastructure to now focus on practical application of these elements.

#### Core components of this qualification are:

- Health and Safety within the Agricultural industry
- Safe use of:
  - Motorcycles
  - Quad bikes
  - Tractors
  - Light Utility Vehicles.

### 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. A typical delivery is through experience. Over 50% of the lessons contain hands-on activities and the programme includes considerable work experience. Students are encouraged to ‘have a go’ in a supportive, safe environment.

### ENTRY CRITERIA

To be eligible to enrol applicants should:

- ✓ Be over 18 years of age
- ✓ Have completed a minimum of 20 verified hours driving a quad bike in a work situation
- ✓ Have access to appropriate work to complete the relevant work experience requirements as verified by an employer or supervisor
- ✓ Have access to relevant protective equipment and, if required, vehicles.

## PROGRAMME CONTENT

UNIT STANDARD	UNIT DESCRIPTION	NZQA CREDITS	LEVEL
23540	Demonstrate knowledge of hazards, hazard control, and the consequences of injury in a rural workplace	5	2
23542	Identify factors, and describe how to manage factors, that contribute to injury in a rural workplace	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
24559	Operate a quad bike on rolling terrain under limited supervision	4	3
24538	Demonstrate knowledge of tractor stability and the dynamics of tractors and attached implements	4	3
27604	Drive a tractor with an attached implement on hilly terrain	4	3
19061	Cultivate with individual tractor-drawn implements	4	3
24560	Drive a light utility vehicle (LUV) with trailed equipment	3	3
24562	Drive a light utility vehicle (LUV) with mounted equipment or a load	3	3
24558	Drive a light utility vehicle (LUV) on hilly terrain	4	3
19055	Ride a motorcycle with mounted equipment or a load	3	3
19054	Ride a motorcycle on hilly terrain	3	3
<b>TOTAL CREDITS</b>		<b>48</b>	



## PRE-REQUISITES

The following Unit Standards are pre-requisites required to complete the New Zealand Certificate in Agriculture (Vehicles, Machinery, and Infrastructure) (Level 3). These units can be delivered and credited throughout the programme should you not already hold them. There will be an extra charge per credit registered.

UNIT STANDARD	UNIT DESCRIPTION	NZQA CREDITS	LEVEL
24554	Ride a quad bike on flat terrain in the workplace	4	2
24557	Demonstrate knowledge of the safe operation of a quad bike	5	2
24553	Drive a light utility vehicle (LUV) on flat terrain	4	2
19044	Demonstrate knowledge of the legal requirements and hazards associated with tractor use	3	2
24552	Check and drive a basic wheel tractor with an attached implement on flat terrain	5	2
24556	Demonstrate knowledge of the safe operation of a light utility vehicle (LUV)	3	2
19053	Ride a motorcycle with mounted equipment or a load	3	2
24555	Demonstrate knowledge of the safe operation of a motorcycle	3	2

## THE TYPICAL STUDENT

### Many of our students:

- ✔ Are working in agricultural work
- ✔ Have a wealth of life experience and knowledge.

## WHO SHOULD ATTEND?

### Individuals who are:

- ✔ Wanting to continue into further training
- ✔ Wanting a career change.







# 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 trainee will have the knowledge, skills and attributes for all essential areas of the units of competency covered in the forklift course undertaken.



## COURSE OPTIONS

### F ENDORSEMENT



**18496**



**ATTENDANCE NUMBERS**

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



**DURATION: 4 HOURS**

### FORKLIFT ATTACHMENTS



**10852**



**ATTENDANCE NUMBERS**

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



**DURATION: 4 HOURS**

### FORKLIFT WORK PLATFORM



**18409**



**ATTENDANCE NUMBERS**

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



**DURATION: 4 HOURS**

## PRE-REQUISITES

### Unit standard: 18496

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

A minimum of 20 hours experience operating a forklift is required or a good understanding of how to operate the forklift correctly and safely.

### Unit standard: 10852

10851 - Operate a powered industrial lift truck (forklift).

### FORKLIFT OPERATOR



**10851**



**ATTENDANCE NUMBERS**

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



**DURATION: 1 DAY**

### FORKLIFT OPERATOR REFRESHER



**ATTENDANCE NUMBERS**

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



**DURATION: 4 HOURS**

### FORKLIFT OPERATOR AND F ENDORSEMENT



**10851, 18496**



**ATTENDANCE NUMBERS**

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



**DURATION: 1 DAY**

### FORKLIFT OPERATOR REFRESHER AND F ENDORSEMENT



**ATTENDANCE NUMBERS**

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



**DURATION: 4 HOURS**



# ELECTRIC PALLET JACK (EPJ)

## PURPOSE

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

During the training, the trainees 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 being moved is evaluated in regards to size, shape and weight. The route is planned as 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.

**Note:** This assessment is Non Unit Standard Based (NUSB).



**FOUR  
HOURS**



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

## VEHICLE REQUIREMENTS

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

**The provided vehicle must have a current:**

- ✓ Registration
- ✓ Warrant of Fitness
- ✓ Test certificate where applicable.

## ENTRY CRITERIA

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



## 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 Logbook 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**



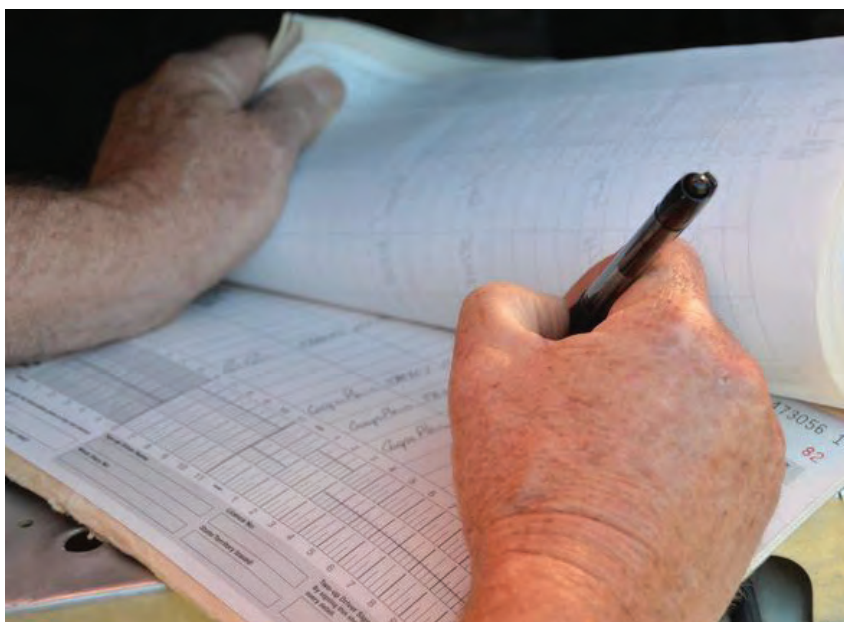
**ATTENDANCE  
NUMBERS**  
MINIMUM **8**  
MAXIMUM **10**



**NZQA UNIT  
STANDARD**

**24089**

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



- ✔ Pre-Learn Required

# 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 trainee 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**



**ATTENDANCE  
NUMBERS**  
MINIMUM **3**  
MAXIMUM **5**



## 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.



**NZQA UNIT  
STANDARD**

**17574**

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

## PRE-REQUISITES

**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



Pre-Learn Required



# 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 trainee 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.



## 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.



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM **3**  
MAXIMUM **5**



**NZQA UNIT  
STANDARD**

**17576**

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

## PRE-REQUISITES

**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.

- ✓ Pre-Learn Required

# CLASS 5 LICENCE

## PURPOSE

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

## COURSE OBJECTIVES

People credited with this unit standard are able to:

- ✔ Describe night driving hazards
- ✔ Describe requirements relating to safe loading of a combination vehicle and driving techniques that minimise the adverse effects of a high centre of gravity
- ✔ Connect a trailer to the prime mover
- ✔ Carry out a pre-use walk-around inspection of a combination vehicle
- ✔ Drive a combination vehicle efficiently in different traffic and road conditions
- ✔ Manoeuvre a combination vehicle in reverse
- ✔ Park, shut down, and secure separately the trailer and prime mover of a combination vehicle
- ✔ Complete driver logbook entries.

## ENTRY CRITERIA

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



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM **3**  
MAXIMUM **5**



**NZQA UNIT  
STANDARD**

**17577**

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

## PRE-REQUISITES

**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 AA or Licencing Establishment.

- ✔ Pre-Learn Required



# D ENDORSEMENT (DANGEROUS GOODS)

## PURPOSE

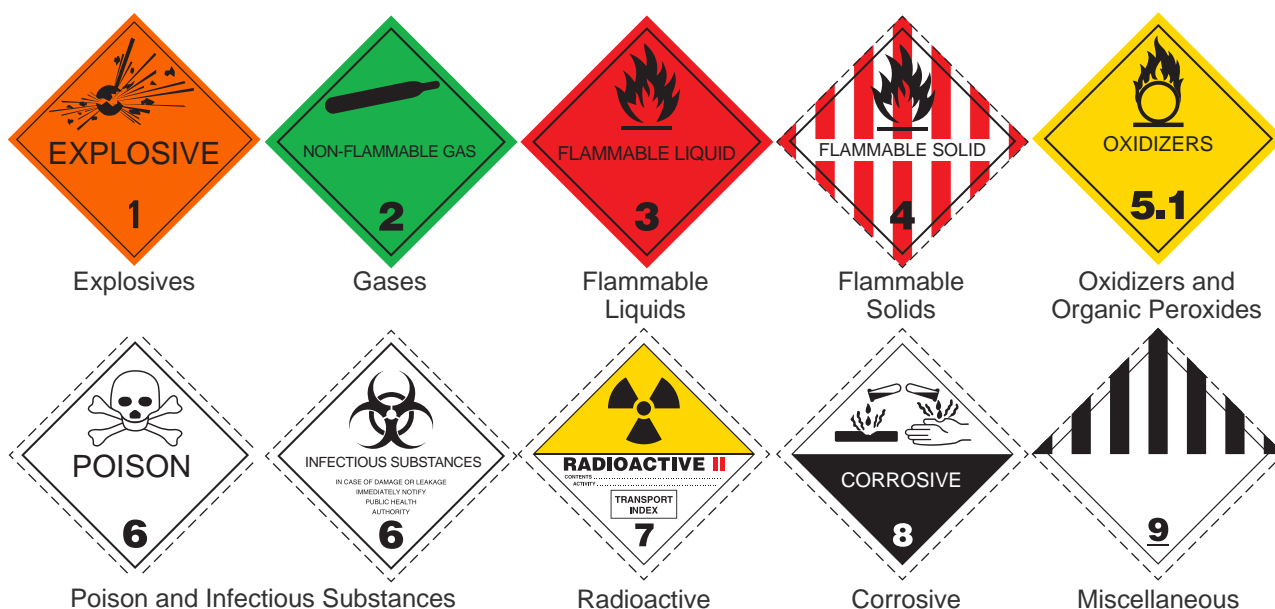
The aim of this course is to produce a Dangerous Goods driver that will have the knowledge, skills and awareness for all essential areas of the units of competency covered in the course undertaken. The Dangerous Goods driver will learn the legislative requirements pertaining to them when transporting “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’re 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 2010. Together these rules contain the current requirements in the Dangerous Goods Rule (the Rule).

- ✓ If you’re 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’re 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’re 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
- ✔ Identify and explain documentation requirements relating to the transport of dangerous goods
- ✔ Identify the requirements for packages containing Dangerous Goods in Limited Quantities (DGLQ), consumer commodities, small packages, and accepted packages
- ✔ Demonstrate knowledge of segregation requirements and segregate dangerous goods
- ✔ Demonstrate knowledge of placarding requirements and placard vehicles and freight containers containing dangerous goods
- ✔ Identify driver actions and considerations in the event of an incident or emergency.

## ENTRY CRITERIA

You must also hold the appropriate full class of licence that covers the weight of the special-type vehicle you want to drive.

\*Pre-requisite for any Endorsement: Current full Class 1 drivers licence.



# 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

## PRE-REQUISITE

Pre-requisite for any  
Endorsement: Current full Class  
1 drivers licence.



## REFRESHER

Refreshing learning outcomes above for unit standard 16718.



**ATTENDANCE NUMBERS**  
MINIMUM 8  
MAXIMUM 10



**DURATION:**  
**3 HOURS**



# V ENDORSEMENT

## PURPOSE

Theory lessons covering the following:

- ✓ What is a vehicle recovery service?
- ✓ What is a vehicle recovery service vehicle?
- ✓ Learn about the relevant sections in the Transport Services Licencing 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 licencing requirements for endorsement V (vehicle recovery).



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM **6**  
MAXIMUM **10**



**NZQA UNIT  
STANDARD**

## 17580

Demonstrate knowledge of driver requirements for endorsement V (vehicle recovery)

## PRE-REQUISITES

The operator must have held the appropriate full class of licence for at least two years in the Gross Vehicle Mass (GVM) for which the endorsement is required.

**Pre-requisite for 17580 (NZTA requirement):**

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



# 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

- ✓ Driving hazards in terms of crash risks
- ✓ Risk reduction techniques for dealing with driving hazards
- ✓ 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 risk reduction strategies and responses to driving hazards

### 3466

Apply risk reduction techniques and strategies while driving.

## PRE-REQUISITE

Trainees 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.

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





# 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 out 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.



# 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

Pre-requisite for any endorsement the trainee must hold a current full Class 1 drivers licence.

The operator must have held the appropriate full class of licence for at least two years in the Gross Vehicle Mass (GVM) for which the endorsement is required.

**ONE ENDORSEMENT  
TWO ENDORSEMENTS  
THREE ENDORSEMENTS**



**ATTENDANCE  
NUMBERS**  
MINIMUM **6**  
MAXIMUM **10**



**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)



# BASIC TRAFFIC CONTROLLER (LEVEL 1)

## PURPOSE

This one day course promotes safe working practices, standards and operating procedures at roadwork sites.

This is the NZ Transport Agency (NZTA) Level 1 Basic Traffic Controller (TC), which covers the standards and operating procedures required by the Code of Practice for Temporary Traffic Management (COP/TTM).

Appropriately trained and qualified staff must be available to carry out temporary traffic management duties in compliance with the NZTA COP/TTM and Local Roads supplement on all worksites.

This course is the pre-requisite entry requirement for people wanting further training to Level 1 Site Traffic Management Supervisor (STMS).



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**

MINIMUM **8**  
MAXIMUM **15**



**NZQA UNIT  
STANDARD**



## COURSE OUTLINE

- ✓ Health and safety principles
- ✓ Principles of temporary traffic management
- ✓ Component parts and layout of a worksite
- ✓ Setting up and worksite rules
- ✓ Authorised sign use
- ✓ Temporary traffic management equipment
- ✓ Manual traffic control
- ✓ Pedestrians and cyclists
- ✓ Static operations
- ✓ Mobile and semi static maintenance/inspection operations
- ✓ Night time protection
- ✓ Low volume roads
- ✓ Implications of local roads supplement.

### 20877

Demonstrate knowledge of working safely at sites under temporary traffic management

**Additional unit standards available on request (TBA on booking, evidence required)**

### 5627

Operate as a Traffic Controller (TC) for low volume and Level 1 roads

### 20878

Assist with temporary traffic management for low volume and Level 1 roads

# SITE TRAFFIC MANAGEMENT SUPERVISOR (STMS)

## (LEVEL 1)

### PURPOSE

The NZ Transport Agency Code of Practice for Temporary Traffic Management (COP/TTM) requires that appropriately trained and qualified personnel must carry out and supervise Temporary Traffic Management duties on all worksites.

The STMS has specific duties and has ultimate responsibility for overall traffic management at the worksite.



**TWO  
DAYS**



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



### COURSE OVERVIEW

### TOPICS INCLUDE

- ✓ Basic components of a roadwork site
- ✓ Checking Traffic Management Plans provided
- ✓ Designing Traffic Management Plans for different work stages
- ✓ Setting up, checking, and removing road works safety measures
- ✓ Local Roads supplement
- ✓ Controlling traffic at a worksite, including Stop/Go operations
- ✓ Working safely within the protected area
- ✓ Effectiveness of personal protective equipment
- ✓ Reporting and recording accidents and crashes
- ✓ Plant and work vehicle operation and safety
- ✓ Worksite safety audits.

### PRE-REQUISITE

People attending this course must hold a current Level 1 Basic Traffic Controller (TC) certificate for a minimum of one calendar month.

This two-day course provides training to the requirements of the NZTA Code of Practice for Temporary Traffic Management (COP/TTM), and covers the new standards and operating procedures for NZTA and Local Authority roads.

# NEW ZEALAND CERTIFICATE IN INFRASTRUCTURE WORKS

(LEVEL 2)

## PURPOSE

New Zealand has embarked on a programme of major infrastructure development, many workers will be required. This programme is for people entering the civil infrastructure industry, trainees who have industry experience but without a qualification, or want to gain pre-apprenticeship training in the infrastructure works industry.

The programme aims to train people to work safely as general hands on infrastructure worksites, gain work skills and hands on training. Trainees will need to be physically fit and will be required to complete work experience on an infrastructure work site under general supervision.



**TEN  
WEEKS**



**ATTENDANCE  
NUMBERS**  
MINIMUM 8  
MAXIMUM 15

## 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.

## PRE-REQUISITE

**Pre-requisite for 20878 = 20877**

Both of which will be delivered during the course.

## DURATION

Ten weeks full-time.

Students will learn through a combination of eight days face-to-face training, at least 288 hours work experience, and self-directed study.

## 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.

## ENTRY CRITERIA

**To be eligible to enrol in this programme, applicants must:**

- be aged 16 years or over
- be a New Zealand Citizen or permanent resident
- be an Australian Citizen or permanent resident currently living in New Zealand
- 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; and
- have access to personal protective equipment relevant to an infrastructure workplace (This will be established through pre-course notification and a pre-enrolment interview).

In recognition of the fact that this is an entry level qualification and it is expected that many of the trainees will have no formal qualification and may not have completed NCEA Level 1, there is no requirement for completion of NCEA Level 1 or another academic qualification.

VHNZ will assist trainees to find work experience at a suitable site if they are unable to arrange this themselves or if they are unable to continue at an infrastructure worksite following enrolment.

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## TOPICS INCLUDE

**On completion trainees will be able to:**

- Demonstrate introductory knowledge of workplace health and safety legislation, rights and responsibilities to ensure risks and hazards are minimised in an infrastructure works environment
- Apply standard processes relating to environmental and health and safety requirements in an infrastructure works environment under supervision.
- Apply work safety processes and assist with traffic control on an infrastructure work site
- Complete work records in accordance with organisational procedures and job instructions on an infrastructure work site.
- Communicate effectively and participate in a group or team on an infrastructure works site.
- Describe sectors and occupational areas including civil works in the New Zealand infrastructure works industry to understand and maintain industry practice.
- Perform basic infrastructure tasks in compacting operations and small machinery as specified in job instructions and workplace requirements
- Prepare hand tools and carry out manual excavation work under supervision in accordance with organisational procedure

Trainees must complete the following compulsory unit standards for 40 credits including at least 288 hours relevant work experience.

## COMPULSORY UNIT STANDARDS

UNIT STANDARD	TITLE	CREDITS	LEVEL	VERSION
31941	Demonstrate knowledge of emergency response in the infrastructure work industry	3	2	1
26720	Describe health, safety, and environmental care at an infrastructure works site	3	2	2
20868	Demonstrate knowledge of emergency response in the infrastructure works industry	3	2	2
497	Demonstrate knowledge of workplace health and safety requirements	3	1	10
20877	Demonstrate knowledge of working safely at sites under temporary traffic management	2	2	3
20878	Assist with temporary traffic management for low volume and Level 1 roads	2	2	2
6475	Describe and complete work records for infrastructure works	2	2	5
17327	Apply communication skills on an infrastructure works site	3	2	3
9677	Communicate in a team or group which has an objective	3	2	10
22283	Demonstrate knowledge of occupational areas and structures in the New Zealand Infrastructure works industry	2	2	2
6453	Demonstrate knowledge of plant and equipment used on an infrastructure worksite	3	2	5
6477	Identify, hand spread, and assist in compacting materials for infrastructure works	3	2	6
23285	Use and care for hand tools used in infrastructure works	2	2	3
6469	Maintain small machinery used in infrastructure works sites	2	2	6
6472	Carry out manual excavation for infrastructure works	2	2	5
12349	Demonstrate knowledge of time management	3	2	6
<b>Total Credits</b>		<b>40</b>		

## 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. This programme includes considerable work experience. Students will be required to complete a Work Experience Logbook. Students are encouraged to 'have a go' in a supportive, safe environment.

# NEW ZEALAND CERTIFICATE IN INFRASTRUCTURE WORKS

## PLANT AND EQUIPMENT OPERATIONS (LEVEL 3)

### PURPOSE

This qualification is designed for people working in forestry related industries, who use civil plant to construct roads, tracks, and landings. The course covers skills related to knowledge of the forestry environment in general, support forestry harvesting and other operations. The content has been specifically structured to cover the core elements of Civil Infrastructure in New Zealand forest operations.

Topics included are:

- Earthworks in general forestry earthworks and forestry earthworks job prescriptions
- Health, safety, and environmental factors
- General requirements related to working in a forestry earthworks situation.

### UNIT STANDARDS COVERED IN THE PROGRAMME

UNIT STANDARD	TITLE	LEVEL	CREDITS
<b>BLOCK ONE:</b> Face to face theory. Delivered at the start of the programme as a one-day block			
20474	Demonstrate knowledge of forestry earthworks job prescriptions	4	5
20475	Demonstrate knowledge of forestry earthworks	3	4
20616	Demonstrate knowledge of earthworks in relation to the environment	3	4
<b>BLOCK TWO:</b> On-site practical assessment. Time taken is dependent on location and travel to trainees			
Select two of the following units:			
17310	Operate a hydraulic excavator on infrastructure works sites	3	20
17311	Operate a motor grader for earthworks	3	20
17316	Operate a bulldozer on a infrastructure work sites	3	20
8560	Deliver, stockpile, and spread aggregates with truck and trailer	3	15
17309	Operate a wheeled loader on infrastructure works site	3	20
17314	Operate a motor scraper on infrastructure works sites	3	20
17315	Operate a self-propelled roller on infrastructure work sites	3	20
20476	Construct forestry roads, tracks, and landings	3	15



## UNIT STANDARDS NOT COVERED IN THE PROGRAMME

To achieve the qualification in Infrastructure Works Plant and Equipment Operations, trainees must achieve the following compulsory unit standards.

**Unit 17769** - Demonstrate knowledge of general health, safety, and environmental requirements in forestry

**Unit 24574** - Demonstrate knowledge of, and contribute to, worksite health and safety for commercial forestry operations

**Unit 24568** - Demonstrate knowledge of and undertake, basic repairs and maintenance on a forestry industry machine

These units will be delivered by COMPETENZ separate to this program. Contact your local COMPETENZ Account Manager for assistance.

## COURSE STRUCTURE AND DELIVERY

The New Zealand Certificate has been broken down into practical and theory components with the first day covering the theory elements and subsequent days performing practical competencies.

The experience is closely aligned with the usual health and safety issues associated with forestry operations.

## COMPLETION OF ADDITIONAL UNITS

If trainees would like to, or require additional machinery elective unit standards as part of Block 2, this will require an additional fee of \$125 excluding GST per machine. This is unsubsidised as is over and above the programme requirements.



**TWELVE  
WEEKS**

**ATTENDANCE  
NUMBERS**  
MINIMUM **6**  
MAXIMUM **10**

## LEARNING STYLE AND ASSESSMENT PROCESSES

The New Zealand Certificate course is facilitated by Vertical Horizonz New Zealand.

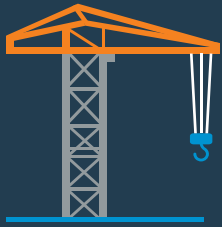
✓ The course involves interactive sessions suitable for people who use civil plant to construct roads, tracks, and landings and covers skills related to knowledge of the forestry environment in general, support forestry harvesting and other operations.

✓ Candidates will complete both written and practical assessments dependant on the type of machinery they have selected. Practical assessments are done onsite and include one on one observation.

## SPECIAL NOTE

Qualification is delivered on behalf of Competenz who will issue the New Zealand certificate.





# 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.

## 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**



**DURATION: 4 HOURS**

## OPTIONAL UNIT STANDARDS

### 23961

Assess the worksite, prepare and operate a truck-mounted elevating work platform

### 23964

Assess the worksite, prepare and operate a vertical lift elevating work platform



**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

### 23963

Assess the worksite, prepare and operate a trailer-mounted elevating work platform (cherry picker)

## 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.

# MEWP EXAMPLES

RELATIVE TO UNIT STANDARDS

## FLAT SLAB OR ROUGH TERRAIN SCISSOR LIFTS

US 23960



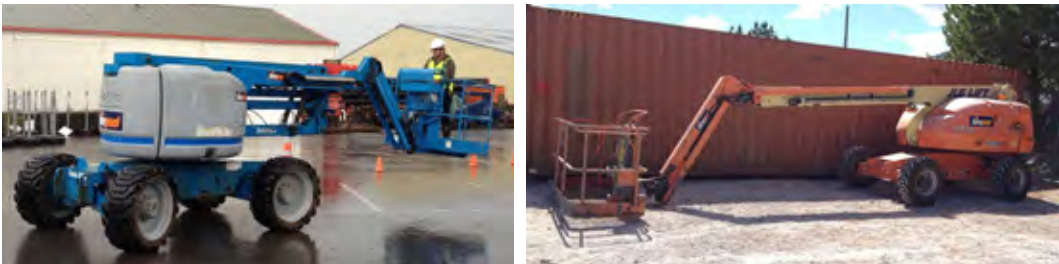
## TRUCK/VEHICLE MOUNTED MEWP

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 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 **8**  
MAXIMUM **10**



## COURSE OBJECTIVES

**At the successful completion of the course the trainee 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.



**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.

## 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)

## ENTRY CRITERIA

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



# INTRODUCTION TO LOAD SLINGING



TWO  
HOURS

## 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 requirements, applicable company procedures, and industry good practice.

Note that the Assessment must be carried out in a crane workplace or equivalent.



NZQA UNIT  
STANDARD

30072

Demonstrate and apply knowledge of slinging regular loads safely.

LEVEL: 3  
CREDITS: 14



## COURSE OBJECTIVES

At the successful completion of the course the trainee 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)

## OUR TEACHING METHOD

Blended delivery via e-learning and a short practical assessment supported by an experienced trainer. Following completion of the e-learning course trainees must complete a practical assessment.





# OVERHEAD CRANE – PENDANT CONTROLLED

## 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 trainee will also be able to demonstrate the appropriate responsibilities of operating an overhead crane with emphasis on accident prevention and safe operator responsibility.



**ONE  
DAY**

DEPENDENT ON

TRAINEE EXPERIENCE



**ATTENDANCE  
NUMBERS**

MINIMUM **5**

MAXIMUM **8**

## 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.

## 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.

## ENTRY CRITERIA

It is recommended that trainees have at least three months experience working in a crane workplace before attending the course. Trainees 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.



**NZQA UNIT  
STANDARD**

**3800**

Operate a radio remote or pendant controlled overhead crane and lift and place regular loads

## PRE-REQUISITE

**30072** - Demonstrate and apply knowledge of slinging regular loads safely

## REFRESHER

Refreshing learning outcomes above for unit standard 3800.



**ATTENDANCE  
NUMBERS**

MINIMUM **8**

MAXIMUM **10**



**DURATION: 6 hours**

# OVERHEAD CRANE – PENDANT CONTROLLED



FOUR  
 HOURS

## 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 trainee will be able to demonstrate the appropriate responsibilities of operating an overhead crane with emphasis on accident prevention and safe operator responsibility.

**NOTE:** Practical assessments must be carried out in a crane workplace or equivalent.



NZQA UNIT  
 STANDARD

3800

Operate a radio remote or pendant controlled overhead crane and lift and place regular loads

## PRE-REQUISITE

**30072** - Demonstrate and apply knowledge of slinging regular loads safely

LEVEL: 3  
 CREDITS: 10

## SPECIAL NOTE

To be assessed for this unit standard trainees must have access to a workplace operating an approved radio or pendant controlled overhead crane.

## OUR TEACHING METHOD

Blended delivery via e-learning and a short practical assessment supported by an experienced trainer. Following completion of the e-learning course trainees must complete a practical assessment.

## THEORY PHASE

### (E-LEARNING PHASE)

- ✓ Health and Safety legislative requirements
- ✓ Outline procedures and requirements pertaining to the safe lifting practices of an overhead crane
- ✓ Describe terminology used for crane, hoist and lifting equipment
- ✓ Explain care, use, and maintenance of the crane and lifting equipment. Covering pre-start checks, general service requirements, fault reporting, and inspection of lifting equipment.

## 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.

## ENTRY CRITERIA

It is recommended that trainees have at least three months experience working in a overhead crane workplace before attending the course. Trainees 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.

# 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 REQUIREMENTS

Trainees should have at least three months experience working in a crane workplace before attending this course.

Trainees may attend this course without this experience but may be required to work for three months in a crane workplace before being awarded unit standard 3800.



### COURSE OVERVIEW

On completion of this e-learning course trainees 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; and
- ✔ 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 or via e-learning or a combination of both.

**Note: Assessment must be carried out in a crane workplace using a suitable crane.**

# INTRODUCTION TO LOAD SLINGING AND OVERHEAD CRANE

## PENDANT CONTROLLED



**FOUR  
HOURS**

### PURPOSE

This blended learning course has been designed for rigging and slinging personnel who work with various types of hoisting equipment. It is intended to provide you with knowledge of basic considerations and principles before you embark on practical hands-on training to develop rigging and slinging skills. Rigging and slinging skills will be demonstrated in the effective and safe operation of an overhead crane.

**NOTE:** Practical assessments must be carried out in a crane workplace or equivalent.



**NZQA UNIT  
STANDARD**

**30072**

Demonstrate and apply knowledge of slinging regular loads safely.

**LEVEL: 3**

**CREDITS: 14**

**3800**

Operate a radio remote or pendant controlled overhead crane and lift and place regular loads

**LEVEL: 3**

**CREDITS: 10**

### THEORY PHASE

#### (E-LEARNING PHASE)

- ✓ Health and Safety legislative requirements
- ✓ Outline procedures and requirements pertaining to the safe lifting practices of an overhead crane, including hazard control, and lift planning
- ✓ Demonstrate knowledge of lifting gear and Working Load Limit (WLL) tables
- ✓ Describe terminology used for crane, hoist, and lifting equipment
- ✓ Explain care, use, and maintenance of the crane and lifting equipment. Covering pre-start checks, general service requirements, fault reporting, and inspection of lifting equipment.

### 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.

### ENTRY CRITERIA

It is recommended that trainees have at least three months experience working in an overhead crane workplace before attending the course. Trainees 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.

### OUR TEACHING METHOD

Blended delivery via e-learning and a short practical assessment supported by an experienced trainer. Following completion of the e-learning course trainees must complete a practical assessment.

### SPECIAL NOTE

To be assessed for these unit standards trainees must have access to a workplace operating an approved radio or pendant controlled overhead crane.



# OVERHEAD CRANE – CAB CONTROLLED

## LIFT AND PLACE LOADS

### PURPOSE

Trainees 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. Trainees will also be able to; lift, move, and unload or place loads; and park the crane, and store equipment.



### COURSE OBJECTIVES

**At the successful completion of the course the trainee 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.

### ENTRY CRITERIA

It is recommended that trainees have at least three months experience working in a crane workplace before attending the course. Trainees 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.



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM **5**  
MAXIMUM **6**



**NZQA UNIT  
STANDARD**

**3790**

Operate a cab controlled overhead crane and lift and place loads

### PRE-REQUISITE

**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**



# 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 that the Assessment must be carried out in a crane workplace or equivalent.

## COURSE OBJECTIVES

**At the successful completion of the course the trainee 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. Trainees 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.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**

MINIMUM **4**  
MAXIMUM **6**



**NZQA UNIT  
STANDARD**

**3801**

Prepare and sling complex loads for crane operations

## PRE-REQUISITE

**3789** - Sling regular loads and communicate during crane operations, or demonstrate equivalent knowledge and skills.

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

## REFRESHER

Refreshing learning outcomes above for Unit Standard 3801.



**ATTENDANCE  
NUMBERS**

MINIMUM **4**  
MAXIMUM **6**



**DURATION: 1 DAY**



# NON-SLEWING ARTICULATED CRANE

## 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 that the Assessment must be carried out in a crane workplace or equivalent.

Telehandlers cannot be used for assessment against this unit standard.



## COURSE OBJECTIVES

**At the successful completion of the course the trainee 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

Unit Standard **3789** - Sling varied regular loads and safely direct a crane during crane operations: or demonstrate equivalent knowledge and skills.

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



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM **4**  
MAXIMUM **6**



**NZQA UNIT  
STANDARD**

**24511**

Configure a non-slewing articulated 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. Trainees 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.

# 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 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.



**ONE  
DAY**

DEPENDENT ON  
TRAINEE EXPERIENCE



**ATTENDANCE  
NUMBERS**  
MINIMUM 4  
MAXIMUM 6



**NZQA UNIT  
STANDARD**

**3789**

Sling regular loads and  
communicate during crane  
operations

## PRE-REQUISITE

**30072** - Demonstrate and apply  
knowledge of slinging regular  
loads safely



## 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.



## ENTRY CRITERIA

It is recommended that trainees have at least three months experience working in a crane workplace before attending the course. Trainees 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.

## 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

## REFRESHER

Refreshing learning outcomes above for unit standard 3789.



### ATTENDANCE NUMBERS

MINIMUM **6**  
MAXIMUM **10**



**DURATION: 6 hours**

# 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 that 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 trainee 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.

## PRE-REQUISITE

**3789** - Sling regular loads and communicate during crane operations: or demonstrate equivalent knowledge and skills.

VHNZ can provide training for these Unit Standards. To organise, please contact a VHNZ representative.

## ENTRY CRITERIA

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



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**  
MINIMUM **4**  
MAXIMUM **6**



**NZQA UNIT  
STANDARD**

**3795**

Configure and position a mobile crane and lift and place regular loads

## SPECIAL NOTE

To complete this Units 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.

## REFRESHER

Refreshing learning outcomes above for Unit Standard 3795.



**ATTENDANCE  
NUMBERS**  
MINIMUM **4**  
MAXIMUM **10**



**DURATION: 1 DAY**





# 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 trainee 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.



# TRUCK LOADER CRANE



**ONE  
DAY**

DEPENDENT ON TRAINEE EXPERIENCE



**ATTENDANCE  
NUMBERS**

MINIMUM **4**  
MAXIMUM **6**



**NZQA UNIT  
STANDARD**

**16617**

Use a truck loader crane to lift and place loads

**PRE-REQUISITE**

**30072-** Demonstrate and apply knowledge of slinging regular loads safely

## 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.

## ENTRY CRITERIA

It is recommended that trainees have at least three months experience working in a crane workplace before attending the course. Trainees 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.

## REFRESHER

Refreshing learning outcomes above for unit standard 16617



**ATTENDANCE  
NUMBERS**

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



**DURATION: 6 hours**



# 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. Secure and prepare the crane for road transport mode.



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM 4  
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 & 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
- ✓ 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
- ✓ Select and check lifting equipment, and sling 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.

# 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 trainees 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. An F and/or W Endorsement will be required dependent on the attachments used on the Telehandler. VHNZ can include the W and/or F Endorsements in the one day course.

**W Endorsement** required if attachments are Hooks, Buckets, Jibs

**F Endorsement** required if attachments are Forks, Man-cages



**NZQA UNIT  
STANDARD**

**23637**

Operate a telehandler

## REFRESHER

Refreshing learning outcomes above for unit standard 23637.



**ATTENDANCE  
NUMBERS**  
MINIMUM **6**  
MAXIMUM **10**



**DURATION:  
4 HOURS**



# 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 stops.

## COURSE OBJECTIVES

**At the successful completion of the course the trainee 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)



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**  
MINIMUM 5  
MAXIMUM 6



**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 trainee 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.



**NZQA UNIT  
STANDARD**

**31245**

Plan for and lift, move, and place loads using mobile plant, in infrastructure works environments

## 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.

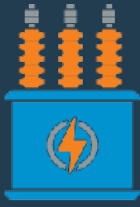
## ENTRY CRITERIA

**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.







# 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

## CORE SKILLS (WTC1A)

### PURPOSE

The aim of this course is to enable a trainee 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 trainee will be able to:

- ✓ Select electricity supply personal protective equipment. Select electricity network structure climbing 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.

# ELECTRICITY SUPPLY

## CORE SKILLS (WTC3)



### COURSE OBJECTIVES

**At the successful completion of the course the trainee 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.

### PURPOSE

The aim of this course is to enable a trainee to demonstrate knowledge of working at heights on electrical network structures in the electricity supply environment.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**  
MINIMUM **7**  
MAXIMUM **8**

### ENTRY CRITERIA

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



## Electrical Safety



### NZQA UNIT STANDARD

#### 10509

Climb and work on electricity network structures

#### 17025

Carry out a rescue from an electrical structure

#### 23229

Use safety harness system when working at height

### 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.



# ELECTRICITY SUPPLY REFRESHER

## WTC1A & WTC3

### 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.

### 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**



### 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

Carry out a rescue 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

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## 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 trainee 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

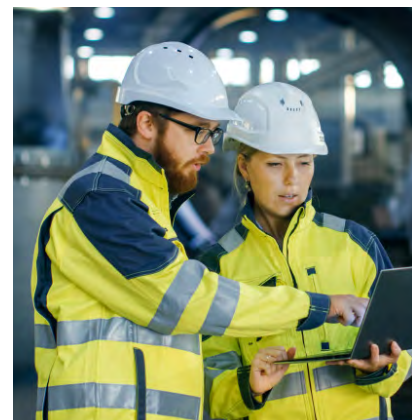
It is essential that the practical component of the assessment is authentic and completed in an **actual workplace** context, with all the expectations and possible consequences that this may involve. A workplace may include but is not limited to:

- 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 relevant workplace and two colleagues to train.



# WORKPLACE ASSESSOR

## PURPOSE

This course is designed to train and qualify experienced personnel to prepare and conduct assessment against standards in the workplace, complete assessment administration, and review the assessment 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.

The course focuses on ensuring the collection of and sufficiency of, valid evidence to assure judgements of competency.

The course 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.



**TWO  
DAYS**

FOLLOWED BY WORKPLACE  
EVIDENCE TO BE SUBMITTED TO  
THE VHNZ ASSESSOR.



**ATTENDANCE  
NUMBERS**

MINIMUM **8**  
MAXIMUM **10**  
PER TRAINER



## COURSE OBJECTIVES

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

- ✓ Prepare candidates for assessment processes
- ✓ Determine candidates readiness for assessment
- ✓ Review assessment preparation processes
- ✓ Conduct assessments
- ✓ Carry out assessment administration
- ✓ Review assessment practice

## COURSE STRUCTURE

Due to the requirements of the units within this course, the course is structured as a two (2) day face to face training session, where trainees will be provided theory and practical application of assessment methods and tools. Followed by the assessments completed within the workplace and then submitted to the VHNZ Assessor for marking.



UNIT STANDARD	UNIT DESCRIPTOR	LEVEL	CREDIT
4098	Use standards to assess candidate performance	4	6
11281	Prepare candidate(s) for assessment against standards	4	3

### SPECIAL NOTES

It is essential that the assessments providing evidence for these unit standards 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 trainees do not have access to appropriate assessments, relevant pre-moderated assessment material may be purchased from VHNZ. VHNZ will provide hard copies of the assessments, a marking guide, and a moderation report, for a small fee. Your Industry Training Organisation (ITO) may also be able to provide you with pre-moderated assessments.

### ENTRY CRITERIA

#### Open.

Trainees to bring: A pen and paper; a workplace standard, an assessment they can use to assess learners in the workplace if they have one and want to assess against it.

A laptop and data key would be an advantage, although not strictly necessary.



# WORKPLACE VERIFIER

## PURPOSE

This course is designed to train and qualify experienced personnel to prepare candidates for assessment against standards in the workplace and participate in assessment processes as a verifier.

The course provides appropriate training and qualification for those looking to be engaged as a workplace verifier: For example, as an on-the-job (OTJ) or Industry Training Organisation (ITO) verifier.



**TWO  
DAYS**



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



## COURSE OBJECTIVES

- ✓ Prepare candidate(s) for the assessment process
- ✓ Determine candidates' readiness for assessment
- ✓ Review the preparation process
- ✓ Explain assessment and verification processes
- ✓ Prepare for verification
- ✓ Conduct verification
- ✓ Complete verification administration
- ✓ Review assessment verification practice.

## SPECIAL NOTE

It is essential that the assessments providing evidence for the course unit standards are real. Simulations will not be used for the assessment of unit standards.



**NZQA UNIT  
STANDARD**

**11281**

Prepare candidate(s) for assessment against standards.

**30423**

Participate in assessment processes as a verifier

## COURSE STRUCTURE

Due to the requirements of the units within this course, the course is structured as a two day face to face training, followed by workplace evidence to be submitted to the Vertical Horizonz Assessor.

Trainees will be provided theory and practical application of assessment methods and tools.



# NEW ZEALAND CERTIFICATE IN ADULT AND TERTIARY TEACHING

(LEVEL 4)

## PURPOSE

This programme will provide transferable skills that may be of use to a person seeking to improve their own communications and ability to deliver adult learning sessions.

Candidates will typically be engaged in adult and tertiary teaching or training. They may be delivering education or training in a workplace as part of their current or intended role, or in the community as a volunteer.

Completion of the programme demonstrates achievement of the knowledge, skills and attributes required for an adult and tertiary educator early in their adult and tertiary teaching or training career.



## COURSE OVERVIEW

The programme is delivered over thirty weeks part-time. It includes self-directed work-based or community-based learning because the programme requires considerable self-reflection along with many tasks relevant to the context in which the trainee is working. Delivery also includes two one-day and one two-day face-to-face block courses. The programme has been divided into four compulsory modules:

### ✔ Module One – Adult Learning Principles and Theories (6 credits at Level 4)

The aim of this module is to provide an understanding of adult educational theories and principles and the training context in New Zealand. At the completion of this module candidates will be able to:

- Describe educational principles and theories and relate them to the adult learning process and own teaching practice
- Explain adult learning in the New Zealand context and underpinning frameworks and the application to own teaching practice



**THIRTY WEEKS**

PART-TIME



**ATTENDANCE NUMBERS**

MINIMUM 4

MAXIMUM 6

## ENTRY CRITERIA

**Candidates must:**

- Be over 18 years of age
- Candidate must be engaged in adult and tertiary teaching or training in a workplace or in the community as a volunteer
- Have a NZ police safety clearance under the Vulnerable Children's Act if delivering training to people 18 years or under
- Have a level of literacy sufficient to achieve learning outcomes at Level 4.

## COURSE INVESTMENT

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





## COURSE OVERVIEW CONTINUED..

### ✔ **Module Two – Plan for delivery for learning sessions for adults (9 Credits at Level 4)**

The aim of the module is to teach candidates how to plan for delivery of adult learning sessions. At the completion of this module

- Devise learning objectives following the adult learning principles and theories
- Plan and prepare learning sessions aligned with the learner needs and resources
- Plan the delivery process and deliver adult learning sessions.

### ✔ **Module Three – Deliver and reflect on learning sessions for adults (18 credits at Level 4)**

This module aims to teach candidates the skills and techniques required to deliver effective learner centred training sessions, use assessment and moderation tools, and review and evaluate teaching effectiveness. At the completion of this module candidates will be able to:

- Identify strategies for effective delivery of learning sessions
- Review and evaluate effectiveness of learning sessions
- Review and evaluate own teaching practice and identify areas for improvement
- Use assessment and moderation processes.

### ✔ **Module Four- Deliver learning sessions for adults (7 credits at Level 4)**

This practical module aims to support candidates to deliver effective learner centred adult learning sessions and apply learning outcomes of all modules. At the completion of this module candidates will be able to:

- Deliver learning sessions for adults using a range of delivery methods and learning aids.

## OUR TEACHING METHOD

This programme will be delivered through on-line or paper-based distance delivery combined with four days of compulsory face-to-face learning. The face-to-face component will include adult education theories and principles, New Zealand learning context and frameworks, barriers to learning, planning learning sessions, assessment and moderations, reviews, and evaluations.

On-line or paper-based learning will support face-to-face learning through deeper study of resources provided or researched along with: practice in designing learning sessions, planning for delivery of learning sessions, on-line or social media discussion groups, and preparation for and delivery of learning sessions.

The block courses can be delivered from VHNZ training centers, via Noho Marae, or from workplace or community facilities to suit the candidate's.



NZQA UNIT STANDARD

The programme will be assessed against the following Unit Standards

UNIT STANDARD	UNIT DESCRIPTION	CREDITS	LEVEL	VERSION
7093	Plan for delivery of learning sessions for adults	10	4	5
29690	Describe principles and theories of adult learning	6	4	1
29692	Deliver learning sessions for adults	14	4	1
29693	Review, evaluate and identify areas of improvement for own adult education teaching practice	10	4	1

WHO SHOULD ATTEND

Typical candidates will be employed within industry or community roles that involve delivery of training sessions to adults; seeking to improve themselves by increasing relevant skills; and improving their communication knowledge and skills.

Industry roles could include: Human Resource Officer, professional development co-ordinator, training co-ordinator, team-leader, manager, and sales staff required to give presentations. Community roles could include trainers to voluntary organisations e.g.: Church groups; Red Cross; St John; emergency services; sports coaches; and service clubs such as Lions, Lodges, Rotary, and scouting, etc.



ASSESSMENT

Assessment will consist of a mixture of written tests/ assignments, contributions to on-line discussion groups, preparation of session plans, reflective journaling, and at least three practicum teaching sessions of a minimum of 30 minutes each delivered in the normal teaching context.

Candidates who do not achieve the assessment on the first attempt are entitled to one free re-assessment but there may be a fee for subsequent assessments. Following the first assessment candidates will be shown where they have fallen short and will be provided with individual training to fill any gaps in skill or knowledge.



# LEADERSHIP

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## 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.

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# NEW ZEALAND CERTIFICATE IN BUSINESS

## INTRODUCTION TO TEAM LEADERSHIP (LEVEL 3)

### PURPOSE

Many organisations promote their best operators, trades people or artisans into supervisory first line management positions without providing them with the skills to do the job. Armed with expert knowledge of their business, but little or no knowledge of how to supervise, they are bound to struggle. The cost to productivity and the bottom line can be enormous. Experienced and qualified Vertical Horizonz (VHNZ) Trainers can develop the leadership potential you have recognised.

The New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) programme provides your supervisors with the grounding they need to succeed in a practical way. It provides them with essential oral communication skills and some of the tools and techniques to best manage people, resources, and/or workplace operations. The programme assumes Candidates may have had little or no formal training. And the programme has the flexibility to address the specific needs of your business.

### DEVELOPMENT PLANNING

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

### POST DELIVERY

- ✓ Post training assessment of delivery
- ✓ Analysis of benefits gained
- ✓ Follow up support of students if required.

### TRAINING

- ✓ At a venue and time of your choosing
- ✓ Outcome focused learning
- ✓ Packed full of hands-on activities
- ✓ Use of self and peer assessment
- ✓ Individual assistance if needed
- ✓ Delivered by practical people using everyday language
- ✓ Use of actual examples drawn from your business
- ✓ Efficiency improvement project
- ✓ Learning through activities drawn from real life
- ✓ A full set of practical and usable course notes.

# ACHIEVING BUSINESS SUCCESS THROUGH STAFF DEVELOPMENT

## PROGRAMME OVERVIEW

The New Zealand Certificate in Business (Introduction to Team Leadership) Level 3 is a New Zealand Qualifications Authority qualification.

VHNZ will work with you to select Unit Standards that best make up the programme you need for your staff and workplace. A typical programme of study includes the following selection of unit standards:

UNIT STANDARD	UNIT DESCRIPTOR	LEVEL	CREDITS
29042	Develop objectives for a team	3	15
29043	Describe and compare different styles of leadership for a business entity	3	13
29041	Apply principles for effective performance with a team	3	23
Total Credits			51

Candidates are required to successfully complete a total of six days teaching, together with assignments and preparation in their own time. These are typically delivered by attending two, 3 - day block courses. Experience has shown that best learning results are achieved with a minimum of two weeks between each course. Alternative timetables and delivery combinations are possible by negotiation.

THE TYPICAL STUDENT	WHO SHOULD ATTEND?
<p><b>Many of our students</b></p> <ul style="list-style-type: none"><li>✓ Left school as soon as they could</li><li>✓ Have minimal/limited written skills</li><li>✓ Have no formal qualifications</li><li>✓ Are very good in their trade or field</li><li>✓ Have a wealth of life experience and knowledge.</li></ul>	<p><b>Qualification targets individuals who are:</b></p> <ul style="list-style-type: none"><li>✓ Being groomed for management positions</li><li>✓ Becoming a supervisor for the first time</li><li>✓ Any business owner who employs staff</li><li>✓ Any person leading or supervising others.</li></ul>



## TYPICAL COURSE CONTENT

### WORKSHOP 1

- ✓ Describe team leadership
- ✓ Build teams
- ✓ Create a work team plan to improve specific quality objectives
- ✓ Understand influences on an organization
- ✓ Demonstrate effective oral communication skills
  - Instruct to engage and affect performance
  - Listen actively
  - Provide and receive feedback using the self and peer review model
  - Use presentation skills.

### BETWEEN WORKSHOPS

- ✓ Implement a team plan to improve specific quality objectives
- ✓ Apply your new leadership skills

### WORKSHOP 2

- ✓ Report on a team plan to improve specific quality objectives
- ✓ Review a performance of leadership
- ✓ Use leadership to manage interpersonal conflict
- ✓ Demonstrate specialised oral communication skills
  - Present information to a known audience
  - Interview to gain information
  - Train a skill.

### FOLLOWING WORKSHOP 2

- ✓ Demonstrate your new leadership skills at work
- ✓ Complete your project.



**SIX  
DAYS**

WITH TOTAL  
OF 12 WEEKS  
LEARNING



**ATTENDANCE  
NUMBERS**

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

## 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. A typical delivery is via the experiential learning method. Over 50% of the lessons are contained in hands-on activities and as part of peer syndicate tasks or workplace experience. Students are encouraged to 'have a go' in a supportive, safe environment. We show how mistakes can be best used along the road to knowledge.



## FUNDED TRAINING

Vertical Horizonz New Zealand is an approved training provider for many Industry Training Organisations (ITO's) and other Tertiary Education Organisations (TEO's). To find out if your Company qualifies for funding please don't hesitate to contact one of our representatives.



## COURSE INVESTMENT

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

## SPECIAL NOTES

- ✔ Pre-Learn Required  
Research a company and develop a concept for a workplace quality improvement project.



# ACTION ORIENTATED TEAM LEADERSHIP

This approach to team leadership training is aimed at action orientated environments where effective functional leaderships are 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 Action Orientated 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 successfully being 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 muck 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.







# SECURITY

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# 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 License or Certificate of Approval. It is suitable for people seeking or employed as security personnel.



✔ **Unit standard 27360:**

This unit covers non-contact conflict management techniques and is delivered on-line.

✔ **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

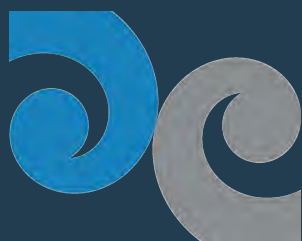
MINIMUM **10**  
MAXIMUM **14**

APPLICABLE TO PRACTICAL ASSESSMENT ONLY

### PRE-REQUISITES

**27361:** Trainees must produce evidence of completing **27360** before completing this unit standard.





# MĀORI EDUCATION

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# MARAE HEALTH AND SAFETY

## PURPOSE

Trainees will conduct and complete a series of Marae Health & Safety activities.

The programme allows mārae members the opportunity to identify and discuss key areas of the health & safety plan; Conduct group activities specific to the mārae health & safety plan; Review and update current plan.

Potential for future programmes, tailored to suit your marae, can be discussed throughout the course.



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**

MINIMUM **15**  
MAXIMUM **20**

**WANAANGA NOHO  
MARAE BASED PROGRAMME**



## COURSE CONTENT

- ✓ Identify risks and confirm control measures;
- ✓ Access from main road, Carparking, Hangi pit, Waterways, Kitchen
- ✓ Conduct practical evacuation activities
- ✓ Marae Wharenui, Wharekai, Kohanga Reo, Papakainga
- ✓ Access & Egress
- ✓ Conduct Emergency evacuation
- ✓ Fire Safety
- ✓ Fire warden, practical application of fire extinguishers
- ✓ Review update current Marae Health & Safety plan.

## ENTRY CRITERIA

This course is non Unit Standard based and is designed for all hapu members of a marae.

## SPECIAL NOTE

This training can be conducted in the weekends.

The programme will be delivered over a two day noho marae based wānanga.

### Timings:

- ✓ Day 1: 8:00am - 9:00pm,
- ✓ Day 2: 7:00am – 12:00pm

## MEALS & ACCOMMODATION

The Marae will provide meals and accommodation during the programme for all hapu members and the two trainers.

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## BOOKING PROCEDURE

- ✓ All enquiries to be inclusive of the following:
  - Full contact details, email address and phone number
  - Name of Marae
  - Copy of current Mārae Health & Safety Plan
- ✓ VHNZ Māori Training Manager will contact you to discuss the programme, and course costs
- ✓ Once approved, training programme dates will be confirmed
- ✓ Programme delivery
- ✓ Documentation:
  - Vertical Horizonz issue certificate provided by the Iwi acknowledging hapu members who attended the programme
  - A certificate will be issued with a letter of attendance for the trainees.



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## CONTACT DETAILS

- ✓ Email:  
phil@verticalhorizonz.co.nz
- ✓ Phone:  
021500803
- ✓ PO Box 15-030,  
Tauranga 3144

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## BOOK PRICE:

- ✓ On Application

# TE AŌ MĀORI COMPETENCY PROGRAMME

## 1 DAY PROGRAMME

### PURPOSE

Vertical Horizonz are now offering a learning experience enriched by Te Aō Māori. This programme will enable groups to engage with highly skilled and passionate tutors who will provide a safe learning environment to achieve your outcomes. The programme will enable learners to have a better understanding of Te Aō Māori from a Māori perspective. The programme focuses on face to face communications between the tutor and group learners.



**ONE  
DAY**



**ATTENDANCE  
NUMBERS**

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

### ADDITIONAL 1 DAY PROGRAMMES

#### SECOND PROGRAMME

Conduct a visit to the Marae to explain marae protocol and refresh previous learnings. Additional skillsets will be added as confirmed by the client.

#### THIRD PROGRAMME

This programme is designed to allow the learners to carry out key roles as the Manuhiri during the powhiri procedure. Learners have the opportunity to deliver their mihi during this programme. Additional skillsets will be added as confirmed by the client.



## COURSE OUTLINE

### OVERVIEW OF TE AŌ MĀORI

Connections, Procedures, Customs, Protocol, Ethics, Traditions, Genealogy, Songs, Prayer & Blessings

### PRACTICAL ACTIVITIES

- ✓ Pronunciation of a person's name and names of towns
- ✓ Who are you, where do you come from
- ✓ Simple greetings, Acknowledgements, Songs

### DURATION

Programmes will be developed for each company to meet the company needs. This course can be presented within several variations dependant on the company goals.

### TIMINGS

0900 - 1600hrs

### LOCATION

Onsite: Company location

### COURSE BOOKING

The Maori Division Manager will make contact to discuss and confirm your expectations. A programme will then be finalised before the course is confirmed.

# 2 DAY PROGRAMME - MARAE EXPERIENCE

## PURPOSE

Vertical Horizonz are now offering a learning experience enriched by Te Aō Māori. This programme will enable individuals or groups to engage with highly skilled and passionate tutors who will provide a safe learning environment to achieve your outcomes. The programme will provide learners a better understanding with cultural protocol from a Māori perspective.

The programme will start with the group being welcomed onto a Marae. Our tutors will guide you through the process and you will experience the significance of this ceremony as you are welcomed as a visitor. An overnight stay will also allow more learning to be achieved before you leave the marae after a farewell ceremony.



## COURSE OUTLINE

### OVERVIEW OF TE AŌ MĀORI

Connections, Procedures, Customs, Protocol, Ethics, Traditions, Genealogy, Songs, Prayer & Blessings, Mārae protocols, Funeral protocols.

### PRACTICAL ACTIVITIES

- ✓ Welcome ceremony onto a Mārae
- ✓ Protocols: Outside the entrance, entering the Mārae, speeches, Presenting gift, shaking of hands and pressing of noses, meal
- ✓ Pronunciation of a person's name and names of towns
- ✓ Who are you, where do you come from

- ✓ Simple greetings, acknowledgements & songs

- ✓ Understanding of Māori customs: Conducting business with Iwi, hapu, Mārae and other businesses

### DURATION

Programme will be developed to meet company needs and outcomes. This course can be presented within several variations dependant on the company goals.

### TIMINGS

- ✓ Day 1 0900 – 2100hrs
- ✓ Day 2 0800 – 1600hrs

### LOCATION

Marae TBA



**TWO  
DAYS**



**ATTENDANCE  
NUMBERS**  
MINIMUM 8  
MAXIMUM 12

## ADMINISTRATION REQUIREMENTS

- ✓ The client will be required to pay for the following outcomes
- ✓ The client will be invoiced based on VHNZ providing all support requirements to allow the programme to be delivered on a marae.

## ADDITIONAL SERVICES

- ✓ Booking of venues or Mārae Catering requirements
- ✓ Additional Speakers for Marae protocols (minimum of 2)

## COURSE BOOKING

The Māori Division Manager will make contact to discuss and confirm your expectations. A programme will then be finalised before the course is confirmed.

# TRAIN TO WORK PROGRAMME

**GET WORK READY. 10 DAYS. FEES FREE**

## PURPOSE

To upskill and prepare New Zealanders aged 18- 24 years for work in construction, civil, transport, logistics and trades.

Working in conjunction with the Ministry of Social Development (MSD), the programme helps MSD clients find full time, sustainable employment within skill short industries.

The Train to Work programme is designed and developed with valid, relevant teaching and learning resources and lesson plans to equip you with abilities attractive to active employers. The course also allows trainees to work with active employers throughout the training to gain further traction and insight into job opportunities.

This is a Noho Marae programme, culturally aware, and designed to allow each person the opportunity to experience living on the Marae and learning within a Māori perspective over 10 Days.



**TEN  
DAYS**



**ATTENDANCE  
NUMBERS**

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

**ABOVE DETAILS VARY DEPENDENT ON  
SPECIFIC PROGRAMME**

## RECRUITMENT PROCESS

- ✓ MSD Youth Work Services Team, Work and Income will co-ordinate recruitment for referrals
- ✓ Referrals will attend a one-day panel interview with Vertical Horizonz staff and active employers
- ✓ 20 Trainees will be interviewed by the panel with 12 trainees being selected to start the programme
- ✓ Vertical Horizonz will have the final approval for selection of successful participants.

## PROGRAMME DATES

Please contact VHNZ for further information on upcoming TTW 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
Workplace Health & Safety	497, 17593, 17602	1 Day
Site Safe Passport Building Construction	n/a	1/2 Day
Manual Handling	17591, 17592	1 Day
Fire Safety and Warden	3271, 4647	1/2 Day
First Aid Level 1	6401, 6402	1 Day
Working at Height Advanced	15757, 23229, 17600, 25045	2 Days
Low Level Scaffolding	9184, 13016, 13053	2 Days
Mobile Elevated Work Platform	23966, 23960, 23962, 23964	1 Day



### ENTRY CRITERIA

To be eligible for this service each participant will be:

- ✔ Currently on the MSD Job Seeker benefit
- ✔ A New Zealand citizen or permanent resident
- ✔ 18- 30 years old
- ✔ Hold a Learner's (or higher) Drivers Licence
- ✔ Able to pass Drug & Alcohol test at the end of the programme
- ✔ Fit and Healthy 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@verticalhorizonz.co.nz  
PHONE:  
0800 72 33 848

# RURAL CONTRACTING

**GET WORK READY. 10 DAYS. FEES FREE**

## PURPOSE

The purpose is to support job seekers and others into sustainable employment within the rural and agriculture industry, and to upskill or reskill New Zealand workers to become an integral part of the national food supply chain.



**TEN  
DAYS**



**FREE**



**ENTRY  
CRITERIA**

**To be eligible for this course, each participant will:**

- ✓ Be 18 years and older
- ✓ Have a restricted class 1 driver licence with tractor experience OR a full class 1 driver license
- ✓ Have previous work experience (any)
- ✓ Be fit to work and ready to work
- ✓ Be able to travel and work away from home
- ✓ Be a MSD registered job seeker or displaced by Covid and looking to reskill
- ✓ Be drug free.

COURSE	UNIT STANDARDS
Describe and maintain H&S in a workplace	497, 17593
Life and work skills	Non Unit Standard Based (NUSB)
Provide first aid	6401
Provide resuscitation level 1	6402
Legal requirements and hazards associated with tractor use	19044
Check and drive a wheel tractor with an attached implement on flat ter-rain (Practical)	24552
Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)	16701
Maintain and use Power take off (PTO) driven implement attached to a tractor	24539
Attach and detach a power take off driven 3 point linkage mounted implement to a basic tractor under close supervision (Practical)	31914
Drive a wheel tractor towing a heavy load (Practical)	6255
Demonstrate knowledge of operating a light four wheel drive (4WD) vehicle in an off-road environment	17976
Operate a light four wheel drive (4WD) vehicle in an off-road environment	17978
Driver training (5 days)	Non Unit Standard Based (NUSB)

**Plus Four weeks (30hrs per week) placement and job experience (assisted by MSD and RCNZ)**



### PROGRAMME DATES

Please contact VHNZ for further information on upcoming Rural programmes.





# E-LEARNING

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**VERTICAL HORIZONZ**

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# 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.



## COURSE OBJECTIVES

On completion of this e-learning course trainees 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).

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



**NZQA UNIT  
STANDARD**

**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 LEGISLATION

## PURPOSE

The purpose of this course is to provide an operational understanding of current New Zealand health and safety legislation.



## COURSE OBJECTIVES

On completion of this e-learning course trainees 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.

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



**NZQA UNIT  
STANDARD**

**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.

## 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 RISK ASSESSMENT

## PURPOSE

Apply health and safety risk assessment to a job role.



## COURSE OBJECTIVES

On completion of this e-learning course trainees 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).

# 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.



## COURSE OBJECTIVES

On completion of this e-learning course trainees 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.



**LEVEL: 3**  
**CREDITS: 6**



**NZQA UNIT  
STANDARD**

**30266**

Demonstrate knowledge of workplace health and safety culture and practices

## 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).



# CHEMICAL SAFETY AT WORK

## 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.



## COURSE OBJECTIVES

**After the successful completion of this online course trainees 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



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



**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.

## 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.

# HEALTH AND SAFETY REPRESENTATIVE

## PURPOSE

The purpose of this course is to provide trainees 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 trainees 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.







# APPLY SAFE WORK PRACTICES

## PURPOSE

This course will provide trainees 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 trainees 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.



# INCIDENT INVESTIGATION

## PURPOSE

This course is designed to provide trainees 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.



## COURSE OBJECTIVES

On completion of this e-learning course trainees 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; and
- ✓ produce an incident investigation report based on a documented incident.

## WHO SHOULD ATTEND

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

This course is required for the VHNZ Health and Safety Representative (Stage Two) course. It also provides credits toward VHNZ's New Zealand Certificate in Workplace Health and Safety (Level 3).

**LEVEL: 4**  
**CREDITS: 6**



**NZQA UNIT  
STANDARD**

**17601**

Produce an occupational health and safety incident investigation

## OUR TEACHING METHOD

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





# CONFINED SPACE HAZARDS

## PURPOSE

This course is to prepare workers to work safely in or around confined spaces. Trainees 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.

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



**NZQA UNIT  
STANDARD**

**18426**

Demonstrate knowledge of hazards associated with confined spaces.



## COURSE OBJECTIVES

**On completion of this e-learning course trainees 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.

## 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.

## 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)



# FONTERRA SAFE WORK SYSTEMS REFRESHER

## PURPOSE

This programme is intended as a refresher of both Permit Issuer and Permit Receiver training for Fonterra’s Safe Work System (SWS) Procedures.

## COURSE OBJECTIVES

This programme is intended as a refresher of both Permit Issuer and Permit Receiver training for Fonterra’s Safe Work System (SWS) Procedures.

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

## 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 Safe Work System 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 Fonterra’s Safe Work System (SWS) 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)

## SPECIAL NOTE

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

## OUR TEACHING METHOD

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





# 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 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.

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)

## 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.

# 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 trainees 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).



# COORDINATED INCIDENT MANAGEMENT SYSTEM (CIMS)

(LEVEL 3)

## PURPOSE

This online learning course has been designed for people who require a basic understanding of the New Zealand Co-Ordinated Incident Management (CIMS) framework.



## COURSE OBJECTIVES

On completion of this course you will be able to demonstrate basic knowledge of:

- ✓ CIMS principles and roles;
- ✓ CIMS structure and functions; and
- ✓ the impact of situational awareness on an incident response.



LEVEL: 3

CREDITS: 2



NZQA UNIT  
STANDARD

32158

Demonstrate basic knowledge of New Zealand's Coordinated Incident Management System

## OUR TEACHING METHOD

Training via e-learning followed by completion of an on-line open book assessment

## SPECIAL NOTE

The on-line assessment is administered by Skills Organisation to ensure a consistent National standard.



# 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 trainees  
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.





# 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.



## 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.

## 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).

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



**NZQA UNIT  
STANDARD**

**17592**

Identify the causes of back injury and methods to prevent back injuries in the workplace

## OUR TEACHING METHOD

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



# 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.



## 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.

## 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).

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



**NZQA UNIT  
STANDARD**

**17594**

Demonstrate knowledge of hearing conservation in the workplace

## OUR TEACHING METHOD

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





# DRUG AND ALCOHOL MANAGEMENT

## PURPOSE

This course will provide an understanding of drug classifications, offences and penalties under the Misuse of Drugs Act 1975, as well as strategies for dealing with drug and alcohol related problems within an organisation.



## COURSE OBJECTIVES

On completion of this e-learning course trainees will be able to:

- ✓ Define drug classifications, offences and penalties in terms of the Misuse of Drugs Act 1975
- ✓ Describe the behaviour and protocols that are used when dealing with individuals under the influence of drugs
- ✓ Describe how workers with drug and alcohol related problems are managed in an organisation.



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



**NZQA UNIT  
STANDARD**

**22316**

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

## OUR TEACHING METHOD

Delivery via 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.



## COURSE OBJECTIVES

On completion of this e-learning course trainees 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, and
- ✓ Outline measures used to manage the risks to staff experiencing DPI.

## 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).

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



**NZQA UNIT  
STANDARD**

**17591**

Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace.

## OUR TEACHING METHOD

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



## New Zealand

### Head Office - Tauranga:

1/282 Chadwick Road Gate Pa Tauranga 3112

**PO Box** 15-030 Tauranga 3144

**P** 0800 72 33 848 | 07 579 5969 **F** 0800 72 33 85

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

### Auckland - Manukau:

10 Keith Hay Drive, Wiri, Manukau, Auckland 2104

### Auckland - North Shore:

Unit 7, 18 Corinthian Drive, Albany, Auckland 0632

### Auckland - Takanini:

51 Rangi Road, Takanini, Auckland 2105

### Hamilton:

29 Goodfellow Place, Frankton, Hamilton, 3204

### Wellington:

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

### Christchurch:

4 Marylands Place, Middleton, Christchurch, 8024

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

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