

Merry Christmas



OFFICE CLOSURE OVER THE CHRISTMAS HOLIDAYS

The Offices of the New Zealand Institute of Highway Technology (NZIHT) will close for business from:

12pm Friday

23 December, 2011

and re-open at

8.30am Wednesday

04 January, 2012

The Staff of the Institute would like to thank you for your support during 2011 and wish you and your families a very Merry Christmas and a Prosperous New Year.

2012 COURSE DATES

NZIHT will be issuing its Annual Training Programme in January 2012, which will have all courses and dates scheduled for 2012.

If you do not receive a copy by the end of January, or would like to receive a copy, please contact the office at mel@nziht.co.nz or give us a call: 06 759 7065.

RAMM CONDITION RATING WORKSHOP - SEALED ROADS (1 OR 2 DAYS)

Christchurch 13-14 December 2011**

Palmerston North 16-17 February 2012

Auckland 28-29 February 2012

****Due to demand the Christchurch course is being run earlier. There will not be another one running in February 2012. Register now if you require this training.**



Reliable identification of defects is vital to the proper functioning of NZ Transport Agency (NZTA), formerly Land Transport New Zealand Road Assessment and Maintenance Management System. NZIHT trains all of this country's RAMM Condition Raters directly. Successful workshop participants receive a Practising Certificate enabling them to undertake condition rating surveys of sealed roads on NZTA funded works on State Highways and Local Authority roads. NZIHT welcomes enquiries for training from anyone wishing to be trained as a rater, and those that require the one day refresher course. The Institute maintains a register of currently certified sealed road raters for public inspection and will on request provide details to road controlling authorities prior to acceptance of any professional services tender for RAMM road condition.

On completion of this course participants will have the knowledge to:

- Understand rating parameters
- Identify and locate rating sections and inspection lengths accurately
- Identify rated defects in sealed surfaces
- Accurately measure and record defects in sealed surfaces
- Obtain a practising certificate as an accredited rater.

Who should attend?

2 Day Course

New Raters (with less than 2 years experience) are required to:

- attend the full two day RAMM Condition Rating Workshop
- attend the one day "refresher" workshop the following year

After two consecutive years of training Raters are then considered experienced and only need to attend the one day "refresher" workshop every second year.

1 Day Course (2nd day)

Experienced Raters are those who have attended two consecutive years training. To remain current, they must attend the one day "refresher" workshop every second year.

For further information contact Jan Kivell, details below.



NEW PLYMOUTH OFFICE:

Phone 06 759 7065
Fax 06 759 7066

HAMILTON OFFICE:

Phone 07 839 2787
Fax 07 839 2787
Email clarence@nziht.co.nz

SHORT COURSES:

Lisa Knowles lisa@nziht.co.nz ext 705
Jan Kivell jan@nziht.co.nz ext 708

CONFERENCES AND SPECIALIST WORKSHOPS:

Jill Warner jill@nziht.co.nz ext 709

WEBSITE: www.nziht.co.nz

FOR DEGREE/DIPLOMA:

Jill Warner jill@nziht.co.nz ext 709

THE DIP ENG (CIVIL):

Clarence Morkel clarence@nziht.co.nz
May Osborne may@nziht.co.nz

CERT IN CIVIL INDUSTRY (INTRODUCTORY SKILLS)
admin@nziht.co.nz

DiSC ACCREDITATION (1.5 DAYS)

*New course
for 2012*

Auckland 23-24 February 2012

NZIHT is pleased to offer DiSC Accreditation to its clients. This valuable tool has transformed individuals as well as companies and corporations worldwide. We are also able to offer in house seminars and in house accreditations. Your facilitator has over 20 years' experience using DiSC in a variety of settings and has trained the trainers across Australia and New Zealand.

What is DiSC?

DiSC profiling is a tool used to identify behavioural style by measuring attributes or qualities of a person and aspects of his or her personality.

DiSC is an acronym for the four primary dimensions of behaviour:

Dominance - direct, results-oriented, strong-willed and forceful.

Influence - outgoing, enthusiastic, optimistic and lively.

Steadiness - even-tempered, accommodating, patient and humble.

Conscientiousness - analytical, reserved, precise and systematic.

Why use DiSC?

DiSC assessments help Human Resources professionals, managers, and workplace experts to eliminate much of the needless mystery, misunderstanding, and conflict that stop teams from working effectively together. If you want your co-workers to work well with you and give their best, then you need to be aware of your behaviour and the impact you have on your work relationships. DiSC assessments make this easy. The DiSC model also describes behaviours that are also easily recognisable in other people. Not only can you develop a better understanding of your own needs and behaviour, you can also build a deep understanding of the people around you, their unique needs and why they behave the way they do. Thousands of organisations - large and small - have transformed their workplace environment through DiSC assessments and Integro. The most important thing to know about any tool you use to profile your team members is that it is valid and reliable. For that reason, Integro exclusively uses instruments developed by Inscape Publishing, Inc. The Inscape profiles are the most valid and reliable DiSC products on the market. Inscape is at the forefront of research and development in the application of behavioural sciences in the workplace, and has published validation reports for all of its profiles.

Why become Accredited?

Integro's DiSC Accreditation training will equip you with the knowledge, understanding and tools you need to use DiSC profiles in a wide variety of training, coaching and consulting applications. DiSC accreditation training gives you a thorough understanding of the DiSC behavioural model - the history of its development, validity and reliability, the administration process for both paper and online profiles, and how to interpret the results of both the DiSC Classic* and Circumplex reports. Integro teaches DiSC holistically, giving you an understanding of how it can be used to increase emotional intelligence and behavioural adaptability - the ability to respond more quickly and effectively to change. In addition, Integro uses its own "Trust Inside" methodology to explore the relationship between trust and DiSC - how to use DiSC to create higher levels of responsibility and accountability in the workplace. Integro exclusively uses Inscape Publishing DiSC profiles in DiSC accreditation and training. The Inscape profiles are the most valid and reliable DiSC products on the market. Inscape is at the forefront of research and development in the application of behavioural sciences in the workplace and has published validation reports for all of its profiles. See our research reports for more info.

DiSC does not measure:

Personality Type
Surface Behaviour
Values and beliefs
Thinking and feeling

The DiSC behavioural model is based on research conducted by William Moulton Marston Ph.D. (1893-1947). Marston wanted to examine the behaviour of "normal" people in their environment or within a specific situation. He documented his findings in the book "Emotions of Normal people."

For further information contact Lisa Knowles, details below.



PROJECT MANAGERS TOOLBOX (1 DAY)

Auckland 23 January 2012

Project management is the use of leadership, planning, scheduling and control techniques to achieve the outcome objective within the constraints of time, budget and quality and to the satisfaction of the client. Being an effective project manager today means finding solutions to complete complex, multifunctional tasks on time and within budget. You can't do it alone. Having the ability to plan, coordinate and deliver these projects means utilizing the necessary leadership skills to influence others to get the job done.

This one day course will address four areas essential to the project manager.

Topics include:

- Negotiation Skills
- Leadership & Team Skills
- Time Management
- 11 Rules for Project Management
 - Clearly define the scope of the project upfront.
 - Set realistic schedules that keep you on target.
 - Break down a project into smaller, manageable tasks.
 - Delegate based on member strengths.
 - Estimate cost impact associated with the project.
 - Be enthusiastic about the project.
 - Instill a team spirit.
 - Anticipate obstacles.
 - Plan for changes.
 - Keep the big picture insight.
 - Keep your finger on the pulse.

Who should attend?

New and emerging Project Managers

For further information contact Lisa Knowles, details below.

REPORT WRITING FOR ENGINEERS AND MANAGERS (1 DAY)

Hamilton 24 January 2012

Dunedin 27 January 2012

Wellington 14 February 2012

Written reports are an effective method of organising information and data into a form which makes them comprehensible and accessible. It is a method by which management is able to receive regular information, monitor progress and co-ordinate activities. Technical reports become the basis for discussion, decision making, planning and possible future policy. Every report is a statement of a person's professional competence. This training programme focuses on the formal report required by a service delivery organisation and covers both the critical study and the writing of sections of reports.

Topics include:

- Interpreting the brief
- Researching the data
- Organising the data
- Preparing the first draft
- Editing the final draft
- Discussing examples of written reports
- Special features of technical reports
- Reflecting on your, or your organisations reports

Who should attend?

Senior supervisors, engineers and managers who are required to write reports, and other personnel who wish to upgrade their skills.

For further information contact Lisa Knowles, details below.



REFRESHER LEVEL 1 TC & STMS (1 DAY)

Is your NZTA Qualification about to Expire? Don't get caught out!!

For dates and locations for TC & STMS courses please refer to the Course Calendar on Page 6

Check your NZTA photo ID cards for expiry dates. If you have staff with Level 1 TC or STMS qualifications, their ID cards will expire three years from the initial training date. NZTA stipulates that you cannot practice until your qualification is refreshed. NZIHT have NZTA qualified trainers to carry out refresher courses for both of these qualifications at competitive prices.

For dates and locations for all TTM Courses please refer to the course calendar on page 6. If there is not a location that suits, please make sure you contact us as there will be more advertised.

In-house training is available on request for larger groups.

For further information contact Jan Kivell, details below.

LEVEL 1 BASIC TRAFFIC CONTROLLER (TC) (1 DAY)

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 on all worksites. The course will assist with compliance with the Health and Safety in Employment Act. This course is the pre-requisite for entry requirement for people wanting further training to Level 1 Site Traffic Management Supervisor (STMS) standard of the Code of Practice for Temporary Traffic Management.



Topics include:

- 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

On completion of this course participants will have the knowledge to:

- Assist the STMS in the setting up of roadwork sites in accordance with approved Traffic Management Plans
- Develop a consistent approach to traffic control
- Analyse Traffic Management Plans in relation to various roading situations
- Apply exercises in the planning and setting up of roadwork sites to actual roading situations
- Understand the requirements for sign selection, placement, safe operating procedures and worksite protection for Level 1 roads.
- Understand and apply the standards for Local Roads

LEVEL 1 SITE TRAFFIC MANAGEMENT SUPERVISOR (STMS) (2 DAYS)

The NZTA 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 head Traffic Controller is designated the Site Traffic Management Supervisor (STMS).

The STMS has specific duties and has ultimate responsibility for overall traffic management at the worksite. This two-day course provides training to the requirements of the NZTA Code of Practice for Temporary Traffic Management and covers the new standards and operating procedures for NZTA and Local Roads.

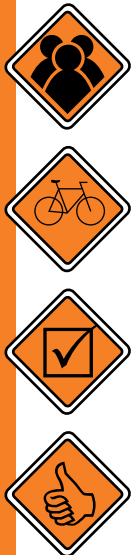


Topics include:

- Basic components of a roadwork site:
- Checking Traffic Management Plans provided
- Designing Traffic Management Plans for different work stages
- Setting up, checking and removing roadworks safety measures
- 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
- Local Roads supplement

Pre-requisite for entry:

NZTA requires that you must be registered on the NZTA database and hold a current Level 1 Basic TC (or TC Refresher) qualification or have held a Level 1 STMS qualification (at any time) in the past. Please provide your NZTA Photo ID card number on your registration form.



Gain the National Certificate in Civil Infrastructure

(General Introductory Skills)

For only \$120* + GST

- Attend five blocks off-job (total 8 days over 20 weeks)
- Off job training is included
- Full assessment of unit standards on the NZQA framework

Palmerston North intake starting 20-21 March 2012

Auckland intake starting 17-18 April 2012

Christchurch intake starting 2-3 May 2012

Wellington intake starting 23-24 May 2012

Hamilton intake starting 18-19 June 2012

Napier intake starting 4-5 July 2012

Training includes the following blocks:



*** Only available to NZ Citizens or Permanent Residents of NZ with proof of residency/citizenship.**

For full information please contact the programme co-ordinator:

Jan Kivell

NZ Institute of Highway Technology

E: jan@nziht.co.nz

P: 06 759 7065 ext 708





Course Calendar

December 2011 - January/February 2012

KEY: ♦ Confirmed courses, but spaces still available
♣ Potential courses still require numbers to run

December 2011

COURSE TITLE	DATE	LOCATION	COST (EXCL GST)
Bridge Inspection and Maintenance Procedures (2 days)	♦ 7-8 December	Hamilton	\$640.00
Environmental Management (1 day)	7 December	Christchurch	\$420.00
Geometric Design for Roads (2 days)	1-2 December	Christchurch	\$640.00
Inspecting Roads and Establishing Maintenance Needs (1 day)	♦ 6 December	Wellington	\$420.00
Level 1 Basic Traffic Controller (TC) (1 day)	♦ 7 December ♦ 12 December 15 December 19 December	New Plymouth Napier Palmerston North Auckland	\$345.00 plus NZTA Registration \$40.00
Level 1 Site Traffic Management Supervisor (STMS) (2 days)	6-7 December 14-15 December ♣ 20-21 December	Tauranga Auckland Christchurch	\$495.00 plus NZTA Registration \$40.00
Refresher – Level 1 STMS <i>and</i> Refresher – Level 1 Basic TC (1 day)	♦ 8 December 13 December 16 December	New Plymouth Napier Palmerston North	\$300 plus NZTA Registration \$40.00

January/February 2012

COURSE TITLE	DATE	LOCATION	COST (EXCL GST)
Aggregates for Pavement Construction (1 day)	31 January	Wellington	\$420.00
An Introduction to Quality Management Systems for the Civil Industry (1 day)	26 January 1 February	Dunedin Auckland	\$420.00
Become a Coach (2 days)	26-27 January	Hamilton	\$995.00
Bridge Inspection and Maintenance Procedures (2 days)	8-9 February	Dunedin	\$640.00
Disc Accreditation (1.5 days)	23-24 February	Auckland	\$995.00
Environmental Management (1 day)	9 February	Christchurch	\$420.00
Geomechanics for New Zealand Roadway (1 day)	26 February	Christchurch	\$420.00
Health and Safety - Part A (for Operate Safe Bronze Card) (1 day)	2 February	Auckland	\$795.00
Health and Safety – Part B (towards Operate Safe Silver Card) (1 day)	3 February	Auckland	\$795.00
Installation and Maintenance of Road Drainage Systems (1 day)	25 January	Palmerston North	\$420.00
Leading in Challenging Times (1 day)	24 January	Auckland	\$550.00
Level 1 Basic Traffic Controller (TC) (1 day)	18 January 19 January 24 January 26 January	Christchurch Auckland Hamilton Lower Hutt	\$345.00 plus NZTA Registration \$40.00
Level 1 Site Traffic Management Supervisor (STMS) (2 days)	17-18 January 18-19 January 24-25 January 26-27 January	New Plymouth Napier Palmerston North Auckland	\$495.00 plus NZTA Registration \$40.00
Maintenance and Safe Use of Small Plant and Machinery (2 days)	15-16 February	Christchurch	\$640.00
Project Managers Toolbox (1 day)	23 January	Auckland	\$470.00
RAMM Condition Rating Workshops – (Sealed Roads) (1 or 2 days)	16-17 February 28-29 February	Palmerston North Auckland	\$420.00 – 1 day \$640.00 – 2 days
Refresher – Level 1 STMS <i>and</i> Refresher – Level 1 Basic TC (1 day)	19 January 20 January 25 January 27 January	Christchurch Auckland Hamilton Lower Hutt	\$300.00 plus NZTA Registration \$40.00
Reinstatement of Service Trenches	22 February	Christchurch	\$420.00
Report Writing for Engineers and Managers (1 day)	24 January 27 January 14 February	Hamilton Dunedin Wellington	\$420.00
Stabilisation of Road Pavements (1 day)	21 February	Dunedin	\$420.00
Understanding NZS3910:2003 Conditions of Contract (2 days)	18-19 January	Wellington	\$640.00

Short Course Registration Form

Name of NZIHT Short Course: _____

Course Location: _____ Course Date: _____

Name: _____

Name: _____

Name and Postal Address of your organisation: _____

Contact person: _____ Email: _____

All correspondence will be forwarded to the Contact Person

Phone: _____ Fax: _____

Purchase Order No: _____

Please note: Confirmation letters will be sent five working days prior to the course date.

Cancellations: participant withdrawals must be notified in writing. Withdrawals after the close-off date (5 working days prior to the course date) will be charged 50% of the course fee. Non attendance will also be charged the full rate. Substitute participants are welcome. Please refer to page 9 of our 2011 Training Programme for full registration details and conditions.

Course cost \$ _____

Plus 15% GST \$ _____

Cheque enclosed for: \$ _____

(Please make payable to the NZ Institute of Highway Technology Ltd), or

Please invoice us for: \$ _____

The NZIHT reserves the right to alter course dates, postpone or cancel courses due to unforeseen circumstances or where numbers are not sufficient.

Post or Fax to:

**The Course Co-ordinator,
New Zealand Institute of Highway Technology Ltd
PO Box 4273, New Plymouth 4340
Phone (06) 759 7065, Fax (06) 759 7066**



PART TIME STUDY • FULL TIME STUDY
BLOCK COURSES • PROFESSIONAL DEVELOPMENT

SEAL A FUTURE IN HIGHWAY TECHNOLOGY

Bachelor of Engineering Technology (Highways)
Graduate Diploma in Engineering (Highways)



Build a secure career with a tertiary qualification in Highway Engineering and Management through part-time block course study.

NZ Diploma in Engineering (Civil) and NZCE (Civil) graduates can qualify for entry into Year 3 of the Bachelor of Engineering Technology (Highways) allowing you to step-up to a degree level qualification.

Other graduates may qualify for entry into the one year Graduate Diploma in Engineering (Highways).

For more information and course details please contact (06) 7597065 or email jill@nziht.co.nz
www.nziht.co.nz

Topics covered in the qualifications include

Transportation Engineering • Project Management • Traffic Engineering
• Pavement Engineering • Geometric Design • Engineering Management

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All programmes/courses are offered by NZIHT in association with the Western Institute of Technology at Taranaki (WITT), which is the accredited provider.

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FOR ALL ENQUIRIES:
FOR SHORT COURSES:
FOR DIPLOMA/DEGREE
ENQUIRIES:

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