

TRAININGTALK

TRAINING NEWS FROM THE NEW ZEALAND INSTITUTE OF HIGHWAY TECHNOLOGY **FEBRUARY 2017**

PAVEMENT AND REHABILITATION DESIGN **2 DAYS**

PRESENTER John Hallett

Since the adoption of the Austroads Pavement Design guide in NZ, pavement and rehabilitation design requires an understanding of mechanistic analysis procedures and the use of the computer program CIRCLY.

This course covers pavement design and rehabilitation design in accordance with the latest version of the Austroads Pavement Design Guide and the associated NZ Supplement and contains hands-on applications of CIRCLY.

TOPICS INCLUDE

- Fundamentals of mechanistic analysis
- Materials characterisation
- Design traffic determination
- Design procedures for new pavements and rehabilitation treatments
- Hands-on CIRCLY applications

ON COMPLETION PARTICIPANTS WILL HAVE THE KNOWLEDGE TO

- Design new pavements and rehabilitation treatments using mechanistic analysis in accordance with Austroads and the NZ Supplement requirements
- Appreciate the attributes of CIRCLY and use it for design and analysis of different pavement configurations
- Apply the latest versions of the Austroads Pavement Design Guide and the NZ Supplement

DATES

PALMERSTON NORTH	22-23 February
CHRISTCHURCH	15-16 March
AUCKLAND	28-29 March

FOR MORE INFORMATION CONTACT

Lisa Banks. 📧 lisa@nziht.co.nz 📞 06 759 7065 ext 705.

ROAD CONDITION RATING – SEALED ROADS **2 DAYS**

PRESENTER Chris Scott

Reliable identification of defects is vital to the proper functioning of NZ Transport Agency (NZTA) Road Assessment and Maintenance Management system.

NZIHT trains all of this country's road 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. 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 road condition rating.

TOPICS INCLUDE

- Condition rating parameters
- Road rating sections and locations
- Defect identification
- Data recording
- Field validation exercises
- Competency assessment for certification

DATES

PALMERSTON NORTH	23-24 February
CHRISTCHURCH	2-3 March

FOR MORE INFORMATION CONTACT

Jan Kivell. 📧 jan@nziht.co.nz 📞 06 759 7065 ext 708.

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ENROLMENTS
ARE OPEN FOR
SEMESTER 1
COMMENCING
FEBRUARY 2017

CERTIFICATE IN ENGINEERING TECHNOLOGY

A Level 4, 60 credit
certificate providing
a choice of four areas
to study:

Core Engineering
Highway Engineering
Civil Engineering

This is a good foundation
for further engineering
studies at higher levels:

- NZ Diploma in Engineering (Civil) and
- NZ Diploma in Engineering (Electronics).

NZ DIPLOMA IN ENGINEERING (CIVIL)

The NZ Diploma in Engineering (Civil) – (NZDE (Civil)), administered by the NZ Board of Engineering Diplomas, is a well established level 6, 240 credit qualification.

It is recognised by IPENZ (as fulfilling Dublin Accord requirements) and by Connexis as a pre-requisite/co-requisite for the NZDE Practice.

NZ DIPLOMA IN ENGINEERING (ELECTRONICS)

NZIHT has begun the gradual phasing in of the delivery of the “Electronics Specialisation” of this programme.

The four courses that are common with NZDE (Civil) are immediately available in all the venues where Civil is offered. The remaining electrical courses will be phased in at a rate dictated by demand.

DELIVERY FORMAT

NZIHT delivers these programmes in part-time format, using Study Blocks in conjunction with self-directed study periods, making it ideal for persons in employment who are looking for part-time study options. This delivery format has grown in popularity and is well supported by industry throughout New Zealand.

There are four block course venues to choose from (numbers permitting) – Hamilton, Auckland, Palmerston North and Christchurch.

For further information please contact the Programme & Office Co-ordinator

EMAIL. admin@nziht.co.nz **TEL.** (07) 850 8330 **ADDRESS.** PO Box 9296, Waikato Mail Centre, Hamilton 3240

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CONTACT INFORMATION

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Conferences & Specialist Workshops
Jill Warner – jill@nziht.co.nz
ext 709

Short Courses
Lisa Banks – lisa@nziht.co.nz ext 705
Jan Kivell – jan@nziht.co.nz ext 708

Degree & Diploma
Jill Warner – jill@nziht.co.nz ext 709

The Diploma of Engineering (Civil)
Gerhard van der Westhuizen –
gerhard@nziht.co.nz
May Osborne – may@nziht.co.nz

NZ Certificate in Infrastructure Works (Level 2) + (Level 3)
Jan Kivell – jan@nziht.co.nz

NZIHT operates as an independent company with the Western Institute of Technology at Taranaki as the sole shareholder.

BRIDGE INSPECTION & MAINTENANCE PROCEDURES

2 DAYS

PRESENTER **Dave Charters**

Bridges are valuable assets, which must be maintained and managed if they are to remain functional at optimal cost through their design life.

Defects do occur which require attention during the life of a bridge. Some bridge components have a design life less than that of the bridge and require periodic replacement.

Natural events such as floods and earthquakes cause damage. The bridge corrosion environment can affect durability and must be recognised. These areas must be addressed and appropriate maintenance carried out to ensure continued public safety as well as to maintain the asset and minimise repair costs.

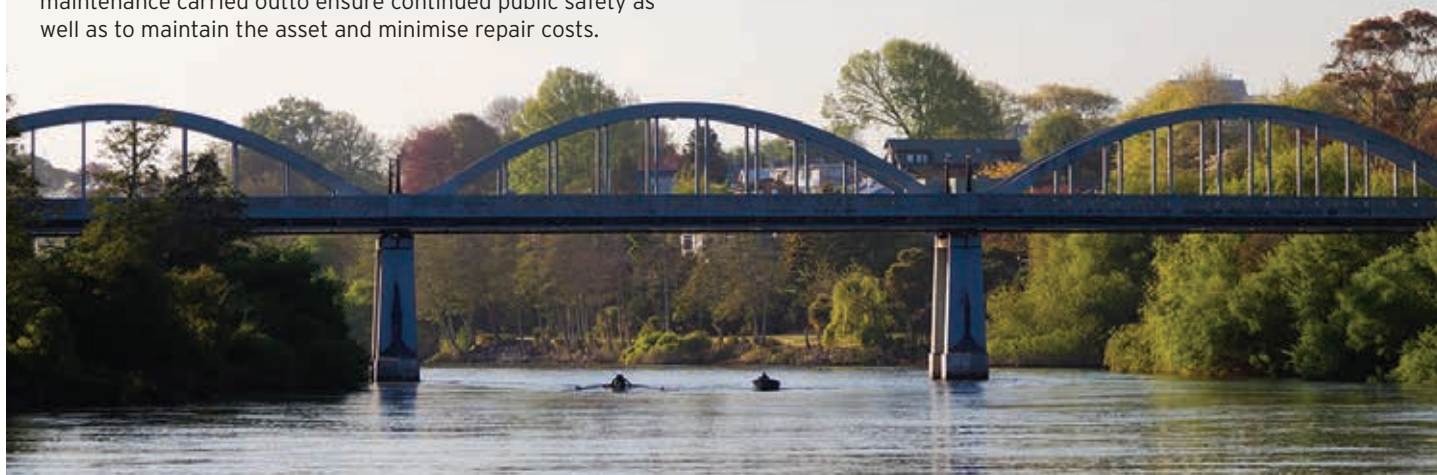
DATES

AUCKLAND	15-16 March
CHRISTCHURCH	12-13 April

FOR MORE INFORMATION CONTACT

Jan Kivell.

✉ jan@nziht.co.nz ☎ 06 759 7065 ext 708.



SURVEY AND SET OUT

1 DAY

PRESENTER **Steve Parker**

This is a practical course that excites and enables all field staff to read and interpret plans and assist with survey and setting out activities.

The course gives a strong emphasis on understanding construction plans, dimensions, datums, survey marks, accuracies, elevations and layouts to enable all participants to confidently appreciate the works scope and detail. Basic measurements, offsetting and marking out for construction works are discussed and demonstrated.



UNDERSTANDING NZS3910:2013 CONDITIONS OF CONTRACT

2 DAYS

PRESENTER **Fiona Knight**

How well do you know the contents of NZS3910, which are the 'rules' for administering and managing civil and building contracts?

This popular course, from a practical and 'hands-on' point of view will benefit Clients, Consultants and Contractors regarding how to manage and administer contracts and to understand their obligations and liabilities in terms of these General Conditions of Contract.

DATES

CHRISTCHURCH	1-2 February
AUCKLAND	22-23 February
WELLINGTON	27-28 February
WHANGAREI	19-20 April

FOR MORE INFORMATION CONTACT

Lisa Banks.

✉ lisa@nziht.co.nz ☎ 06 759 7065 ext 705.

DATES

CHRISTCHURCH	21 February
HAMILTON	10 March
DUNEDIN	17 March
PALMERSTON NORTH	21 March

FOR MORE INFORMATION CONTACT

Lisa Banks. ✉ lisa@nziht.co.nz

☎ 06 759 7065 ext 705.

ENVIRONMENTAL RISKS OF CONSTRUCTION

2 DAYS

PRESENTER Emma Comrie-Thomson

'PREPARING YOU WITH THE ON-SITE ESSENTIALS'

Do you know the environmental risks and obligations of the construction projects?

This course provides participants with a practical understanding of the environmental aspects of civil construction. Providing you the know-how to understand your legal obligations, raise environmental awareness and find workable solutions too many of the common risks on construction sites.

The course is designed for anyone involved in the construction industry, including contractors, project managers, regulators and consultants.

DATES

PALMERSTON NORTH	22 February
HAMILTON	23 March
DUNEDIN	28 March
HAMILTON	10 April
AUCKLAND	27 April

FOR MORE INFORMATION CONTACT

Lisa Banks. 📧 lisa@nziht.co.nz 📞 06 759 7065 ext 705.

GEOMETRIC DESIGN FOR ROADS

2 DAYS

PRESENTER Len Nel

This course covers geometric design principles specifically for the design of New Zealand roads.

The aim of this course is to develop an understanding of the principles of geometric design, and apply these to design safe, functional and aesthetic road alignments in accordance with the requirements of the 2009 Austroads guidelines.

DATES

PALMERSTON NORTH	22-23 February
AUCKLAND	23-24 March
CHRISTCHURCH	4-5 April

FOR MORE INFORMATION CONTACT

Lisa Banks.
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MICROSOFT WORD – DOCUMENTS

'PREPARING YOU TO CREATE BETTER DOCUMENTS'

1 DAY

PRESENTER Rodney Penney

This course is designed for Word users from basic to intermediate who need to be efficient with creating documents for tenders, health and safety, contracts, business proposals. This course will develop Word documents to an advanced level using many automation aspects of Word. Win more tenders, contracts with consistent, clear and well formatted files.

WHO SHOULD ATTEND?

This course is designed for Project Managers, HR, Health and Safety coordinators, contract writers, creators of procedure manuals, procedure documentation, and files greater

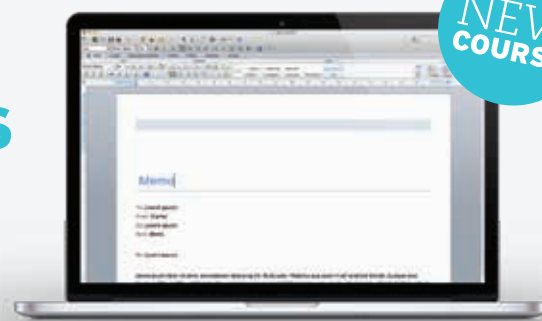
than 10 pages. Have you attended any course or have a need for documents that require formal processes, use of company standard formats? Then this course is for you.

DATES

CHRISTCHURCH	21 February
HAMILTON	16 March
AUCKLAND	26 April

FOR MORE INFORMATION CONTACT

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BITUMEN RHEOLOGY AND PERFORMANCE

1 DAY

PRESENTER **Glynn Holleran**

Bitumen is the primary sealing material used in New Zealand roads which comes in various grades and may be modified with polymers or other materials. Before 2016 bitumen was graded according to empirical consistency measures with no reference to traffic, shear or climate. Modified Binders too have been classified by empirical tests.

The volumes of traffic in New Zealand are increasing all of the time, and this combined with the heavier trucks on our roads means that we need to ensure the effectiveness and longevity of the bitumen and PMBs we use every day.

In the 1990s the USA introduced performance bitumen – PG grades, and now New Zealand has also moved in this direction. This specification recognizes that the rheological properties of binders are key to its performance in either asphalt or sealing.

It is essential that those designing and constructing surfacing and structural asphalt layers have a good understanding of the material rheological properties to select the correct binder and design the final product and handle it correctly.

This course introduces the concepts of rheology and shows how they relate to performance in asphalt and seals. This is related to the design of asphalt and selection of sealing grades. The new asphalt specification is discussed and how the testing is done, reported and controlled.

NEW
COURSE

ON COMPLETION OF THIS COURSE PARTICIPANTS WILL HAVE THE KNOWLEDGE TO

- Understand basic bitumen production and the effect of crudes and processing
- Understand the basic principles binder rheology and how its measured
- Understand M/1A asphalt Performance grades
- Have knowledge of the seal binder directions for performance
- Understand the practical effects of PMB's in Hot Mix Asphalt and Sealing based on rheology.

DATES

HAMILTON	20 April
AUCKLAND	27 April
CHRISTCHURCH	4 May
PALMERSTON NORTH	18 May

FOR MORE INFORMATION CONTACT

Jan Kivell. • jan@nziht.co.nz • 06 759 7065 ext 708.

SUCCESSFUL PROJECT MANAGEMENT

2 DAYS

PRESENTER **Steven Briggs**

The pace of change means that more and more inexperienced people are being asked to lead projects. The deadlines are often very close; the available resources are limited; and the stresses brought on by the pressure to succeed are intense. The conflicting demands from the day job and the project may be impossible to reconcile. Is it any surprise that 70% of projects fail to deliver in full, on time and within budget?

We've distilled the wisdom and experience of project managers into a simple six-step approach to leading

a successful project. We'll help you learn it effortlessly in our highly interactive two day course. It's a practical approach that is easy to apply to any situation.

DATES

AUCKLAND	21-22 February
CHRISTCHURCH	20-21 March
PALMERSTON NORTH	27-28 April

FOR MORE INFORMATION CONTACT

Lisa Banks.
• lisa@nziht.co.nz • 06 759 7065 ext 705.

PAVEMENT SURFACING

1 DAY

NEW
COURSE

PRESENTER **Glynn Holleran**

High quality pavements, along with the correct selection of pavement surfacing materials are critical to the safety, longevity and condition of New Zealand roads.

This one day course will outline and identify the multiple types of surfacing currently in use, the variety of materials used in maintaining these pavements, as well as design, equipment use and surfacing type selection. Asphalt and Chipseal practices will be covered at length including cutting and preparation, along with procedures for patching both of these surfacing types.

DATES

HAMILTON	21 April
AUCKLAND	28 April

FOR MORE INFORMATION CONTACT

Jan Kivell.
• jan@nziht.co.nz
• 06 759 7065 ext 708.

NZ CERTIFICATE IN INFRASTRUCTURE WORKS (LEVEL 2)

FEE FREE
*Conditions Apply

New 40-credit qualification. This part-time programme is delivered in five block courses over 20 weeks. Students are required to attend all in-class training and complete all assessment work books to achieve this qualification.

ENTRY CRITERIA

Applicants **must** be working in the infrastructure works industries.

HEALTH & SAFETY FOR INFRASTRUCTURE WORKS 2 DAYS

This course aims to provide individuals with the skills and knowledge to:

- identify occupations and structures that make up New Zealand infrastructure
- promote safe working practices for the workplace
- identify and assess hazards in the workplace
- put in place controls that will eliminate, isolate and minimise the risk of harm to themselves or others in the workplace
- Participate in the use of Site-Specific Safety Plans within the workplace

TRAFFIC MANAGEMENT 1 DAY

This course aims to equip individuals with skills and knowledge that will enable them under supervision:

- to operate as a traffic controller
- assist with temporary traffic management for low volume and Level 1 roads

COMMUNICATION AND QUALITY ASSURANCE 2 DAYS

This course aims to equip individuals with skills and knowledge to:

- participate in a team
- use time management to facilitate efficient use of time
- communicate with site personnel and the public regarding infrastructure works site activities
- monitor quality of own work and demonstrate company quality assurance practices

WORKSITE MACHINERY 1 DAY

This course aims to provide individuals with the skills and knowledge:

- to complete work records and incident reports
- operate and maintain small machinery safely and efficiently

EARTHWORKS FOR CIVIL CONSTRUCTION 1 DAY

This course aims to provide individuals with:

- skills and knowledge to identify and describe infrastructure works materials and compaction
- prepare for compacting, had spread materials and assist with compaction
- perform pre-start checks, and operate compaction equipment

*This programme is subject to NZQA approval and available funding. Open to NZ Citizens or Permanent Residents only.

2017 INTAKES & START DATES

AUCKLAND	27-28 February
CHRISTCHURCH	7-8 March
NEW PLYMOUTH	21-22 March
PALMERSTON NORTH	4-5 April
HAMILTON	10-11 April
DUNEDIN	1-2 May

More dates & locations can be scheduled upon request.

FOR MORE INFORMATION CONTACT

Jan Kivell.  jan@nziht.co.nz  06 759 7065 ext 708. www.nziht.co.nz

NZ CERTIFICATE IN INFRASTRUCTURE WORKS (LEVEL 3)

FEE FREE
*Conditions Apply

This qualification is the ideal next training programme for students who have completed the National Certificate in Infrastructure Works (Level 2).

New 58-credit qualification. This part-time programme is delivered in five block courses over 20 weeks. Students are required to attend all in-class training and complete all assessment work books to achieve this qualification.

ENTRY CRITERIA

Applicants **must** be working in the infrastructure works industries and demonstrate an ability to succeed in tertiary study shown by the completion of any of the following qualifications or courses of study:

- > National Certificate in Infrastructure Works (Level 2) **or**
- > New Zealand Certificate in Infrastructure Works (Level 2) **or**
- > NCEA Level 1 Literacy and Numeracy requirements

Applicants who do not meet the academic entry criteria may be admitted to the programme of study if they are able to demonstrate:

- > Equivalent knowledge
- > Equivalent knowledge/capability by the testimony of an employer

SAFE WORK PRACTICES

2 DAYS

This course aims to provide individuals with the skills and knowledge to:

- > Identify and explain health and safety requirements, high risks; and work safely with others on an infrastructure site
- > Use mobile plant safely for lifting and moving and placing loads

PROTECTION AND SERVICES

2 DAYS

This course aims to provide individuals with the skills and knowledge to:

- > Describe protection and support systems used for excavation safety
- > Locate, mark, record and report services
- > Action a contamination incident

SOIL AND COMPACTION

1 DAY

This course aims to provide individuals with the skills and knowledge:

- > Of soil properties for earthworks
- > Road construction materials and their compaction

COMMUNICATIONS AND INDUSTRY DOCUMENTATION

2 DAYS

This course aims to equip individuals with skills and knowledge to:

- > Monitor quality of own work and company quality assurance and quality assurance practices
- > Interpret information; communicate with site personnel and public on an infrastructure works site
- > Describe, confirm, and complete work records including accident and incident reporting
- > Identify, describe details and features of infrastructure works plans

SMALL PLANT AND EQUIPMENT

2 DAYS

This course aims to provide individuals with skills and knowledge to:

- > describe road saws; prepare and use a road saw
- > describe the use of a handheld saw for infrastructure works activities; prepare and use handheld saw
- > prepare for operations; perform pre-start checks, and operate compaction equipment for infrastructure works
- > prepare to load and load a vehicle; and restrain, secure, protect, and transport a load for infrastructure works activities

*This programme is subject to NZQA approval and available funding. Open to NZ Citizens or Permanent Residents only.

2017 INTAKES & START DATES

CHRISTCHURCH	8-9 March
AUCKLAND	23-24 March
NEW PLYMOUTH	10-11 April
PALMERSTON NORTH	3-4 May
HAMILTON	23-24 May
DUNEDIN	19-20 June

More dates & locations can be scheduled upon request.

FOR MORE INFORMATION CONTACT

Jan Kivell. [E jan@nziht.co.nz](mailto:jan@nziht.co.nz) [P 06 759 7065 ext 708](tel:067597065). www.nziht.co.nz

FEBRUARY – APRIL 2017

Aggregates for Pavement Construction
(1 day)

This course identifies the properties and characteristics of aggregates and systems for quarrying, storage, selection and handling, so that these properties are not altered and their quality remains consistent until placements in the pavement.

20 February	Christchurch
15 March	Palmerston North
11 April	Auckland
Cost (excl GST)	\$450

Bitumen Rheology & Performance
(1 day)

Refer to page 5.

20 April	Hamilton
27 April	Auckland
Cost (excl GST)	\$520

Bridge Inspection and Maintenance Procedures (2 days)

Refer to page 3.

15-16 March	Auckland
12-13 April	Christchurch
Cost (excl GST)	\$795

Bridge and Other Significant Highway Structures
(2 days)

Refer to page 3.

15-16 February	Christchurch
Cost (excl GST)	\$1,050

Competent Pipeline Rehabilitation (1 day)

Lining of ruptured underground drains and ducts provides a cost effective, less disruptive method for rehabilitation of the service.

This course will provide an insight into the range of drains and service ducts that may be suitable for rehabilitation by relining.

We will also be covering surveying, cleaning and assessment of failed drains and ducts, selection of rehabilitation methods and materials. Key safety aspects of materials use and installation.

14 February	Palmerston North
5 April	Hamilton
20 April	Dunedin
Cost (excl GST)	\$450

Conflict Management Skills
(2 days)

The more people have to depend on each other to achieve results under pressure, the higher the instance of conflict. People and organisations can greatly benefit from learning to handle conflicts skillfully and confidently. This course will help you improve productivity and engagement. It will result in better collaboration and trust throughout teams, clients, contractors and the wider organisation.

14-15 February	Palmerston North
Cost (excl GST)	\$750

Construction and Maintenance of Road Drainage Systems
(1 day)

Competent supervision skills are essential in producing a final product that meets all design and specification requirements. High levels of productivity can be achieved through the effective and efficient use construction techniques, gained through a combination of knowledge, good planning and organisation skills which best utilises the resources available to the supervisor.

13 February	Palmerston North
4 April	Hamilton
21 April	Dunedin
Cost (excl GST)	\$450

Effective Leadership
(2 days)

The most common reason employees give for leaving their job is their leader / manager. Failing to inspire or engage with the team results in poor performance and all the issues that generate as a result. This course will help you learn how to lead yourself and your team, focus on the important things and develop strategies for dealing with everyday events. We appreciate the time pressure that everyone works under and so we give insights into effective processes that will yield results quickly, rather than theories that are difficult to put into practice.

13-14 March	Dunedin
22-23 March	Hamilton
29-30 March	Palmerston North
Cost (excl GST)	\$995

Environmental Risks of Construction
(1 day)

Refer to page 4.

22 February	Palmerston North
23 March	Hamilton
28 March	Dunedin
10 April	Wellington
27 April	Auckland
Cost (excl GST)	\$595

Geomechanics for NZ Roding (1 day)

This course draws together the necessary soil investigation and geotechnical procedures for roading construction and maintenance. The course provides an up-to-date overview of investigative techniques and analysis.

28 February	Auckland
17 March	Palmerston North
29 March	Christchurch
Cost (excl GST)	\$450

Geometric Design for Roads
(2 days)

Refer to page 4.

22-23 February	Palmerston North
23-24 March	Auckland
4-5 April	Christchurch
Cost (excl GST)	\$750

CALENDAR KEY

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

Identify, Locate and Protect Services
(1 day)

Civil construction sites are inherently dangerous places of work. Where excavations are present or where the work requires ground penetration, particularly by metal pegs, rods, stakes and the like, there is an immediate opportunity for potential conflict with existing utility services located underground.

24 February	Palmerston North
27 March	Auckland
26 April	Christchurch
Cost (excl GST)	\$450

Inspecting Roads and Establishing Maintenance Needs
(1 day)

This course provides an introduction to the methodology used to inspect and determine road maintenance needs.

27 February	Hamilton
14 March	Palmerston North
29 March	Christchurch
28 April	Auckland
Cost (excl GST)	\$450

Leading High Performing Teams
(1 day)

This course is an operator's manual for people. It gives you step by step instructions on how to get the best performance out of each person. Work smarter with people and get more done. Learn how to do this in one day.

17 February	Christchurch
3 March	Auckland
30 March	Wellington
Cost (excl GST)	\$595

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).

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.

10 February	Dunedin
15 February	Christchurch
17 February	Auckland
27 February	New Plymouth
15 March	Palmerston North
16 March	Invercargill
21 March	Christchurch
22 March	Hamilton
23 March	Lower Hutt
24 March	Auckland

Calendar continued on next page >

5 April	Nelson
7 April	New Plymouth
11 April	Napier
12 April	Auckland
20 April	Lower Hutt
26 April	Christchurch
Cost (excl GST)	\$345
plus NZTA Registration	\$40

Level 1 Site Traffic Management Supervisor (STMS) (2 days)

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 Authority roads.

20-21 February	Lower Hutt
21-22 February	New Plymouth
22-23 February	Auckland
27-28 February	Palmerston North
16-17 March	Christchurch
16-17 March	Auckland
27-28 March	New Plymouth
18-19 April	Palmerston North
20-21 April	Christchurch
26-27 April	Auckland
27-28 April	Lower Hutt
Cost (excl GST)	\$545
plus NZTA Registration	\$40

Maintenance & Safe Use of Small Plant & Machinery (1 day)

Power tools, generators, rollers, screeds and other small machines are basic equipment used in the everyday operation of any roading or civil contracting company.

20 February	Palmerston North
30 March	Hamilton
12 April	Dunedin
Cost (excl GST)	\$450

Managing Infrastructure Affected by Rivers (1 day)

The effective maintenance of a roading network is very dependent on managing the risks associated with erosion and inundation from rivers and streams. This workshop will provide an overview of river and stream processes, hydrological and hydraulic analysis tools, risk management techniques and an outline of protection options.

28 February	Hamilton
14 March	Palmerston North
20 April	Christchurch
28 April	Auckland
Cost (excl GST)	\$695

Microsoft Excel (1 day)

This workshop will hone your skills. Move from the basics to the many advanced Excel functions, make Excel work for you. Learn how analysis your data with functions, filters, Pivot tables, charting, navigate large spread sheets, save time, and become a confident Excel user.

24 February	Palmerston North
15 March	Hamilton
29 March	Invercargill
11 April	Wellington
28 April	Auckland
Cost (excl GST)	\$520

Microsoft Project – Resource Management (1 day)

This course is designed for advanced users who have attended Task Management. It is essential that this course has been attended, completed and the learning applied before attending this Resource Management course.

1 March	Wellington
22 March	Auckland
21 April	Christchurch
Cost (excl GST)	\$520

Microsoft Project – Task Management (1 day)

The Task Management course provides a comprehensive introduction to Project Managers, Business Managers, or anyone responsible for scheduling tasks and resources. This course gives participants the skills necessary to develop, implement, schedule and manage a project plan.

23 February	Palmerston North
14 March	Hamilton
28 March	Invercargill
10 April	Wellington
27 April	Auckland
Cost (excl GST)	\$520

Microsoft Word – Documents (1 day)

Refer to page 4.

21 February	Christchurch
16 March	Hamilton
26 April	Auckland
Cost (excl GST)	\$520



Pavement and Rehabilitation Design (2 days)

Refer to page 1.

22-23 February	Palmerston North
15-16 March	Christchurch
28-29 March	Hamilton
Cost (excl GST)	\$995

Pavement Surfacing (1 day)

Refer to page 5.

21 April	Hamilton
28 April	Auckland
Cost (excl GST)	\$520



Refresher – Level 1 STMS (1 day)

1 February	Napier
14 February	Christchurch
16 February	Auckland
28 February	New Plymouth

CALENDAR KEY

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

16 March	Palmerston North
23 March	Hamilton
24 March	Lower Hutt
6 April	Nelson
6 April	New Plymouth
12 April	Napier
13 April	Auckland
27 April	Christchurch
Cost (excl GST)	\$345
plus NZTA Registration	\$40

Reinstatement of Service Trenches (1 day)

Avoid costly rework to suburban service trenches. Rough surfaces increase road user costs. Over recent years many roading authorities have reported instances of poor trench reinstatement that gave rise to road surfacing problems.

21 February	Christchurch
16 March	Palmerston North
10 April	Auckland
Cost (excl GST)	\$450

Road Condition Rating – Sealed Roads (2 days)

Refer to page 1.

23-24 February	Palmerston North
2-3 March	Auckland
Cost (excl GST)	\$795

Safety in Trenches (1 day)

This course covers the safety aspects of working in and around trenches within the civil industry and covers drainage work from small pipe, small scale excavations to large storm water and deep excavations.

16 February	Christchurch
3 March	Tauranga
16 March	Palmerston North
31 March	Auckland
13 April	Wellington
Cost (excl GST)	\$450

Slings, Lifting, Moving and Placing, with and Excavator or Loader (1 day)

When on the job, there will be times where you need to move or place equipment and there is a right way and a wrong way to do this. This course will give you the industry standard on the step you will need to do to get the job done efficiently and safely.

23 February	Palmerston North
28 March	Auckland
27 April	Christchurch
Cost (excl GST)	\$450

Stabilisation of Road Pavements (1 day)

Stabilisation can provide major benefits for roading projects of all sizes, and significantly offer acceptable cost effective alternatives to the use of premium sources of aggregates.

Calendar continued on next page >

CALENDAR KEY

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

This workshop provides an overview of the main issues involved with the design and construction of sealed and unsealed pavements using stabilisation.

27 February	Palmerston North
27 March	Invercargill
26 April	Auckland
Cost (excl GST)	\$450

Stress Free Processes

(2 days)

The demands of the job often mean late nights “fixing” issues or correcting other people’s work so that the customer gets the right result. Sometimes mistakes get through and that leads to even more stress! Effective people fix the problem and avoid having to fix the errors. To others, fixing problems can seem “too hard”. The solution might be obvious, but where do you start getting everyone to agree to your idea? On this course you’ll be guided through the simple 5 step approach in our highly interactive two day course. It’s a practical approach that is easy to apply to any situation.



1-2 February	Dunedin
27-28 February	Hamilton
8-9 March	Palmerston North
10-11 April	Christchurch
Cost (excl GST)	\$995

Successful Project Management

(2 days)

Refer to page 5.

21-22 February	Auckland
20-21 March	Christchurch
27-28 April	Palmerston North
Cost (excl GST)	\$995

Supercharged Supervisors Toolkit (1 day)

This highly interactive and acclaimed course will address four essentials to the supervisor. What you have to BE, KNOW, DO and LEARN.

24 February	Wellington
17 March	Christchurch
28 March ●	Auckland
26 April	Palmerston North
Cost (excl GST)	\$595

Survey & Set Out (1 day)

Refer to page 3.

21 February ●	Christchurch
10 March	Hamilton
17 March	Dunedin
21 March	Palmerston North
Cost (excl GST)	\$595

Tendering for Projects

(1 day)

Winning contracts and evaluating tenders is essential to the continuing viability of any contractor/client. It involves an understanding of the issues and requirements of the procurement stage but also the skills and ability to structure the tender not just to be successful but to increase profits as well. If you wish to learn the tendering process, then this course is a must.

16 February	Palmerston North
3 March	Hamilton
19 April	Invercargill
Cost (excl GST)	\$520

Time Management

(1 day)

You have as much time in a day as everyone else does. So what happens to it?

This very powerful seminar has participants construct their own personalised Time Management Plan according to their style and work environment.

2 February	Palmerston North
14 March	Auckland
24 March	Christchurch
19 April	Napier
Cost (excl GST)	\$595

The National Utilities Code – What Staff On-Site Should Know (1 day)

How well do you know the National Utilities Code? This course is designed specifically for contractors and utility network staff who install or maintain utility assets in the road and rail corridors to give an overview of the National Utilities’ Code.

21 February	Palmerston North
6 March	Auckland
20 April	Invercargill
Cost (excl GST)	\$495

Transforming Your Leadership

(1 day)

This course is an operator’s manual for people. It gives you step by step instructions on how to get the best performance out of each person. Work smarter with people and get more done. Learn how to do this in one day.



15 February	Christchurch
16 March	Auckland
29 March	Palmerston North
12 April	Dunedin
Cost (excl GST)	\$595

Understanding NZS3910:2013 Conditions of Contract

(2 days)

Refer to page 3.

1-2 February ●	Christchurch
22-23 February ●	Auckland
27-28 February ●	Wellington
19-20 April	Whangarei
Cost (excl GST)	\$750

Understanding Quality Pavement Construction

(2 days)

The current trend towards performance based specifications for roading and civil construction projects increases the need for contracting firms to understand the issues involved with pavement construction, especially material compaction. This course provides an overview of theory and practice to assist team leaders and supervisors/forepersons to manage construction in the field.

22-23 March	Auckland
30-31 March	Christchurch
20-21 April	Palmerston North
Cost (excl GST)	\$750

Understanding the National Utilities Code (2 days)

How well do you know the National Utilities Code? Its use is compulsory for all road and rail controlling authorities and utility network operators and their contractors for access to the road and rail corridors to install and maintain utility assets. This popular course gives an intensive look at the Code from principles to specifics, and includes discussion on the roles and needs of the different parties.

13-14 December	Invercargill
20-21 February	Auckland
Cost (excl GST)	\$750

Working with Concrete – Basic Skills

(1 day)

This course aims to give workers basic knowledge relating to preparing, placing and finishing minor concrete works and the equipment needed to produce quality results.

15 February	Christchurch
2 March	Tauranga
15 March	Palmerston North
30 March	Auckland
12 April	Wellington
Cost (excl GST)	\$450



SHORT COURSE REGISTRATION FORM



I / WE WILL ATTEND THE FOLLOWING NZIHT SHORT COURSE

Please fill details in below.

COURSE NAME

COURSE LOCATION

COURSE DATE

NAME OF PARTICIPANT (1)

NAME OF PARTICIPANT (2)

NAME OF PARTICIPANT (3)

NAME OF PARTICIPANT (4)

ORGANISATION NAME & POSTAL ADDRESS

CONTACT PERSON (All correspondence will be forwarded to the Contact person)

CONTACT'S JOB TITLE

CONTACT'S PHONE NUMBER

CONTACT'S EMAIL

PURCHASE ORDER NUMBER

Course cost \$

Plus 15% GST \$

Cheque enclosed for: \$

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

Please invoice us for: \$

Please charge my credit card: \$

Name on card

Card number

Expiry date Security Code 3 digit number on back of card

TERMS AND CONDITIONS

Note: Late registrations will be accepted if space is available.

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 our current Training Programme for full registration details and conditions.

Attendee will be responsible for any debt recovery costs on unpaid fees.

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 email back at least **two weeks prior to the course date:**

The Course Co-ordinator

New Zealand Institute of Highway Technology Ltd
P O Box 4273, New Plymouth, 4340

P. (06) 759 7065

E. admin@nzht.co.nz

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