

Calendar Key

Green – Confirmed courses but spaces still available.

Orange – Potential courses still require numbers to run.

Aggregates for Pavement Construction (1 day)

This course identifies the properties and characteristics of aggregates and how these relate to performance of pavement and surfacing materials. It covers the systems for quarrying, storage, selection and handling, so that these properties are not altered and their quality remains consistent until placed in the pavement.

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|-----------------|------------|
| 1 April | Dunedin |
| 29 April | Rotorua |
| 12 May | Wellington |
| Cost (excl GST) | \$520 |

Agile Management (2 days)

Keen to improve productivity? Need to have a more engaged team? Have to deliver a project in a hurry or in a changing or uncertain environment? Agile is a methodology that's over 50 years old that has recently been rediscovered and applied in the IT sector. The good news is that the ideas can be applied in any situation to improve performance, results and the working environment.

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|-----------------|--------------|
| 22-23 April | Wellington |
| 20-21 May | Christchurch |
| Cost (excl GST) | \$995 |

Applying Bitumen Emulsions and Polymer-Modified Binders (1 day)

It is essential that those designing and constructing surfacings incorporating PMB's or emulsions, have a good understanding of the material properties and in particular the limitations that these place on construction methodology and timing. The course introduces the materials, looks briefly at manufacture and covers properties in detail with a strong emphasis on how this influences application techniques and on-the-road performance separately for emulsions and PMB's.

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| 16 April | Christchurch |
| 14 May | Wellington |
| 26 May | Auckland |
| Cost (excl GST) | \$520 |

Asphalt Pavement Construction Essentials (half day)

This course is designed to enable both new and novice construction personnel to learn and understand the basic concepts and requirements to lay a quality chipseal/asphalt pavement. On occasion a new staff member is thrown into a crew and is given a basic task to perform, yet they never really get to understand the total picture of what they are working towards. This course is designed to create a better understanding of all aspects of the construction process.

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| 19 May | Christchurch |
| Cost (excl GST) | \$395 |

Bitumen - Basic Safety (1 day)

It is absolutely essential that all those involved in any way with bituminous materials fully understand the significant hazards presented and the procedures used to ensure safety. This is a required comprehensive safety awareness course for all personnel in the road surfacing industry and is presented with the aid of practical demonstrations and videos. This popular course has practical 'hands-on' fire extinguisher training. Every person on the course gets to practice putting out a fire with an extinguisher.

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| 11 May | Invercargill |
| 14 May | Dunedin |
| 19 May | Christchurch |
| Cost (excl GST) | \$530 |

Bitumen Bulk Tanker and Plant Operator (1 day)

The operation of bulk bitumen handling and transport equipment (tankers, storage and blending plants) demands a basic knowledge of the properties of bitumen and associated products and adherence to strict safety procedures. Production is improved if operators have the appropriate advanced knowledge and skill to accurately and safely use plant and equipment. Quality is maintained by bitumen product knowledge, adherence to handling procedures, accurate blend calculation and careful record keeping.

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| 21 May | Christchurch |
| Cost (excl GST) | \$520 |

Bitumen - Managing the Risks (1 day)

This is an essential risk awareness course targeted at managers, engineers and supervisors involved in managing businesses or operations that include the storage, transport and production of bituminous materials; and road surfacing works. A separate course "Bitumen - Basic Safety" is intended for all others involved in the road surfacing industry.

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| 25 May | Christchurch |
| Cost (excl GST) | \$520 |

Bitumen Rheology and Performance (1 day)

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.

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| 7 April | Auckland |
| Cost (excl GST) | \$520 |

Bitumen Sprayer Operator (1 day)

Precise and competent operation of the bitumen sprayer is essential to successful chipsealing operations. Sprayer performance is improved if operators have detailed knowledge of the principles of the chipsealing process and the appropriate knowledge to accurately use the equipment. Output quality is enhanced by bitumen product knowledge, adherence to safe handling procedures and careful record keeping.

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| 22 May | Christchurch |
| Cost (excl GST) | \$520 |

Bridge and Other Significant Highway Structures Inspection (2 days)

This is a new NZTA endorsed and certified course designed to ensure the correct requirements are met for the inspection of bridges and other significant highway structures. The course will cover in depth the requirements outlined in NZTA policy Document S6 'Bridges and Other Significant Highway Structures Inspection Policy'.

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| 4-5 June | Auckland |
| Cost (excl GST) | \$1,200 |

Bridge Inspection and Maintenance Procedures (2 days)

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.

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| 29-30 April | Christchurch |
| Cost (excl GST) | \$895 |

Chipseal Materials (half day)

This course provides an introduction to the materials and specifications used in chipseals in NZ. It is intended for those who have not previously acquired the knowledge or had formal detailed training in this subject. It is essential knowledge for those wishing to attend the NZIHT Chipseal Design Course and is intended to give a good understanding of the basic properties, specifications and performance of the component materials - bituminous binders, binder additives and mineral aggregates.

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| 27 May | Christchurch |
| Cost (excl GST) | \$395 |

Chipseal Design (2 days)

Factors affecting the design and the field performance of chipseal surfacings are complex. Local conditions can significantly influence the way a seal is designed to get the best performance. The treatment selection and design procedures from the textbook "Chipsealing in New Zealand" provide the basis for this course and a range of worked examples are included. A problem-solving session in syndicate workgroups also aids understanding. In addition, the practical

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COURSE CALENDAR

MARCH – MAY 2020

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application of the NZTA P/17 performance-based specification will be covered in detail, including worked examples.

28-29 May Christchurch
Cost (excl GST) \$850

Cost Benefit Appraisal for Transport

Projects (1 day) **** NEW COURSE ****

Cost Benefit Appraisal (CBA) helps decision makers select and compare alternative projects and policies. In transport, projects may range from road and bridge construction and maintenance to changes in bus and rail services to road and rail freight to bicycle lanes to airports and sea-ports. CBA can also be used to evaluate transport policy proposals such as speed reductions, seat belt legislation and electric vehicle subsidies.

20 April Christchurch
21 May Auckland
Cost (excl GST) \$520

Compaction - a Key to Quality Road Pavements

(1 day)
This course examines the performance of each of the components of a road and shows the critical role that Compaction plays.

The presentation then looks at the way in which quality compaction can be achieved and how compaction performance can be monitored.

20 April Auckland
13 May Palmerston North
Cost (excl GST) \$520

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 May Auckland
Cost (excl GST) \$520

Conflict Management Skills

(1 day)
The more people have to depend on each other to achieve results under pressure, the greater the chance 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.

1 April Wellington
29 April Christchurch
Cost (excl GST) \$520

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 May Auckland
Cost (excl GST) \$520

Effective Leadership

(2 days)
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.

30 April-1 May Auckland
14-15 May Christchurch
27-28 May Wellington
Cost (excl GST) \$995

Environmental Risks of Construction

(1 day)
Do you know the environmental risks and obligations of 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.

24 March Auckland
7 April Christchurch
19 May Auckland
27 May Wellington
Cost (excl GST) \$595

Geomechanics for NZ Roading

(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.

30 April Rotorua
5 May Dunedin
20 May Hamilton
Cost (excl GST) \$520

Geometric Design for Roads

(2 days)
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 2016 Austroads guidelines.

21-22 April Christchurch
13-14 May Palmerston North
Cost (excl GST) \$595

How to Claim an Extension of Time in a Construction Contract

(half day)

**** NEW COURSE ****

How well can you prepare your claim for an extension of time? Can you: Identify the event that impacted on your programme and why it happened? Analyse the impact of that event? Identify possible alternative solutions? Undertake a delay analysis? Know what evidence to attach to a claim? This course, from a practical and 'hands-on' point of view, will benefit Contractors needing to prepare a claim for an extension of time.

21 May Auckland
28 May Christchurch
Cost (excl GST) \$395

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.

15 April Rotorua
30 April Invercargill
5 May Wellington
6 May Auckland
Cost (excl GST) \$520

Inspecting Roads & Establishing Maintenance Needs

(1 day)

Inspecting roads effectively remains a critical skill in the management of the roading infrastructure. Developing knowledge to identify faults and target the right intervention at the right time is the objective of this course.

6 April Dunedin
20 May Auckland
Cost (excl GST) \$520

Land Based Radio Operator

(1 day)

**** NEW COURSE ****

A land-based Radio is a piece of equipment used on Infrastructure Works sites that is often not utilised to its fullest. Mistakes can easily be made if the people communicating are not fully trained or understand the key components of using a radio system. This course is an interactive day of personalised training to provide staff with the necessary knowledge and skills to be able to operate and communicate clearly via a Radio Network.

6 April Christchurch
Cost (excl GST) \$520

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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. This very powerful seminar has participants construct their own personalised Plan for their team. You can begin using the information right away.

| | |
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| 7 April | Wellington |
| 6 May | Auckland |
| Cost (excl GST) | \$695 |

Level 1 Basic Traffic Controller (TC) (1 day)

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).

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| 30 March | New Plymouth |
| 7 April | Christchurch |
| 8 April | Lower Hutt |
| 21 April | New Plymouth |
| 21 April | Dunedin |
| 23 April | Palmerston North |
| 23 April | Auckland |
| 6 May | Christchurch |
| 14 May | Palmerston North |
| 19 May | New Plymouth |
| 20 May | Auckland |
| 28 May | Lower Hutt |
| Cost (excl GST) | \$385 (includes NZTA regn) |

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 standards and operating procedures for NZTA and Local Authority roads.

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| 6-7 April | New Plymouth |
| 16-17 April | Christchurch |
| 23-24 April | Hamilton |
| 29-30 April | Palmerston North |
| 29-30 April | Auckland |
| 4-5 May | New Plymouth |
| 13-14 May | Christchurch |
| 25-26 May | New Plymouth |
| 26-27 May | Palmerston North |
| 27-28 May | Auckland |
| Cost (excl GST) | \$585 (includes NZTA regn) |

Managing Flooding and Scour Risks at

Bridges and Culverts (1 day)

The effective management of the risks associated with scour and flooding is vitally important for the protection of key infrastructure. This course will provide an overview of river and stream processes, hydrological and hydraulic analysis tools, calculation of scour at bridges and culverts, design of scour countermeasures at bridges and culverts including geosynthetic solutions and the detailed design of rock rip-rap.

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| 6 April | Wellington |
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| 30 April | Christchurch |
| 19 May | Auckland |
| 26 May | Palmerston North |
| Cost (excl GST) | \$695 |

Microsoft Excel (1 day)

Is Excel frustrating you? Are you taking lots of time creating formulas? Can you quickly and easily create budgets, forecasts, expenses, analyses data, pricing for tenders? Your Excel skills may need improving. This workshop will hone your skills.

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| 3 April | Auckland |
| 24 April | Christchurch |
| 4 May | Palmerston North |
| Cost (excl GST) | \$595 |

Microsoft Project – Task Management

(1 day)

This course provides skills necessary to develop, implement, schedule and manage project plans for roads, bridges, land developments, buildings, marketing, tenders, maintenance etc.

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| 31 March | Auckland |
| 23 April | Christchurch |
| 5 May | Palmerston North |
| Cost (excl GST) | \$595 |

Microsoft Project - Resource Management

(1 day)

This intermediate level course is designed for advanced users who have attended Task Management (pre-requisite) and who need to work with budgets and use resources in detail. This course will continue on from the Task Management and add the Resourcing components. Manage in detail the project's resources hourly rates, materials and costs; this forms a budget. Manage resource calendars, task types, resource tracking, and resource pool to show against the Baseline.

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| 29 April | Christchurch |
| Cost (excl GST) | \$595 |

Pavement and Rehabilitation Design

(2 days)

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 an Austroads approved mechanistic analysis program. This course covers pavement design and rehabilitation design in accordance with the latest version of the Austroads Pavement Design Guide and the associated NZ Guide to Pavement Structural Design and Guide to Pavement evaluation and Treatment Design and contains hands-on applications of mechanistic analysis in the design process.

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| 6-7 April | Auckland |
| 20-21 May | Christchurch |
| Cost (excl GST) | \$1195 |

Pavement Investigation, Design and Construction Testing (1 day)

Understanding the main causes of road pavement failures and especially premature pavement failure is crucial in determining the correct design. Why the design life is not met and various pavements including expressways are suffering from early pavement distresses? What went wrong?

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| 3 April | Auckland |
| Cost (excl GST) | \$695 |

Pavement Surfacing (1 day)

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.

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| 23 April | Christchurch |
| Cost (excl GST) | \$520 |

Process Improvement (2 days)

Faster, better quality, better value, more safely - the demands are always increasing. Often special extra tasks are introduced to 'fix' things and everyone ends up working harder to achieve the same result. No wonder productivity is low. It's frustrating! On this course you'll quickly learn how to make dramatic improvements to your environment. The ideas are simple, easy to apply and deliver lasting results. You will be guided through the five step approach in our highly interactive two day course. It's a practical approach that is easy to apply to any situation.

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| 1-2 April | Auckland |
| 12-13 May | Christchurch |
| Cost (excl GST) | \$995 |

Productive Conflict (1 day)

Clearly one of the most stressful, awkward, and inevitable experiences in the workplace is interpersonal conflict. Now we have a tool and training materials focused on workplace conflict using the language of DiSC. With all the attention placed on conflict resolution maybe it is time to change our view of conflict and resolve how we can use it in a positive way in the workplace.

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| 8 April | Wellington |
| 7 May | Auckland |
| Cost (excl GST) | \$695 |

Refresher – Level 1 STMS (1 day)

Registration for Level 1 Site Traffic Management Supervisor (STMS) expires at the end of three years, at which time you will need to attend a one-day refresher course to regain this qualification.

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| 8 April | Christchurch |
| 9 April | Lower Hutt |
| 20 April | New Plymouth |
| 22 April | Dunedin |
| 22 April | Palmerston North |
| 24 April | Auckland |
| 7 May | Christchurch |

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| | |
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| 15 May | Palmerston North |
| 18 May | New Plymouth |
| 21 May | Auckland |
| 29 May | Lower Hutt |
| Cost (excl GST) | \$385 (includes NZTA regn) |

Reinstatement of Service Trenches

(1 day)

Poor trench reinstatement is an ongoing problem for many Roading Authorities and service installers. Subjects include: *The Geomechanics of the site; *Excavation procedures and precautions; *Trench foundation confirmation; *Selection of backfill materials; *Compaction theory; *Compaction Constructionplant selection and use; * Pavement theory and construction; *Surfacing theory and construction; *Quality testing

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| 29 April | Rotorua |
| 6 May | Dunedin |
| 19 May | Hamilton |
| Cost (excl GST) | \$520 |

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. The construction and installation of shoring and retaining equipment and materials is covered in detail and there are exercises in design during the day. It is a detailed look at what can happen if the correct procedures are not taken.

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| 16 April | Rotorua |
| 1 May | Invercargill |
| 6 May | Wellington |
| Cost (excl GST) | \$520 |

Slinging, Lifting, Moving and Placing with an 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. The information that is presented to you on course will give you the industry standard on the step you will need to do to get the job done efficiently and safely.

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| 24 April | Hamilton |
| 13 May | Wellington |
| 21 May | Auckland |
| Cost (excl GST) | \$520 |

Stabilisation of Road Pavements – Fundamentals (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. This workshop provides an overview of the main issues involved with the design and construction of sealed and unsealed pavements using stabilisation.

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| 15 April | Wellington |
| Cost (excl GST) | \$520 |

Successful Project Management (2 days)

The pace of change means that more and more inexperienced people are being asked to lead projects. The deadlines are often very short; the available resources are limited; and the stresses brought on by the pressure to succeed are intense. 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.

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| 15-16 April | Wellington |
| 6-7 May | Auckland |
| Cost (excl GST) | \$995 |

Supercharged Supervisors Toolkit (1 day)

Leaders are people who know how to achieve goals and inspire people along the way. It's vital that you not only know what leadership behaviours are required, but also how to do it. Good leaders in return get more job satisfaction out of their role. Participants will firstly explore their own style of leadership and then learn how to adapt their style to bring out the best in others. You will leave with your own personal action plan to raise the bar for you and your team.

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| 22 April | Auckland |
| 12 May | Invercargill |
| 19 May | Palmerston North |
| Cost (excl GST) | \$695 |

Time Management (1 day)

Stop working hard - work smarter and get more done. Learn how to do this in one day. You have as much time in a day as everyone else does. So what happens to it? Are you using it the way you want to? Have you capacity to work on your business as well as in it? This very powerful course has participants construct their own personalised Time Management Plan according to their style and work environment.

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| 21 April | Auckland |
| 13 May | Invercargill |
| 20 May | Palmerston North |
| Cost (excl GST) | \$695 |

Understanding Asphalt Pavement Construction (1 day)

Asphalt paving construction productivity depends on the smooth and safe running of laying operations and effective contractual relationships. It also depends on understanding the materials being dealt with. Poor construction practices often lead to surface defects, incorrect layer thickness and shape problems. The cost associated with rework and/or the repair of asphalt surfacing can wipe out the value of the work. Competent supervision can avoid many of these problems.

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| 20 May | Christchurch |
| Cost (excl GST) | \$520 |

Understanding NZS3910:2013 Conditions of Contract (2 days)

How well do you know the contents of NZS3910, which are the 'rules' for administering and managing civil engineering and building contracts? This popular course, from a practical and 'hands-on' point of view will benefit Principals, 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.

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| 25-26 March | Christchurch |
| 6-7 April | Wellington |
| 23-24 April | Auckland |
| 6-7 May | Christchurch |
| 25-26 May | Auckland |
| Cost (excl GST) | \$850 |

Understanding NZS3915, NZS3916 and NZS3917 (half day)

Do you know the requirements for intellectual property contained in NZS3916:2013 (Design and Construct)? Do you understand the different requirements for remedying defects under NZS3917: 2013 (Fixed Term)? These are just two examples of the differences from NZS3910:2013.

| | |
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| 21 April | Auckland |
| 20 May | Christchurch |
| Cost (excl GST) | \$395 |

Understanding the Construction Contracts Act 2002 (half day)

This course, from a practical and 'hands-on' point of view, will benefit Clients, Consultants and Contractors wanting to understand the key provisions of this Act and how it applies to them.

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|-----------------|--------------|
| 21 April | Auckland |
| 20 May | Christchurch |
| Cost (excl GST) | \$395 |

Understanding the National Utilities Code (2 days)

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. It is very inter-active, including case studies and group discussions.

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| 11-12 May | Dunedin |
| 28-29 May | Auckland |
| Cost (excl GST) | \$850 |

Understanding the Tender Process (1 day)

The tendering process is an essential start to most contracts, but all too often people get the process wrong, both principals and contractors alike. To receive good tenders, principals must provide meaningful contract documents for tenderers. But they also want an assurance that contractors fully understand their business, its needs and the specific job requirements.

| | |
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| 20 April | Auckland |
| Cost (excl GST) | \$520 |

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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.

16-17 April Wellington

Cost (excl GST) \$850

Valuing Variations (1 day)

Valuing variations is one of the biggest challenges contractors and the engineer to the contract face. Almost all construction and civil engineering contracts will vary from the original design and scope as the contract progresses. But how do you ensure that the valuation of the variation is fair and equitable to both the principal and the contractor? This is a practical course, based on the provisions in NZS3910.

8 April Palmerston North

22 May Auckland

29 May Christchurch

Cost (excl GST) \$520

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