

# TRAININGTALK

TRAINING NEWS FROM THE NEW ZEALAND INSTITUTE OF HIGHWAY TECHNOLOGY DECEMBER 2016

## MERRY CHRISTMAS



On behalf of the NZIHT team we acknowledge your continued support during 2016. We extend our best wishes for a happy holiday season and every success for the coming year.

Glen West, Executive Director  
glen@nziht.co.nz 06 759 7065

**OFFICE CLOSURES OVER THE CHRISTMAS HOLIDAYS**  
The office will be closed  
**Tuesday 20th December 2016** from 5pm and  
will reopen **Monday 9th January 2017** at 8.30am.

What's  
Inside

### SHORT COURSES

Microsoft Project – Task Management	4	Bridge and Other Significant Highway Structures Inspection	3
Microsoft Word – Documents	4	Road Condition Rating – Sealed Roads	5
Understanding NZS3910:2013 Conditions of Contract	4	NZ Certificate in Infrastructure Works (Level 2)	6
Survey & Set Out – Stage One	4	NZ Certificate in Infrastructure Works (Level 3)	7
Leading High Performance Teams	5		
Pavement and Rehabilitation Design	5		
Managing Infrastructure Affected by Rivers	12		
Tendering for Projects	12		

**CONTACT Lisa Banks**

### ACADEMIC COURSES

Certificate in Engineering Technology	2
<b>CONTACT May Osborne</b>	

### COURSE CALENDAR & REGISTRATION

December 2016 – March 2017	8
Registration Form	9

### DATES FOR 2017

NZIHT will be issuing its Training Programme in January 2017, which will have all courses scheduled for 2017.

If you do not receive a copy by the end of January, or would like a copy, please contact Head Office, admin@nziht.co.nz or call 06 759 7065.



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

new zealand  
**nziht**  
institute of highway technology

### CONTACT INFORMATION

**New Plymouth Office**  
P. 06 759 7065 F. 06 759 7066

**Hamilton Office**  
P. 07 850 8330 F. 07 850 8329

**www.nziht.co.nz**

**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 AND OTHER SIGNIFICANT HIGHWAY STRUCTURES INSPECTION

**2 DAY  
COURSE**

**NEW COURSE**

**10 PERSON LIMIT  
GET IN QUICK!**



Bridges and Other Significant Highway Structures are critical components of the New Zealand Roding Network. Failure to inspect and identify any defects correctly could potentially result in dramatic damage and/or loss of life. This new NZTA endorsed and certified 2 day course covers in depth the requirements outlined in the NZTA policy document S6 'Bridges and Other Significant Highway Structures Inspection Policy'.

Completion of this course will require practical inspection assessment of the course material on Day 2.

## **COURSE DATES**

Christchurch	15-16 February 2017
Hamilton	17-18 May 2017
Christchurch	12-13 July 2017



For further details regarding this course please contact Jan Kivell. [E jan@nziht.co.nz](mailto:jan@nziht.co.nz) | [P 06 759 7065](tel:067597065) ext 708.

# EXPRESSIONS OF INTEREST WORK FOR NZIHT!

Have a passion for sharing  
your knowledge?

Want to assist in building the next  
Civil and roading engineer?

We are always looking for part-time contractors and  
industry experts to deliver certificate, diploma and  
graduate diploma qualifications and industry targeted  
professional development and short courses.

**Get in touch now for 2017 opportunities!**

Send your CV and cover letter to [admin@nziht.co.nz](mailto:admin@nziht.co.nz)



## MICROSOFT PROJECT – TASK MANAGEMENT

1 DAY

**PRESENTER** Rodney Penney

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.

Attendees will create tasks and task relationships, assign resources to the tasks, use Project views and reports to present information to clients and managers.

### DATES

CHRISTCHURCH	5 December
PALMERSTON NORTH	23 February
HAMILTON	14 March
INVERCARGILL	28 March

### FOR MORE INFORMATION CONTACT

**Lisa Banks.**

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

## 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

WELLINGTON	27 January
CHRISTCHURCH	14 February
HAMILTON	16 March

### FOR MORE INFORMATION CONTACT

**Lisa Banks.**

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

## 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.

### DATES

NELSON	20 January
AUCKLAND	27 January
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.

## 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?**

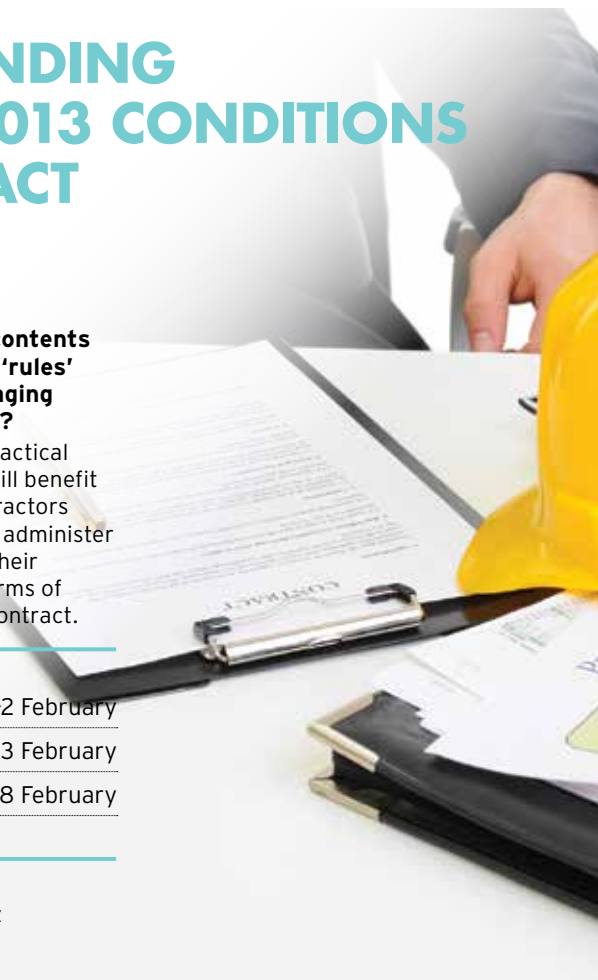
This popular course, from a practical and 'hands-on' point of view will benefit Clients, Consultants and Contractors regarding how to manage and administer contracts and to understand their obligations and liabilities in terms of these General Conditions of Contract.

### DATES

CHRISTCHURCH	1-2 February
AUCKLAND	22-23 February
WELLINGTON	27-28 February

### FOR MORE INFORMATION CONTACT

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



# LEADING HIGH PERFORMING TEAMS

1 DAY

PRESENTER **Bruce Thomson**

**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.**

Make certain that all members of your team are engaged in the way forward? Are you getting the results you want? Are you doing this in the least stressful way for yourself and your team?

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

Managers need many of the softer skills that are harder to train than technical ones. The assessment informs the manager of his or her own management style, strategies for directing and delegating, and for motivating and developing staff.

It also provides insight into working with the respondent's own manager or senior leaders based on their DiSC styles.

- Examine how you manage your time during the day
- Identify ways that you use time effectively and ineffectively
- Determine specific ways you can improve your time management

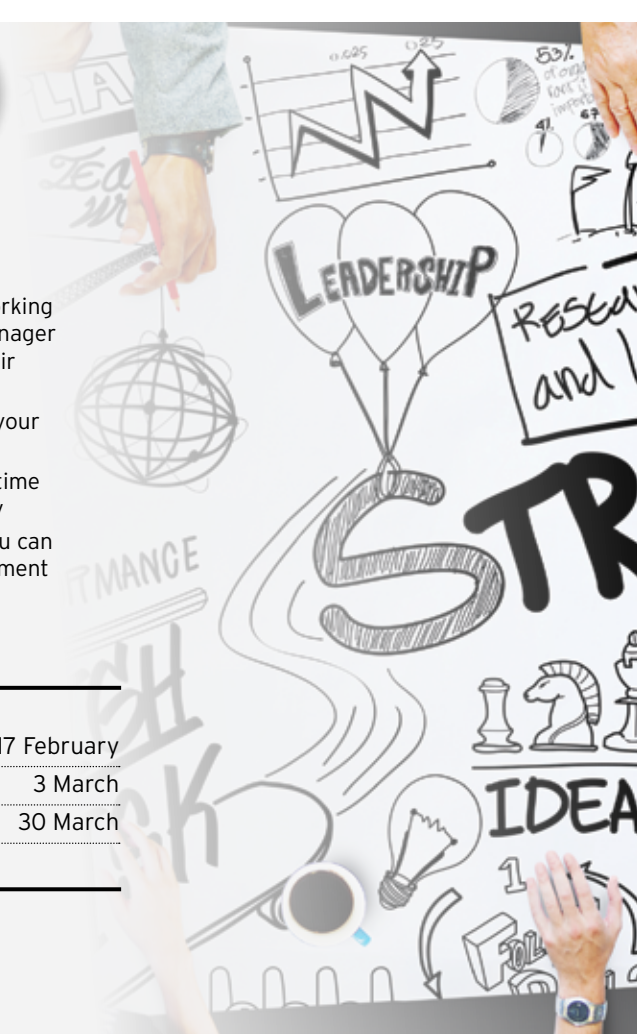
## DATES

<b>CHRISTCHURCH</b>	17 February
<b>AUCKLAND</b>	3 March
<b>WELLINGTON</b>	30 March

## FOR MORE INFORMATION CONTACT

**Lisa Banks.**

- [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)
- 06 759 7065 ext 705.



# 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

<b>PALMERSTON NORTH</b>	22-23 February
<b>CHRISTCHURCH</b>	15-16 March
<b>AUCKLAND</b>	28-29 March

## FOR MORE INFORMATION CONTACT

**Lisa Banks.** • [lisa@nziht.co.nz](mailto: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.

## FOR MORE INFORMATION CONTACT

<b>CHRISTCHURCH</b>	1-2 December
<b>PALMERSTON NORTH</b>	22-23 February
<b>AUCKLAND</b>	2-3 March

## FOR MORE INFORMATION CONTACT

**Jan Kivell.** • [jan@nziht.co.nz](mailto: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](http://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.  jan@nzihht.co.nz  06 759 7065 ext 708. [www.nzihht.co.nz](http://www.nzihht.co.nz)

## DECEMBER 2016 – MARCH 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
Cost (excl GST)	\$450

**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.

15-16 March	Auckland
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
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
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)

This course provides participants with a practical understanding of the environmental aspects of civil construction.

22 February	Palmerston North
23 March	Hamilton
28 March	Dunedin
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.

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

**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 2009 Austroads guidelines.

6-7 December	Wellington
22-23 February	Palmerston North
23-24 March	Auckland
Cost (excl GST)	\$750

**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

## CALENDAR KEY

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

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
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
Cost (excl GST)	\$450

**Leading High Performing Teams**

(1 day)

Refer to page 5.

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.

8 December	Christchurch
12 December	Auckland
13 December	New Plymouth
17 January	New Plymouth
18 January	Lower Hutt
19 January	Auckland
26 January	Palmerston North
30 January	Christchurch
31 January	Napier
15 February	Christchurch
17 February	Auckland
27 February	New Plymouth
15 March	Palmerston North
21 March	Christchurch
22 March	Hamilton
24 March	Auckland
Cost (excl GST)	\$345
plus NZTA Registration	\$40

Calendar continued on next page &gt;



## CALENDAR KEY

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

### 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.

15-16 December ●	Lower Hutt
15-16 December	Christchurch
19-20 December	Auckland
Cost (excl GST)	\$495
plus NZTA Registration	\$40
19-20 January	Christchurch
23-24 January	Palmerston North
24-25 January	Auckland
25-26 January	New Plymouth
16-17 February	New Plymouth
20-21 February	Lower Hutt
22-23 February	Auckland
27-28 February	Palmerston North
16-17 March	Christchurch
16-17 March	Auckland
27-28 March	New Plymouth
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
Cost (excl GST)	\$450

### Managing Infrastructure Affected by Rivers

(1 day)

Refer to page 12.

28 February	Hamilton
14 March	Palmerston North
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
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
Cost (excl GST)	\$520

### Microsoft Project – Task Management

(1 day)

Refer to page 4.

5 December	Christchurch
23 February	Palmerston North
14 March	Hamilton
28 March	Invercargill
Cost (excl GST)	\$520

### Microsoft Word – Documents

(1 day)

Refer to page 4.

27 January	Wellington
14 February	Christchurch
16 March	Hamilton
Cost (excl GST)	\$520



### Pavement and Rehabilitation Design

(2 days) Refer to page 5.

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

### Refresher – Level 1 STMS and

### Refresher – Level 1 Basic TC (1 day)

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

9 December ●	Christchurch
13 December	Auckland
14 December ●	New Plymouth
Cost (excl GST)	\$300
plus NZTA Registration	\$40

### Refresher – Level 1 STMS (1 day)

18 January	New Plymouth
19 January	Lower Hutt
20 January	Auckland
27 January	Palmerston North
31 January	Christchurch
1 February	Napier
14 February	Christchurch
16 February	Auckland
28 February	New Plymouth
16 March	Palmerston North
23 March	Hamilton
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
Cost (excl GST)	\$450

### Road Condition Rating – Sealed Roads

(2 days)

Refer to page 5.

1-2 December ●	Christchurch
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.

27 January	Whangarei
16 February	Christchurch
3 March	Tauranga
16 March	Palmerston North
31 March	Auckland
Cost (excl GST)	\$450

### Slinging, 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
27 March	Auckland
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. 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
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.



Calendar continued on next page &gt;

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

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

### 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 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.

25-26 January	Wellington
21-22 February	Auckland
20-21 March	Christchurch
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
Cost (excl GST)	\$595

### Survey & Set Out (1 day)

Refer to page 4.

20 January	Nelson
27 January	Auckland
21 February	Christchurch
10 March	Hamilton
17 March	Dunedin
21 March	Palmerston North
Cost (excl GST)	\$595

### Tendering for Projects (1 day)

Refer to page 12.

6 December ●	Auckland
26 January	Christchurch
16 February	Palmerston North
3 March	Hamilton
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
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
Cost (excl GST)	\$495

### Transforming Your Leadership (1 day)

Refer to page 5.

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

### Understanding NZS3910:2013 Conditions of Contract (2 days)

Refer to page 4.

1-2 February	Christchurch
22-23 February	Auckland
27-28 February	Wellington
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
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.

26 January	Whangarei
15 February	Christchurch
2 March	Tauranga
15 March	Palmerston North
30 March	Auckland
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



# MANAGING INFRASTRUCTURE AFFECTED BY RIVERS

## 1 DAY

PRESENTER Kyle Christensen

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.

### DATES

HAMILTON	28 February
PALMERSTON NORTH	14 March

### FOR MORE INFORMATION CONTACT

Lisa Banks. [lisa@nzih.co.nz](mailto:lisa@nzih.co.nz) 06 759 7065 ext 705.



# TENDERING FOR PROJECTS UNDERSTANDING THE PROCESS

## 1 DAY

PRESENTER Fiona Knight

**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.

In addition it is essential for Clients and Consulting Engineers to understand how a tender is structured and presented to ensure competent evaluation of tenders submitted by Contractors.

### DATES

AUCKLAND	6 December
CHRISTCHURCH	26 January
PALMERSTON NORTH	16 February
HAMILTON	3 March

### FOR MORE INFORMATION CONTACT

Lisa Banks.  
[lisa@nzih.co.nz](mailto:lisa@nzih.co.nz) 06 759 7065 ext 705.

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