

TRAININGTALK

TRAINING NEWS FROM THE NEW ZEALAND INSTITUTE OF HIGHWAY TECHNOLOGY **NOVEMBER 2016**

**2 DAY
COURSE**

BRIDGE AND OTHER SIGNIFICANT HIGHWAY STRUCTURES INSPECTION

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

Hamilton 23-24 November 2016
Christchurch 15-16 February 2017



For further details regarding this course please contact Jan Kivell. **E** jan@nzht.co.nz | **P** 06 759 7065 ext 708.



**What's
Inside**

GRADUATE DIPLOMA IN ENGINEERING (HIGHWAYS)

**STARTING NOVEMBER
THIS YEAR!**

**JUMP START
YOUR STUDY!**

**EMAIL OR CALL
JILL NOW!**

E jill@nzht.co.nz
P 06 759 7065 ext 709.

SHORT COURSES

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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 (Electrical).

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 InfraTrain as a pre-requisite/co-requisite for the NZDE Practice.

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.

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.

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



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

PAVEMENT AND REHABILITATION DESIGN 2 DAYS

PRESENTER John Hallet

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.

DATES

AUCKLAND

23-24 November

FOR MORE INFORMATION CONTACT

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

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.

ENVIRONMENTAL RISKS OF CONSTRUCTION

2 DAYS

PRESENTER 4Sight Consulting and 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 to 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

CHRISTCHURCH

23 November

FOR MORE INFORMATION CONTACT

Lisa Banks.

📧 lisa@nziht.co.nz

☎ 06 759 7065 ext 705.

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

AUCKLAND

25 November

CHRISTCHURCH

5 December

FOR MORE INFORMATION CONTACT

Lisa Banks.

📧 lisa@nziht.co.nz

☎ 06 759 7065 ext 705.

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institute of highway technology

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.

TOPICS INCLUDE

- Types of contracts (lump sum, measure and value etc)
- Tender planning
- Material labour, plant and subcontractor unit costs
- Pricing strategies

- Where to price P & G costs, overheads and profits
- Extras and variations
- Weighting of unit rates
- Preliminary and General (P & G) cost (time related and fixed)
- How to calculate on-site overhead and profit percentages and rate per working day
- Front-end loading of tenders
- Alternative tenders

DATES

AUCKLAND

6 December

CHRISTCHURCH

26 January

FOR MORE INFORMATION CONTACT

Lisa Banks.

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

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.  jan@nzih.co.nz  06 759 7065 ext 708. www.nzih.co.nz

NOVEMBER 2016 – JANUARY 2017

Bridge and Other Significant Highway Structures (2 days)

Refer to page 1.

23-24 November ●	Hamilton
Cost (excl GST)	\$995

Environmental Risks of Construction (1 day)

'Preparing you with the on-site essentials'

Refer to page 3.

23 November ●	Christchurch
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.

16 November	Hamilton
23 November ●	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.

16-17 November	Dunedin
6-7 December ●	Wellington
Cost (excl GST)	\$750

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

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

15 November	Christchurch
15 November	Lower Hutt
16 November ●	Auckland
23 November	New Plymouth
29 November	Tauranga
30 November	Palmerston North
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
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.

17-18 November ●	Palmerston North
22-23 November	Christchurch
23-24 November	Auckland
24-25 November	New Plymouth



29-30 November	Hamilton
15-16 December	Lower Hutt
15-16 December	Christchurch
19-20 December	Auckland
Cost 2016 (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
Cost 2017 (excl GST)	\$545
plus NZTA Registration	\$40

Microsoft Project – Task Management (1 day)

This course is designed for new users or basic users of Microsoft Project (MS Project). To increase your understanding and uptake of course material, a working knowledge of Excel would be an advantage.

25 November	Auckland
5 December	Christchurch
Cost (excl GST)	\$520

Pavement and Rehabilitation Design (2 days)

Refer to page 2.

23-24 November ●	Auckland
Cost (excl GST)	\$895

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.

16 November ●	Lower Hutt
9 December	Christchurch
13 December	Auckland
14 December	New Plymouth
Cost 2016 (excl GST)	\$300
plus NZTA Registration	\$40
18 January	New Plymouth
19 January	Lower Hutt
20 January	Auckland
27 January	Palmerston North
31 January	Christchurch
1 February	Napier
Cost 2017 (excl GST)	\$345
plus NZTA Registration	\$40

Road Condition Rating – Sealed Roads (2 days)

Refer to page 8.

1-2 December ●	Christchurch
Cost (excl GST)	\$750

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.

17 November ●	Hamilton
24 November	Christchurch
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. Effective people fix the problem and avoid having to fix the errors. To others, fixing problems can seem "too

CALENDAR KEY

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

hard". On this course you'll be guided through the simple 5 step approach in our highly interactive two day course.

23-24 November	Auckland
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. 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
Cost (excl GST)	\$995

Survey & Set Out – Stage 1 (1 day)

Refer to page 8.

25 November	Christchurch
Cost 2016 (excl GST)	\$520

20 January	Nelson
27 January	Auckland
Cost 2017 (excl GST)	\$595

Tendering for Projects (1 day)

Refer to page 3.

6 December ●	Auckland
26 January	Christchurch
Cost (excl GST)	\$520

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

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.

22 November	Christchurch
28 November	Auckland
Cost (excl GST)	\$450

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 and building contracts? This popular course, 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.

23-24 November ●	Christchurch
29-30 November ●	Auckland
1-2 February	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.

13-14 December	Invercargill
Cost (excl GST)	\$750

Working with Concrete (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.

16 November	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



SURVEY AND SET OUT – STAGE 1 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. The course reinforces field checking, recording, basic calculations and good survey techniques.

DATES

CHRISTCHURCH	25 November
NELSON	20 January
AUCKLAND	27 January

FOR MORE INFORMATION CONTACT

Lisa Banks. [E lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) [P 06 759 7065](tel:067597065) 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.

DATES

CHRISTCHURCH	1-2 December
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FOR MORE INFORMATION CONTACT

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

**COURSE
CONFIRMED**

CONCRETE SAW TRAINING

AVAILABLE NOW!

This hands on practical course has been very popular. We are able to offer in-house courses for your staff. Contact us for a quotation.

Topics Include:

Safe handling and use • Types of blades
Maintenance of saws • Environmental issues
PPE requirements

For further details regarding this programme please contact the Programme Coordinator:

Lisa Banks, lisa@nziht.co.nz or phone 06 759 7065

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More info: www.trafficmanagementltd.co.nz/pages/23/OSR-APP

