

TRAINING TALK

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

BITUMEN – BASIC SAFETY

1 DAY

Includes hands-on fire extinguisher training

PRESENTER Barry Gundersen

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 awareness course for all personnel in the road surfacing industry and is presented with the aid of graphic practical demonstrations.

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.

It is a pre-requisite for other advanced courses for those handling, operating, maintaining, working near bitumen equipment or supervising the use of bituminous materials. This course will assist with compliance with individual and company health and safety responsibilities.

DATES

DUNEDIN	17 May
CHRISTCHURCH	23 May
NELSON	30 May
AUCKLAND	1 June
AUCKLAND	2 June
HAMILTON	7 June
TAURANGA	9 June
NAPIER	14 June
PALMERSTON NORTH	20 June
NEW PLYMOUTH	23 June

FOR MORE INFORMATION CONTACT

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

BITUMEN – MANAGING THE RISK

1 DAY

PRESENTER Barry Gundersen

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 roading industry.

It is absolutely essential that all those involved in managing or supervising bituminous operations or businesses, fully understand the significant hazards presented by the materials, related plant and equipment, the legislative requirements imposed and the due diligence procedures required to adequately manage the many risks involved.

The one day course will be presented with the aid of graphic practical demonstrations and is designed to help managers comply with Health and Safety responsibilities.

SOME TOPICS INCLUDE

- The RNZ Code of Practice 9904
- Health and safety – summary of risks
- New safety legislation – personal responsibility of managers
- Importance of appropriate training
- Hazards of bitumen plants and hot-mix plants.

DATES

CHRISTCHURCH	19 May
AUCKLAND	23 June

FOR MORE INFORMATION CONTACT

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



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BITUMEN RHEOLOGY AND PERFORMANCE

1 DAY

NEW
COURSE

PRESENTER Glynn Holleran

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

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

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

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

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

DATES

HAMILTON	20 April
AUCKLAND	27 April
CHRISTCHURCH	11 May
PALMERSTON NORTH	18 May
WHANGAREI	6 June

FOR MORE INFORMATION CONTACT

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

BITUMEN PLANT AND TANKER OPERATOR 1 DAY

PRESENTER Barry Gundersen

The operation of bitumen tankers, sprayers and bitumen 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. This course is a "follow-on" from the awareness level Bitumen – Basic Safety course and is designed specifically for "hands-on" operators. It is a pre-requisite for the Bitumen Sprayer Operator course.

DATES

AUCKLAND	27 June
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FOR MORE INFORMATION CONTACT

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BITUMEN SPRAYER OPERATOR 1 DAY

PRESENTER Barry Gundersen

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 skills to accurately use the equipment.

Output quality is enhanced by bitumen product knowledge, adherence to safe handling procedures and careful record keeping.

DATES

AUCKLAND	28 June
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FOR MORE INFORMATION CONTACT

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

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.*

18th ANNUAL CONFERENCE

Stand & Deliver

Making the customer the centre of thinking for the operation of New Zealand roads.

We are moving towards a funding model for Maintenance and Operations for roads which places customers and stakeholders at the centre of our thinking. We are giving them certainty about the quality of the network and we are giving ourselves a robust method for assessing the quality of our roads and funding them accordingly.

In the past, much of our road work was driven by the squeaky wheels and embedded maintenance schedules. Thinking about the customer experience and placing that at the centre of our business model is a

big culture shift for many, but it will ultimately lead to greater consistency in our work, and most importantly, better value and service for all New Zealanders.

To help achieve these outcomes an evidence based business case approach to investment in Maintenance and Operations of New Zealand roads is required by Road Controlling Authorities.

6th - 8th Nov 2017

Trinity Wharf, Tauranga



NZ TRANSPORT
AGENCY
WAKA KOTAHU

new zealand
nziht
institute of highway technology

PAVEMENT SURFACING 1 DAY

NEW
COURSE

PRESENTER **Glynn Holleran**

High quality pavements, along with the correct selection of pavement surfacing materials are critical to the safety, longevity and condition of New Zealand roads. This one day course will outline and identify the multiple types of surfacing currently in use, the variety of materials used in maintaining these pavements, as well as design, equipment use and surfacing type selection. Asphalt and Chipseal practices will be covered at length including cutting and preparation, along with procedures for patching both of these surfacing types.

DATES

HAMILTON	21 April
AUCKLAND	28 April
CHRISTCHURCH	12 May
PALMERSTON NORTH	19 May

FOR MORE INFORMATION CONTACT

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

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

- Appreciate the attributes of CIRCLY and use it for design and analysis of different pavement configurations

- Design new pavements and rehabilitation treatments using mechanistic analysis in accordance with Austroads and the NZ Supplement requirements
- Apply the latest versions of the Austroads Pavement Design Guide and the NZ Supplement

DATES

WELLINGTON	24-25 May
DUNEDIN	21-22 June
TAURANGA	28-29 June
CHRISTCHURCH	19-20 July

FOR MORE INFORMATION CONTACT

Lisa Banks. E lisa@nziht.co.nz
P 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

PALMERSTON NORTH

4-5 April

DUNEDIN

1-2 May

More dates & locations can be scheduled upon request.

FOR MORE INFORMATION CONTACT

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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

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@nziht.co.nz  06 759 7065 ext 708. www.nziht.co.nz

ASPHALT PRODUCTION ESSENTIALS

1 DAY

PRESENTER **Glynn Holleran**

THE SAFE AND EFFICIENT OPERATION OF ASPHALT PLANTS

Asphalt hot mix is a more important part of the New Zealand construction industry. As plants become more automated and controlled the emphasis on operation is firmly on safety and quality. Different plants have different operation and control procedures but this course concentrates on the practicality of using the tools to make quality mix for clients that can be laid to a durable pavement surfacing or full depth asphalt construction.

DATES

AUCKLAND	8 June
CHRISTCHURCH	15 June
HAMILTON	14 July
WELLINGTON	21 July

FOR MORE INFORMATION CONTACT

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☎ 06 759 7065 ext 708.

ENVIRONMENTAL RISKS OF CONSTRUCTION 2 DAYS

PRESENTER **Emma Comrie-Thomson**

'PREPARING YOU WITH THE ON-SITE ESSENTIALS'

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

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

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

DATES

WELLINGTON	10 April
AUCKLAND	27 April
CHRISTCHURCH	17 May
TAURANGA	25 May

FOR MORE INFORMATION CONTACT

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

ASPHALT PAVEMENT CONSTRUCTION ESSENTIALS

1 DAY

PRESENTER **Glynn Holleran**

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 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.

DATES

AUCKLAND	9 June
CHRISTCHURCH	16 June
HAMILTON	13 July
WELLINGTON	20 July

FOR MORE INFORMATION CONTACT

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☎ 06 759 7065 ext 708.

BRIDGE AND OTHER SIGNIFICANT HIGHWAY STRUCTURES INSPECTION

2 DAY COURSE

NEW COURSE

**10 PERSON LIMIT
GET IN QUICK!**

nzht
Institute of Highway Technology

**NZ TRANSPORT
AGENCY**
WAKA KOTahi

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 17-18 May 2017
Christchurch 12-13 July 2017



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

APRIL – JUNE 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.

11 April ●	Auckland
Cost (excl GST)	\$450

An Introduction to Materials used for Chipseals (Half day)

This course provides a basic introduction to the materials used in chipseals and asphalt in NZ and is intended for those who have not previously had formal training in this subject from other courses such as an appropriate degree or diploma.

24 May	Christchurch
Cost (excl GST)	\$480

Asphalt Pavement Construction Essentials
(1 day)

Refer to page 6.

9 June	Auckland
16 June	Christchurch
Cost (excl GST)	\$520

Asphalt Production Essentials (1 day)

Refer to page 6.

8 June	Auckland
15 June	Christchurch
Cost (excl GST)	\$520

Bitumen – Basic Safety (1 day)

Refer to page 1.

17 May ●	Dunedin
23 May ●	Christchurch
30 May	Nelson
1 June ●	Auckland
2 June ●	Auckland
7 June	Hamilton
9 June	Tauranga
14 June	Napier
20 June	Palmerston North
23 June	New Plymouth
Cost (excl GST)	\$520

Bitumen – Managing the Risk (1 day)

Refer to page 1.

19 May ●	Christchurch
23 June	Auckland
Cost (excl GST)	\$520

Bitumen Plant and Tanker Operator (1 day)

Refer to page 2.

27 June	Auckland
Cost (excl GST)	\$520

Bitumen Sprayer Operator (1 day)

Refer to page 2.

28 June	Auckland
Cost (excl GST)	\$520

Bitumen Rheology & Performance
(1 day)

Refer to page 2.

20 April	Hamilton
27 April	Auckland
11 May	Christchurch
18 May	Palmerston North
6 June	Whangarei
Cost (excl GST)	\$520

**Bridge Inspection and Maintenance Procedures** (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 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.

12-13 April	Christchurch
21-22 June	Wellington
Cost (excl GST)	\$795

Bridge and Other Significant Highway Structures (2 days)

Refer to page 6.

17-18 May ●	Hamilton
Cost (excl GST)	\$1,050

**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. A detailed knowledge of the materials, treatment selection, design procedures and construction processes is essential to any understanding of chipseal performance on the road.

25-26 May	Christchurch
Cost (excl GST)	\$795

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.

5 April	Hamilton
20 April	Dunedin
23 May	Wellington
9 June	Auckland
22 June	Christchurch
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



CALENDAR KEY

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

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.

27-28 April	Auckland
18-19 May	Christchurch
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.

4 April	Hamilton
21 April	Dunedin
24 May	Wellington
8 June	Auckland
21 June	Christchurch
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.

3-4 May	Christchurch
31 May-1 June	Auckland
19-20 June	Wellington
Cost (excl GST)	\$995

Environmental Risks of Construction (1 day)

'Preparing you with the on-site essentials'

Refer to page 6.

10 April	Wellington
27 April	Auckland
17 May	Christchurch
25 May	Tauranga
Cost (excl GST)	\$595

Geomechanics for NZ Rooding (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.

10 May	Hamilton
23 May	Wellington
19 June	Dunedin
Cost (excl GST)	\$450

Geometric Design for Roads (2 days)

Refer to page 12.

4-5 April	Christchurch
16-17 May	Hamilton
25-26 May	Wellington
13-14 June	Dunedin
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 penetration, particularly by metal pegs, rods, stakes and the like, there is an immediate opportunity for potential conflict with existing utility services located underground.

26 April	Christchurch
18 May	Wellington
29 May	Hamilton
15 June	Napier
29 June	Dunedin
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.

28 April	Auckland
30 May	Wellington
7 June	Dunedin
Cost (excl GST)	\$450

Leading High Performing Teams (1 day)

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

23 May	Dunedin
29 May	Hamilton
22 June	Palmerston North
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.

5 April	Nelson
5 April	New Plymouth
7 April	New Plymouth
11 April	Napier
20 April	Lower Hutt
21 April	Auckland

26 April	Christchurch
10 May	Palmerston North
11 May	Auckland
18 May	Dunedin
24 May	Lower Hutt
25 May	New Plymouth
30 May	Christchurch
8 June	Hamilton
12 June	Palmerston North
14 June	Invercargill
19 June	Auckland
21 June	New Plymouth
26 June	Christchurch
Cost (excl GST)	\$345
plus NZTA Registration	\$40

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

This two-day course provides training to the requirements of the NZTA Code of Practice for Temporary Traffic Management, and covers the new standards and operating procedures for NZTA and Local Authority roads.

18-19 April	Palmerston North
20-21 April	Christchurch
26-27 April	Auckland
27-28 April	Lower Hutt
11-12 May	New Plymouth
22-23 May	Auckland
22-23 May	Lower Hutt
25-26 May	Christchurch
14-15 June	Palmerston North
14-15 June	Auckland
21-22 June	Dunedin
26-27 June	Lower Hutt
28-29 June	New Plymouth
29-30 June	Christchurch
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.

12 April	Dunedin
29 May	Wellington
23 June	Auckland
Cost (excl GST)	\$450

Managing Infrastructure Affected by Rivers (1 day)

Refer to page 12.

20 April	Christchurch
28 April	Auckland
17 May	Wellington
31 May	Dunedin
Cost (excl GST)	\$695

Microsoft Excel (1 day)

This workshop will hone your skills. Move from the basics to the many advanced Excel

CALENDAR KEY

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

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.

11 April	Wellington
28 April	Auckland
16 May	Christchurch
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.

21 April	Christchurch
Cost (excl GST)	\$520

Microsoft Project – Task Management (1 day)

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

10 April	Wellington
27 April	Auckland
15 May	Christchurch
Cost (excl GST)	\$520

Microsoft Word – Documents (1 day)*'Preparing you to create better documents'*

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, contacts with consistent, clear and well formatted files.

26 April	Auckland
22 May	Palmerston North
26 May	Christchurch
Cost (excl GST)	\$520

Pavement and Rehabilitation Design (2 days)

Refer to page 3.

24-25 May	Wellington
21-22 June	Dunedin
28-29 June	Tauranga
Cost (excl GST)	\$995

Pavement Surfacing (1 day)

Refer to page 3.

21 April	Hamilton
28 April	Auckland
12 May	Christchurch
19 May	Palmerston North
Cost (excl GST)	\$520

Calendar continued on next page >

Proficient Positioning for Civil Construction

(1 day)

Positioning systems enable contractors to manage their worksites more effectively, complete tasks more accurately, meet tighter deadlines and prevent rework. This training course is designed to teach the attendees the most current and up to date positioning skills and techniques.

18 May	Christchurch
24 May	Wellington
31 May	Auckland
Cost (excl GST)	\$420

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.

6 April	Nelson
6 April ●	New Plymouth
12 April	Napier
13 April ●	Auckland
27 April	Christchurch
9 May	Palmerston North
12 May	Auckland
19 May	Dunedin
24 May	New Plymouth
25 May	Lower Hutt
31 May	Christchurch
9 June	Hamilton
15 June	Invercargill
20 June	Auckland
20 June	New Plymouth
27 June	Christchurch
28 June	Palmerston North
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. To improve public relations, reduce the possibility of accidents and reduce maintenance and road-user costs, present day performance based procedures are requiring that trenching and reinstatement contractors take greater responsibility for their actions

10 April	Auckland
Cost (excl GST)	\$450

Road Lighting Course A – to AS/NZS 1158

(1 day)

The course will cover the elements of good road lighting design for all parts of the road network using the computer techniques specified in the standard.

20 June	Palmerston North
Cost (excl GST)	\$450

**Road Lighting Course B – Design Training**

(1 day)

This one day design course builds on the NZIHT Road Lighting Course A. It covers the design methodology of the series of AS/NZS 1158 Lighting Standards and covers relevant material from the "right light" project.

21 June	Palmerston North
Cost (excl GST)	\$450

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.

13 April	Wellington
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. Equipment can be large and heavy such as drainage pipes and manholes. To help you, it is important to move and place this large equipment with either a loader or excavator.

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.

27 April	Christchurch
17 May	Wellington
30 May	Hamilton
14 June	Napier
28 June	Dunedin
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.

26 April ●	Auckland
18 May	Wellington
31 May	Christchurch
26 June	Hamilton
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". On this course you'll be guided through the simple 5 step approach in our highly interactive two day course.

10-11 April	Christchurch
27-28 June	Auckland
Cost (excl GST)	\$995

**CALENDAR KEY**

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

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.

27-28 April ●	Palmerston North
21-22 June	Hamilton
Cost (excl GST)	\$995

Supercharged Supervisors Toolkit (1 day)

Refer to page 12.

26 April ●	Palmerston North
9 May	Invercargill
31 May ●	Hamilton
Cost (excl GST)	\$595

Survey & Set Out (1 day)

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.

19 May	Wellington
9 June	Auckland
Cost (excl GST)	\$595

Tendering for Projects (1 day)

Winning contracts and evaluating tenders is essential to the continuing viability of any contractor/client.

If you wish to learn the tendering process, then this course is a must.

19 April	Invercargill
25 May	Auckland
30 May	Christchurch
Cost (excl GST)	\$520

The Fundamentals of Asphalt Mix (2 days)

This course provides an overview of asphalt mix design and includes the latest design methods from America and Australia. The methods will include Austroads Selection and Design of Asphalt Mixes and SHRP Superpave Mix Design. It has also been updated to include the draft specification for dense graded, stone mastic and fine graded asphalt paving mixtures NZTA M/10.

12-13 June	Wellington
Cost (excl GST)	\$750

Time Management (1 day)

Stop working hard – work smarter and get more done. Learn how to do all this in one day. You have as much time in a day as

Calendar continued on next page >

everyone else does. So what happens to it? Are you using it the way you want? Have you the capacity to work on your business as well as in it? This very powerful seminar has participants construct their own personalised Time Management Plan according to their style and work environment.

19 April	Napier
10 May	Invercargill
15 May	Wellington
30 May	Hamilton
Cost (excl GST)	\$595

The National Utilities Code – What Staff On-Site 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.

20 April	Invercargill
9 May	Christchurch
10 May	Wellington
24 May	Napier
31 May	Hamilton
Cost (excl GST)	\$495

Transforming Your Leadership (1 day)

Being a leader in your business or field can be tough. Managing people, making hard decisions and maintaining an effective work/life/family balance can be challenging. We can teach you many things



about leadership, culture and teams. We can train you in conflict management, team building, and creative organisational solutions.

12 April	Dunedin
3 May	Hamilton
26 May	Wellington
Cost (excl GST)	\$595

Understanding NZS3910:2013 Conditions of Contract (2 days)

Refer to page 12.

11-12 April	Christchurch
19-20 April	Whangarei
4-5 May	Palmerston North
15-16 May	Invercargill
1-2 June	Hamilton
19-20 June	Christchurch
29-30 June	Auckland
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.

CALENDAR KEY

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

20-21 April	Palmerston North
29-30 May	Hamilton
20-21 June	Dunedin
Cost (excl GST)	\$750

Understanding the National Utilities Code (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, 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.

11-12 April	Christchurch
27-28 April	Wellington
11-12 May	Invercargill
22-23 May	Napier
15-16 June	Hamilton
22-23 June	Palmerston North
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.

12 April	Wellington
Cost (excl GST)	\$450

CERTIFICATE IN ENGINEERING TECHNOLOGY

ENROLMENTS ARE OPEN FOR SEMESTER 1 COMMENCING FEBRUARY 2017 & SEMESTER 2 COMMENCING JULY 2017

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.

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 electronics 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 ADDRESS. PO Box 9296, Waikato Mail Centre, Hamilton 3240 TEL. (07) 850 8330

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

GEOMETRIC DESIGN FOR ROADS

2 DAYS

PRESENTER **Len Nel**

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

STANDARDS OVERVIEW

A brief summary of which highway design and line marking guides apply in New Zealand and in various Australian states.

DATES

CHRISTCHURCH	4-5 April
AUCKLAND	16-17 May
WELLINGTON	25-26 May
DUNEDIN	13-14 June

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	11-12 April
WHANGAREI	19-20 April
PALMERSTON NORTH	4-5 May
INVERCARGILL	15-16 May
HAMILTON	1-2 June
CHRISTCHURCH	19-20 June
AUCKLAND	29-30 June
WELLINGTON	17-18 July

FOR MORE INFORMATION CONTACT

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

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, hydraulic analysis tools, risk management techniques and an outline of protection options.

DATES

CHRISTCHURCH	20 April
AUCKLAND	28 April
WELLINGTON	17 May
DUNEDIN	31 May

FOR MORE INFORMATION CONTACT

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

SUPERCHARGED SUPERVISORS TOOLKIT

1 DAY

PRESENTER **Bruce Thomson**

Get the job done, on time, to specifications and to budget. This requires Supercharged Supervisory skills.

This highly interactive one day course will address four essentials to the supervisor.

- What you have to BE
- What you have to KNOW
- What you have to DO
- What you have to LEARN

DATES

PALMERSTON NORTH	26 April
INVERCARGILL	9 May
HAMILTON	31 May

FOR MORE INFORMATION CONTACT

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

NEW
COURSE