

TRAINING TALK

TRAINING NEWS FROM THE NEW ZEALAND INSTITUTE OF HIGHWAY TECHNOLOGY JUNE 2017



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. Understanding with field exercises using levelling equipment and level reductions to establish design heights gives field staff new skills.

The course reinforces field checking, recording, basic calculations and good survey techniques.



Training recently held in Vanuatu.

DATES

AUCKLAND	9 June
CHRISTCHURCH	24 July
NELSON	28 July
HAMILTON	11 August
PALMERSTON NORTH	17 August

FOR MORE INFORMATION CONTACT

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

What's
Inside

SHORT COURSES

Successful Project Management	3	Bridge and Other Significant	
Supercharged Supervisor Toolkit	3	Highway Structures Inspection	4
Conflict Management Skills	3	Road Lighting Course A – to AS/NZS 1158	5
Environmental Risks of Construction	4	Road Lighting Course B – Design Training	5
Pavement and Rehabilitation Design	5	NZ Certificate in Infrastructure Works – Level 3	10
Understanding the National Utilities Code	5	Bitumen Plant and Tanker Operator	12
CONTACT Lisa Banks		Bitumen – Basic Safety	12
The Fundamentals of Asphalt Mix	2	Bitumen Sprayer Operator	12
Asphalt Production Essentials	2	Bitumen – Managing the Risk	12
Asphalt Pavement Construction Essentials	2	CONTACT Jan Kivell	
Bridge Inspection and Maintenance	4		

COURSE CALENDAR & REGISTRATION

June – August 2017	7 - 10
Registration Form	11

THE FUNDAMENTALS OF ASPHALT MIX **2 DAYS**

PRESENTER David Jones

Asphalt paving mix design requires a clear understanding of design standards and specification requirements. Design also demands close attention to the details of testing procedures to ensure an economical blend and gradation of aggregates. Durable asphalt mixes must provide for stability, sufficient voids and workability to permit efficient construction.

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. This will assist engineers and supervisors in their understanding of the design process and specifications.

DATES

WELLINGTON	12-13 June
AUCKLAND	10-11 July
CHRISTCHURCH	21-22 August

FOR MORE INFORMATION CONTACT

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

ASPHALT PRODUCTION ESSENTIALS **1 DAY**

PRESENTER Glynn Holleran

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

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

**NEW
COURSE**

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.

DATES

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

FOR MORE INFORMATION CONTACT

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

**NEW
COURSE**

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.*

SUCCESSFUL PROJECT MANAGEMENT 2 DAYS

PRESENTER **Steven Briggs**

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

We've distilled the wisdom and experience of project managers into a simple six-step approach to leading a successful project. We'll help you learn it effortlessly in our highly interactive two day course. It's a practical approach that is easy to apply to any situation.

DATES

HAMILTON	21-22 June
WELLINGTON	12-13 July
AUCKLAND	18-19 July
DUNEDIN	20-21 July
CHRISTCHURCH	9-10 August

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

WHANGAREI	29 June
WELLINGTON	11 July
CHRISTCHURCH	13 July
ROTORUA	19 July
AUCKLAND	26 July
NEW PLYMOUTH	9 August

FOR MORE INFORMATION CONTACT

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



NEW
COURSE

CONFLICT MANAGEMENT SKILLS 2 DAYS

PRESENTER **Fiona Knight**

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. Gain effective skills to support better communications, projects and improve your working relationships.

DATES

HAMILTON	26-27 June
WELLINGTON	12-13 July
DUNEDIN	7-8 August
AUCKLAND	29-30 August

FOR MORE INFORMATION CONTACT

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

NEW
COURSE

ENVIRONMENTAL RISKS OF CONSTRUCTION

2 DAYS

PRESENTER Emma Comrie-Thomson

'PREPARING YOU WITH THE ON-SITE ESSENTIALS'

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

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

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

DATES

PALMERSTON NORTH	21 June
INVERCARGILL	28 June
AUCKLAND	19 July
CHRISTCHURCH	25 July

FOR MORE INFORMATION CONTACT

Lisa Banks. [E lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) [P 06 759 7065](tel:067597065) ext 705.

BRIDGE INSPECTION & MAINTENANCE PRODECURES 2 DAYS

PRESENTER Dave Charters

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

Defects do occur which require attention during the life of a bridge. Some bridge components have a design life less than that of the bridge and require periodic replacement. Natural events such as floods and earthquakes cause damage. The bridge corrosion environment can affect durability and must be recognised. These areas must be addressed and appropriate maintenance carried out to ensure continued public safety as well as to maintain the asset and minimise repair costs.

DATES

WELLINGTON	21-22 June
DUNEDIN	13-14 September
HAMILTON	18-19 October

FOR MORE INFORMATION CONTACT

Lisa Banks. [E lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) [P 06 759 7065](tel:067597065) ext 705.

BRIDGE AND OTHER SIGNIFICANT HIGHWAY STRUCTURES INSPECTION

2 DAY COURSE

NEW COURSE

**10 PERSON LIMIT
GET IN QUICK!**

nziht
Institute of Highway Technology

**NZ TRANSPORT
AGENCY**
Waka Kotahi

Bridges and Other Significant Highway Structures are critical components of the New Zealand Road 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	12-13 July
Hamilton	16-17 August



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.

ROAD LIGHTING COURSE A – TO AS/NZS 1158

1 DAY (with optional night tour)

PRESENTER Graeme Culling and Geoff English

This one day course covers the series of AS/NZS 1158 Standards for Lighting for Roads and Public Spaces. The design of lighting for vehicle and pedestrian road users is covered as well as historical reasoning behind “why we light roads”. It allows users to gain full advantage from the broad guidance the standards now provide.

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.

DATES

PALMERSTON NORTH	20 June
CHRISTCHURCH	1 August
HAMILTON	22 August
DUNEDIN	5 September
AUCKLAND	26 September

ROAD LIGHTING COURSE B – DESIGN TRAINING

1 DAY (with optional night tour – previous evening)

PRESENTER Graeme Culling

This Road Lighting Design Training course provides practical guidance for those involved in the detail of design process. Road Lighting Design is a skill that is essential for Asset owners of Road Lighting (Road Controlling Authorities, Councils and NZ Transport Agency) to have ready access to. The course concentrates of the design methodology for roads lit to both Category V and P – but also covers public space lighting, lighting of pedestrian crossings and tunnel lighting principles. 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.

DATES

PALMERSTON NORTH	21 June
CHRISTCHURCH	2 August
HAMILTON	23 August
DUNEDIN	6 September
AUCKLAND	27 September

For more information contact Jan Kivell. jan@nziht.co.nz 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.

DATES

HAMILTON	21-22 June
TAURANGA	28-29 June
CHRISTCHURCH	19-20 July

FOR MORE INFORMATION CONTACT

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

UNDERSTANDING THE NATIONAL UTILITIES CODE 2 DAYS

PRESENTER Fiona Knight

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.

It is designed for corridor managers, utility operators, consultants and contractors and covers interpreting the Code and how to work better to comply with the requirements of the Utilities Access Act 2010.

DATES

HAMILTON	15-16 June
PALMERSTON NORTH	22-23 June
CHRISTCHURCH	20-21 July
AUCKLAND	2-3 August
WELLINGTON	28-29 August

FOR MORE INFORMATION CONTACT

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



ENGINEER

QUALIFICATIONS WHILE YOU WORK

**Feeling like a career change
or looking to upskill yourself?
Gain Civil Engineering Qualifications
– WHILE YOU WORK!**

The qualifications will be delivered in Auckland, Hamilton, Palmerston North and Christchurch – unless otherwise stated right.

Learn with us in a Block Format, which involves face-to-face delivery in a classroom with a tutor, along with some self-directed study in your own time.

Qualifications available are:

NZ DIPLOMA IN ENGINEERING (CIVIL) – Level 6

The NZ Diploma in Engineering (Civil) – [NZDE (Civil)], administered by the NZ Board of Engineering Diplomas, is a well-established, 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) – Level 6

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.

GRADUATE DIPLOMA IN ENGINEERING (HIGHWAYS) – Level 7 *(Delivered in Hamilton only)*

The Graduate Diploma in Engineering (Highways), one year (full time equivalent), 120 credit qualification designed to provide holders of civil engineering qualifications an opportunity to acquire technical knowledge of applied management.

CERTIFICATE IN ENGINEERING TECHNOLOGY – Level 4

60 credit certificate providing a choice of three 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 CERTIFICATE IN INFRASTRUCTURE WORKS (Level 2)

This is a **fee free 41 credit programme delivered over 20 weeks. This involves five blocks of classroom training (total 7 days).

NZ CERTIFICATE IN INFRASTRUCTURE WORKS (Level 3)

This is a **fee free 56 credit programme delivered over 20 weeks. This involves five blocks of classroom training (total 9 days).

**Enrolments are open for Semester 2 commencing
17 July 2017 across New Zealand.**

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

EMAIL. admin@nziht.co.nz **HAMILTON OFFICE.** (07) 850 8330 **NEW PLYMOUTH OFFICE.** (06) 759 7065

Make it Happen.

new zealand
nziht
institute of highway technology

JUNE – AUGUST 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 July	Wellington
13 July ●	Auckland
25 July	Christchurch
22 August	Dunedin
Cost (excl GST)	\$450

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

Bitumen emulsions for chipsealing offer some significant advantages over hot bitumen cutbacks in terms of safety, total energy use, greenhouse gas emissions and reduced risk in damp and cool environments. The course introduces the materials, looks briefly at manufacture and covers properties in detail with a strong emphasis on how this influences application techniques and on-the-road performance separately for emulsions and PMB's.

16 August	Christchurch
30 August	Auckland
Cost (excl GST)	\$495

Asphalt Pavement Construction Essentials (1 day)

Refer to page 2.

9 June	Auckland
16 June	Christchurch
13 July	Hamilton
20 July	Wellington
Cost (excl GST)	\$520

Asphalt Production Essentials (1 day)

Refer to page 2.

8 June ●	Auckland
15 June	Christchurch
14 July	Hamilton
21 July	Wellington
Cost (excl GST)	\$520

Bitumen – Basic Safety
(1 day)

Refer to page 12.

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 12.

26 June	Auckland
Cost (excl GST)	\$520

Bitumen Plant and Tanker Operator (1 day)

Refer to page 12.

27 June ●	Auckland
Cost (excl GST)	\$520

Bitumen Sprayer Operator (1 day)

Refer to page 12.

28 June ●	Auckland
Cost (excl GST)	\$520

Bitumen Rheology & Performance
(1 day)

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.

6 June	Whangarei
Cost (excl GST)	\$520

Bridge Inspection and Maintenance Procedures (2 days)

Refer to page xx.

21-22 June	Wellington
Cost (excl GST)	\$795

Bridge and Other Significant Highway Structures (2 days)

Refer to page xx.

12-13 July	Christchurch
16-17 August ●	Hamilton
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.

9 June	Auckland
22 June	Christchurch
19 July	Palmerston North
8 August	Tauranga
17 August	Invercargill
Cost (excl GST)	\$450

Conflict Management Skills
(2 days)

Refer to page 3.

26-27 June	Hamilton
12-13 July	Wellington
7-8 August	Dunedin
29-30 August	Auckland
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

CALENDAR KEY

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

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.

8 June	Auckland
21 June	Christchurch
20 July	Palmerston North
9 August	Tauranga
18 August	Invercargill
Cost (excl GST)	\$450

Creating a Health and Safety Culture
(1 day)

How well are you doing in creating a health and safety culture? The Health and Safety legislation puts responsibility for managing risks and potentially hazardous situations on people at all levels in workplaces, from the Board Chair to the cleaner. Many people complain: "It's not based on common sense, so how can we apply it?" Do you know what your health and safety responsibilities are?

21 June	Palmerston North
6 July	Christchurch
24 July	Auckland
14 August	Napier
21 August	Dunedin
31 August	Wellington
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.

19-20 June	Wellington
15-16 August	Christchurch
Cost (excl GST)	\$995

Environmental Risks of Construction
(1 day)

'Preparing you with the on-site essentials'

Refer to page 4.

21 June	Palmerston North
28 June ●	Invercargill
19 July	Auckland
25 July	Christchurch
Cost (excl GST)	\$595

Geomechanics for NZ Roadway (1 day)

This course draws together the necessary soil investigation and geotechnical procedures for

Calendar continued on next page >

roading construction and maintenance. The course provides an up-to-date overview of investigative techniques and analysis.

19 June	Dunedin
4 July	Tauranga
20 July	Christchurch
28 August	Whangarei
Cost (excl GST)	\$450

Geometric Design for Roads (2 days)

Refer to page 5.

13-14 June	Dunedin
26-27 July	Auckland
9-10 August	Palmerston North
23 August	Christchurch
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.

15 June	Napier
29 June	Dunedin
4 July	Palmerston North
13 July	Auckland
20 July	Christchurch
9 August	Wellington
24 August	Hamilton
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.

7 June	Dunedin
19 July	Tauranga
28 July	Palmerston North
10 August	Christchurch
23 August	Auckland
30 August	Napier
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.

22 June	Palmerston North
28 June	Whangarei
17 July	Christchurch
27 July	Auckland
22 August	Wellington
29 August	Invercargill
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 June	Hamilton
12 June	Palmerston North
14 June	Invercargill
19 June	Auckland
21 June	New Plymouth
26 June	Christchurch
3 July	Napier
10 July	Lower Hutt
12 July	Nelson
20 July	New Plymouth
24 July	Christchurch
25 July	Auckland
1 August	Dunedin
8 August	Hamilton
15 August	Rotorua
17 August	Palmerston North
22 August	Christchurch
30 August	Auckland
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.

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
10-11 July	Hamilton
12-13 July	Palmerston North
17-18 July	Invercargill
20-21 July	Auckland
25-26 July	New Plymouth
27-28 July	Christchurch
3-4 August	Napier
10-11 August	Lower Hutt
14-14 August	Nelson
21-22 August	New Plymouth
24-25 August	Christchurch
28-29 August	Auckland
Cost (excl GST)	\$545
plus NZTA Registration	\$40

CALENDAR KEY

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

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.

23 June	Auckland
12 July	Christchurch
14 July	Tauranga
24 July	Palmerston North
11 August	Christchurch
24 August	Auckland
31 August	Napier
Cost (excl GST)	\$450

Managing Infrastructure Affected by Rivers (1 day)

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.

19 July	Tauranga
17 August	Christchurch
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.

18 July	Wellington
1 August	Tauranga
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.

25 July	Palmerston North
4 August	Tauranga
24 August	Dunedin
31 August	Auckland
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.

24 July	Palmerston North
3 August	Tauranga
23 August	Dunedin
30 August	Auckland
Cost (excl GST)	\$520

Calendar continued on next page >

**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.

19 July	Wellington
2 August	Tauranga
25 August	Dunedin
Cost (excl GST)	\$520

Pavement and Rehabilitation Design (2 days)

Refer to page 5.

21-22 June	Dunedin
28-29 June	Tauranga
19-20 July ●	Christchurch
Cost (excl GST)	\$995

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.

9 June	Hamilton
15 June	Invercargill
20 June	Auckland
20 June	New Plymouth
27 June	Christchurch
28 June	Palmerston North
4 July	Napier
11 July	Lower Hutt
13 July	Nelson
21 July	New Plymouth
25 July	Christchurch
26 July	Auckland
2 August	Dunedin
9 August	Hamilton
16 August	Rotorua
18 August	Palmerston North
31 August	Auckland
Cost (excl GST)	\$345
plus NZTA Registration	\$40

Road Lighting Course A – to AS/NZS 1158

(1 day)

Refer to page 5.

20 June	Palmerston North
25 July	Christchurch
22 August	Hamilton
Cost (excl GST)	\$450

Road Lighting Course B – Design Training

(1 day)

Refer to page 5.

21 June	Palmerston North
26 July	Christchurch
23 August	Hamilton
Cost (excl GST)	\$450

Safety with Bitumen and Chemicals in a Civil Engineering Laboratory

(1 day)

This course looks at use of bitumen and chemicals from a laboratory perspective.

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

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. 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.

14 June	Napier
28 June	Dunedin
5 July	Palmerston North
12 July	Auckland
19 July	Christchurch
10 August	Wellington
22 August	Hamilton
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 June	Hamilton
14 July	Auckland
31 August	Whangarei
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.

27-28 June	Auckland
25-26 July	Wellington
17-18 August	Christchurch
Cost (excl GST)	\$995

Successful Project Management (2 days)

Refer to page 3.

21-22 June	Hamilton
12-13 July	Wellington
18-19 July	Auckland
20-21 July	Dunedin
9-10 August	Christchurch
Cost (excl GST)	\$995

**CALENDAR KEY**

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

Supercharged Supervisors Toolkit (1 day)

Refer to page 3.

29 June ●	Whangarei
11 July	Wellington
13 July	Christchurch
19 July	Rotorua
26 July	Auckland
9 August	New Plymouth
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.

9 June ●	Auckland
24 July	Christchurch
28 July	Nelson
11 August	Hamilton
17 August	Palmerston North
Cost (excl GST)	\$595

Tendering for Projects (1 day)

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

19 July ●	Wellington
27 July	Whangarei
10 August	Rotorua
25 August	Auckland
Cost (excl GST)	\$520

The Fundamentals of Asphalt Mix (2 days)

Refer to page 2.

12-13 June	Wellington
10-11 July	Auckland
21-22 August	Christchurch
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 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.

18 July	Christchurch
28 July	Auckland
16 August	Palmerston North
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.

Calendar continued on next page >

CALENDAR KEY

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

28 July	Auckland
11 August	Palmerston North
18 August	Christchurch
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.



30 June	Whangarei
14 July	Christchurch
11 August	Tauranga
17 August	Palmerston North
30 August	Invercargill
Cost (excl GST)	\$595

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, 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.

1-2 June ●	Hamilton
19-20 June ●	Christchurch
29-30 June ●	Auckland
17-18 July ●	Wellington
25-26 July ●	Auckland
16-17 August	Christchurch
22-23 August	Dunedin
23-24 August	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.

20-21 June	Dunedin
5-6 July	Tauranga
26-27 July	Christchurch
18-19 July	Wellington
26-27 July	Christchurch
9-10 August	Auckland
17-18 August	Napier
23-24 August	Invercargill
29-30 August	Whangarei
Cost (excl GST)	\$750

Understanding the National Utilities Code (2 days)

Refer to page xx.

15-16 June	Hamilton
22-23 June ●	Palmerston North
20-21 July	Christchurch
2-3 August	Auckland
28-29 August ●	Wellington
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.

21 June	Christchurch
27 June ●	Auckland
30 June	Dunedin
6 July	Palmerston North
8 August	Wellington
23 August	Hamilton
Cost (excl GST)	\$450

NZ CERTIFICATE IN INFRASTRUCTURE WORKS

FEE FREE
*Conditions Apply

LEVEL 3
SPACES STILL AVAILABLE
ENQUIRE NOW

Starting in Christchurch
19-20 June

Starting in Palmerston North
29-30 June

Contact jan@nzht.co.nz
for full details

new zealand
nzht
institute of highway technology

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

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.

WHO SHOULD ATTEND?

All personnel involved in any way with road surfacing, especially those working anywhere in contractor's depots, chipsealing and asphalt paving

workers, as well as those supervising road surfacing operations including local authority and consulting engineering personnel.

DATES

AUCKLAND (confirmed)	1 June
AUCKLAND (confirmed)	2 June
HAMILTON (confirmed)	7 June
TAURANGA (confirmed)	9 June
NAPIER	14 June
PALMERSTON NTH (confirmed)	20 June
NEW PLYMOUTH (confirmed)	23 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 (confirmed)	27 June
PALMERSTON NORTH	13 September
CHRISTCHURCH	21 September

FOR MORE INFORMATION CONTACT

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

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 (confirmed)	28 June
PALMERSTON NORTH	14 September
CHRISTCHURCH	22 September

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 is designed to help managers comply with Health and Safety responsibilities.

WHAT IS THE DIFFERENCE BETWEEN 'BITUMEN – BASIC SAFETY' AND 'BITUMEN – MANAGING THE RISK'?

The "Bitumen – Managing the Risk" differs from the Bitumen – Basic Safety course, in that it is aimed specifically at managers and looks at the management due diligence issues associated with bitumen-related risks.

DATES

AUCKLAND (confirmed)	26 June
PALMERSTON NORTH	11 September

FOR MORE INFORMATION CONTACT

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