

TRAININGTALK

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

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.

MAJOR POINTS COVERED ARE:

- Changes from NZS3910:2003
- Types of contracts
- Contractor and Client obligations
- Role of the Engineer / Engineer's representative
- Variations and how to value them
- Extensions of time and the financial implications to clients
- Disputes
- Termination of contracts / sub-contracts
- Calculation of percentages for on-site costs, overhead and profit and rate per working day

DATES FOR 2017/2018

WELLINGTON (confirmed)	8-9 November
DUNEDIN (confirmed)	20-21 November
AUCKLAND (confirmed)	7-8 December
CHRISTCHURCH	24-25 January
WELLINGTON	30-31 January

FOR MORE INFORMATION CONTACT

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



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COURSE CALENDAR

November 2017 – January 2018	11 - 12
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MICROSOFT PROJECT – TASK MANAGEMENT

1 DAY

PRESENTER Rodney Penney

This course provides a comprehensive introduction to Project Managers, Business Managers, or anyone responsible for scheduling tasks and resources. This intermediate level course gives participants the skills necessary to develop, implement, schedule and manage project plans for roading, bridges, land developments, buildings etc.

Attendees will create a project with a list of tasks, build task relationships, assign resources, manage the project against the Baseline, and use Project views and reports to present information to clients, managers and staff. A working knowledge of Excel would be an advantage.

THIS HANDS-ON COURSE PROVIDES PARTICIPANTS WITH A PRACTICAL UNDERSTANDING OF

- Project Task Management planning skills
- The skills / tools for planning and controlling tasks within projects that will meet the needs of stakeholders
- The rules of project planning
- Tools for managing common tasks
- Current best practices in the project industry

SOME TOPICS INCLUDE

- Navigating project views
- How project holds data

- Mouse and keyboard shortcuts
- Task filtering for information
- Starting a project
- Managing the master calendar
- Entering / editing tasks
- Adding different duration types
- Summary tasks
- Project summary task
- Linking of tasks on the Gantt chart
- Adding lag and lead times
- Understanding constraints / deadlines
- Adding basic resources

DATES

WELLINGTON (confirmed)	7 November
CHRISTCHURCH (confirmed)	15 November
AUCKLAND (confirmed)	20 November
HAMILTON	27 November

FOR MORE INFORMATION CONTACT

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

CONTACT INFORMATION

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www.nziht.co.nz

Conferences & Specialist Workshops
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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.

**LESS THAN ONE WEEK TO GO
DON'T MISS OUT – REGISTER NOW!**

NZ Transport Agency & NZIHT

18th ANNUAL CONFERENCE

6th - 8th November 2017 **Trinity Wharf, Tauranga**

Stand & Deliver

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

REGISTER NOW nziht.co.nz

FOR MORE INFORMATION CONTACT

Jill Warner, Conference Co-ordinator

☎ 06 759 7065 ext. 709 ✉ jill@nziht.co.nz



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GAIN MORE GROUND

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AGENCY**
WAKA KOTAHİ



new zealand
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institute of highway technology



LEVEL 1 – BASIC TRAFFIC CONTROLLER (TC)

1 DAY

PRESENTER **NZTA approved**

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). Appropriately trained and qualified staff must be available to carry out temporary traffic management duties in compliance with the NZTA COP/TTM on all road worksites.

The course will assist with compliance with the Health and Safety at Work Act. 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.

DATES

ROTORUA	2 November
DUNEDIN	7 November
NEW PLYMOUTH (confirmed)	15 November
WHANGANUI	22 November
CHRISTCHURCH	28 November
AUCKLAND	29 November
LOWER HUTT	6 December
NEW PLYMOUTH	12 December
CHRISTCHURCH	13 December
AUCKLAND	18 January
NEW PLYMOUTH	22 January
HAMILTON	24 January
CHRISTCHURCH	29 January

FOR MORE INFORMATION CONTACT

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

UNDERSTANDING QUALITY PAVEMENT CONSTRUCTION

2 DAYS

PRESENTER **Ian Anderson**

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.

TOPICS INCLUDE

- On-site preparation
- Excavation
- Identification of problem areas in subgrade
- Treatment of poor subgrade areas to achieve strength requirements
- Interpretation of material specifications
- Soil properties influencing compaction
- Spreading and placement of aggregate materials

- The relationship between maximum dry density (MDD) and optimum water content (OWC)
- Compaction behaviour of cohesive (clay) soils and non-cohesive (granular) materials
- Compaction assessment (in the field)
- Compaction equipment – types and application
- Grading, trimming, shaping and compaction of final surface
- Surface preparation

DATES

PALMERSTON NORTH	21-22 November
AUCKLAND (confirmed)	23-24 November
CHRISTCHURCH	30 Nov – 1 Dec

FOR MORE INFORMATION CONTACT

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

STABILISATION OF ROAD PAVEMENTS

1 DAY

PRESENTER **Ian Anderson**

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. With the advent of new TNZ performance specifications (B/3 and M/22), there is the opportunity to use alternative materials in conjunction with stabilisation techniques, to meet strength and durability requirements for pavements. This course provides an overview of the main issues involved with the design and construction of sealed and unsealed pavements using stabilisation.

DATES

AUCKLAND (confirmed)	9 November
WELLINGTON	28 November
CHRISTCHURCH	5 December

FOR MORE INFORMATION CONTACT

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



LEVEL 1 – SITE TRAFFIC MANAGEMENT SUPERVISOR (STMS) 2 DAYS

PRESENTER **NZTA approved**

The NZ Transport Agency (ex Transit NZ) Code of Practice for Temporary Traffic Management (COP/TTM) requires that appropriately trained and qualified personnel must carry out and supervise Temporary Traffic Management duties on all road worksites.

The STMS has specific duties and has ultimate responsibility for overall traffic management at the worksite. 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.

DATES

PALMERSTON NORTH	7-8 November
HAMILTON	8-9 November
NEW PLYMOUTH (confirmed)	13-14 November
NAPIER	20-21 November
CHRISTCHURCH	21-22 November
AUCKLAND	27-28 November
ROTORUA	4-5 December
DUNEDIN	7-8 December
NEW PLYMOUTH	18-19 December
AUCKLAND	16-17 January
LOWER HUTT	17-18 January
CHRISTCHURCH	22-23 January
NEW PLYMOUTH	25-26 January

FOR MORE INFORMATION CONTACT

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

REFRESHER – LEVEL 1 STMS 1 DAY

PRESENTER **NZTA approved**

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.

This course provides training of the major changes to the NZ Transport Agency (ex Transit NZ) Code of Practice for Temporary Traffic Management (COP/TTM). Including, low volume roads, local body roads, change in responsibilities, safety audit procedure, mobile operations and generic plans.

DATES

ROTORUA	3 November
DUNEDIN	8 November
NEW PLYMOUTH (confirmed)	16 November
WHANGANUI	23 November
CHRISTCHURCH	29 November
AUCKLAND (confirmed)	30 November
LOWER HUTT	7 December
NEW PLYMOUTH	13 December
CHRISTCHURCH	14 December
AUCKLAND	19 December
NEW PLYMOUTH	23 January
HAMILTON	25 January
CHRISTCHURCH	30 January

FOR MORE INFORMATION CONTACT

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



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.

DATES

DUNEDIN	17 November
WELLINGTON	24 November
AUCKLAND	4 December
CHRISTCHURCH	8 December

FOR MORE INFORMATION CONTACT

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

INSPECTING ROADS & ESTABLISHING MAINTENANCE NEEDS 1 DAY

PRESENTER Bill Evans

This course provides an introduction to the methodology used to inspect and determine road maintenance needs. Employing asset management principles and utilising industry tools, the inspector must then apply skill and knowledge to identify and prioritise maintenance activities, and present cost options balanced against contract conditions and service levels.

DATES

DUNEDIN (confirmed)	22 November
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FOR MORE INFORMATION CONTACT

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

GEOMECHANICS FOR NEW ZEALAND ROADING 1 DAY

PRESENTER Ian Anderson

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.

DATES

AUCKLAND	8 November
WELLINGTON	29 November
CHRISTCHURCH (confirmed)	6 December

FOR MORE INFORMATION CONTACT

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

ROAD CONDITION RATING – SEALED ROADS 2 DAYS

PRESENTER Chris Scott

Reliable identification of defects is vital to the proper functioning of NZ Transport Agency (NZTA) Road Assessment and Maintenance Management system.

NZIHT trains all of this country's road condition raters directly. Successful workshop participants receive a Practising Certificate enabling them to undertake condition rating surveys of sealed roads on NZTA funded works on State Highways and Local Authority roads.

NZIHT welcomes enquiries for training from anyone wishing to be trained as a rater. The Institute maintains a register of currently certified sealed road raters for public inspection and will on request provide details to road controlling authorities prior to acceptance of any professional services tender for road condition rating.

DATES

CHRISTCHURCH (confirmed)	30 Nov-1 Dec
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FOR MORE INFORMATION CONTACT

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

**ENROL NOW
FOR A 2018 START!**

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. Electronics courses will be run subject to sufficient numbers.

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).

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.

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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.

2018 INTAKES & START DATES

CHRISTCHURCH	27 & 28 February
WELLINGTON	13 & 14 March
AUCKLAND	27 & 28 March
PALMERSTON NORTH	10 & 11 April

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.

2018 INTAKES & START DATES

AUCKLAND	13 & 14 March
CHRISTCHURCH	26 & 27 March
PALMERSTON NORTH	1 & 2 May
NEW PLYMOUTH	10 & 11 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

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

AUCKLAND (confirmed)

15-16 November

CHRISTCHURCH

29-30 November

FOR MORE INFORMATION CONTACT

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



TENDERING FOR PROJECTS UNDERSTANDING THE PROCESS 1 DAY

PRESENTER **Fiona Knight**

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

It involves an understanding of the issues and requirements of the procurement stage but also the skills and ability to structure the tender not just to be successful but to increase profits as well. If you wish to learn the tendering process, then this course is a must. In addition it is essential for Clients and Consulting Engineers to understand how a tender is structured and presented to ensure competent evaluation of tenders submitted by Contractors.

TOPICS INCLUDE

- Types of contracts (lump sum, measure and value etc)
- Tender planning
- Material labour, plant and subcontractor unit costs
- Where to price P & G costs, overheads and profits
- Pricing strategies
- Extras and variations
- Weighting of unit rates
- Preliminary and General (P & G) cost (time related and fixed)
- Front-end loading of tenders
- Alternative tenders
- How to calculate on-site overhead and profit percentages and rate per working day

ON COMPLETION OF THIS COURSE PARTICIPANTS WILL HAVE THE KNOWLEDGE TO

- Understand the purposes, types and methods of tendering
- Prepare a well-balanced tender and unbalanced tender
- Learn a process to achieve consistency in tendering
- Identify where the potential for winning a job may be
- Differentiate between fixed and time related P & G
- Significance of extension of time under NZS3910:2013

WHO SHOULD ATTEND?

Managers, engineers, supervisors and others responsible for preparing, adjudicating and awarding tenders for civil construction and maintenance.

DATES

DUNEDIN

23 November

AUCKLAND (confirmed)

12 December

CHRISTCHURCH

13 December

FOR MORE INFORMATION CONTACT

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

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

Asphalt Production Essentials (1 day)

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.

20 November Christchurch
Cost (excl GST) \$520

Bridge and Other Significant Highway Structures (2 days)

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'.

28-29 November ● Christchurch
Cost (excl GST) \$1,050

Competent Pipeline Rehabilitation (1 day)

Lining of ruptured underground drains and ducts provides a cost effective, less disruptive method for rehabilitation of the service. This course will provide an insight into the range of drains and service ducts that may be suitable for rehabilitation by relining. We will also be covering surveying, cleaning and assessment of failed drains and ducts, selection of rehabilitation methods and materials. Key safety aspects of materials use and installation.

9 November Hamilton
15 November Palmerston North
22 November Christchurch
Cost (excl GST) \$450

Conflict Management Skills (2 days)

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.

20-21 November Tauranga
5-6 December Wellington
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.

8 November Auckland
16 November Palmerston North
23 November ● Dunedin
Cost (excl GST) \$450

Environmental Risks of Construction (1 day)

'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.

22 November Christchurch
Cost (excl GST) \$595

Geomechanics for NZ Roding (1 day)

Refer to page 6.

8 November Auckland
29 November Wellington
6 December ● 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.

15-16 November Auckland
29-30 November Wellington
5-6 December Christchurch
Cost (excl GST) \$750

Inspecting Roads and Establishing Maintenance Needs

(1 day)

Refer to page 6.

22 November ● Dunedin
Cost (excl GST) \$450

Level 1 Basic Traffic Controller (TC)

(1 day)

Refer to page 4.

2 November Rotorua
7 November Dunedin
15 November ● New Plymouth
22 November ● Whanganui
28 November Christchurch
29 November Auckland
6 December Lower Hutt
12 December New Plymouth
13 December Christchurch
18 January Auckland
22 January New Plymouth

24 January Hamilton
29 January Christchurch
Cost (excl GST) \$345
plus NZTA Registration \$40

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

Refer to page 5.

7-8 November Palmerston North
8-9 November Hamilton
13-14 November ● New Plymouth
20-21 November Napier
21-22 November Christchurch
27-28 November Auckland
4-5 December Rotorua
7-8 December Dunedin
18-19 December New Plymouth
16-17 January Auckland
17-18 January Lower Hutt
22-23 January Christchurch
25-26 January New Plymouth
Cost (excl GST) \$545
plus NZTA Registration \$40

Managing Infrastructure Affected by Rivers (1 day)

The effective maintenance of a roading network is very dependent on managing the risks associated with erosion and inundation from rivers and streams. This workshop will provide an overview of river and stream processes, hydrological and hydraulic analysis tools, risk management techniques and an outline of protection options.

15 November Invercargill
30 November ● Wellington
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.

15 November Invercargill
30 November Hamilton
Cost (excl GST) \$520

Microsoft Project – Resource Management (1 day)

This intermediate level course is designed for advanced users who have attended Task Management (pre-requisite) and who need to work with budgets and use resources in detail. This course will continue on from the Task Management and add the Resourcing components.

8 November Wellington
21 November ● Auckland
28 November Hamilton
6 December Christchurch
Cost (excl GST) \$520

Calendar continued on next page >

Microsoft Project – Task Management (1 day)

Refer to page 2.

7 November ●	Wellington
15 November ●	Christchurch
20 November ●	Auckland
27 November	Hamilton
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.

29 November	Hamilton
Cost (excl GST)	\$520

Pavement and Rehabilitation Design (2 days)

Since the adoption of the Austroads Pavement Design guide in NZ, pavement and rehabilitation design requires an understanding of mechanistic analysis procedures and the use of 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.

14-15 November	Wellington
29-30 November	Christchurch
Cost (excl GST)	\$995

Process Improvement (2 days)

Faster, cheaper, better quality – the demands on your output are always increasing. How do you manage all these at the same time? Expediting particular tasks or focusing on one thing often means the problems simply happen elsewhere. It's frustrating! On this course you'll quickly learn all about why processes fail and how to improve them simply and forever. You will be guided through the simple five step approach in our highly interactive two day course. It's a practical approach that is easy to apply to any situation.



30-31 January	Tauranga
Cost (excl GST)	\$995

Refresher – Level 1 STMS

(1 day)

Refer to page 5.

3 November	Rotorua
8 November	Dunedin
16 November ●	New Plymouth
23 November ●	Whanganui
29 November	Christchurch
30 November ●	Auckland
7 December	Lower Hutt

13 December	New Plymouth
14 December	Christchurch
19 January	Auckland
23 January	New Plymouth
25 January	Hamilton
30 January	Christchurch
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.

16 November	Palmerston North
Cost (excl GST)	\$450

Road Condition Rating – Sealed Roads

(2 days)

Refer to page 6.

30 Nov – 1 Dec ●	Christchurch
Cost (excl GST)	\$795

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.

15 November	Christchurch
Cost (excl GST)	\$450

Stabilisation of Road Pavements (1 day)

Refer to page 4.

9 November ●	Auckland
28 November	Wellington
5 December	Christchurch
Cost (excl GST)	\$450

Successful Project Management

(2 days)

Refer to page 10.

15-16 November ●	Auckland
29-30 November ●	Christchurch
Cost (excl GST)	\$995

Supercharged Supervisors Toolkit (1 day)

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

16 November ●	Christchurch
21 November	Wellington
28 November	Hamilton
Cost (excl GST)	\$595

CALENDAR KEY

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

Survey & Set Out (1 day)

Refer to page 6.

17 November	Dunedin
24 November	Wellington
4 December	Auckland
8 December ●	Christchurch
Cost (excl GST)	\$595

Tendering for Projects (1 day)

Refer to page 10.

23 November ●	Dunedin
12 December ●	Auckland
13 December	Christchurch
Cost (excl GST)	\$520

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

Refer to page 1.

18-19 October ●	Auckland
25-26 October ●	Christchurch
7-8 December ●	Auckland
24-25 January	Christchurch
30-31 January	Wellington
Cost (excl GST)	\$750

Understanding Quality Pavement Construction (2 days)

Refer to page 4.

21-22 November	Palmerston North
23-24 November ●	Auckland
30 Nov-1 Dec	Christchurch
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.

14-15 November	Hamilton
21-22 November	Christchurch
29-30 November	Auckland
6-7 December	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.

14 November	Auckland
22 November	Wellington
Cost (excl GST)	\$450