

# TRAINING TALK

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

**FEE FREE**  
\*Conditions Apply  
**BOOK NOW!**

## NZ CERTIFICATE IN INFRASTRUCTURE WORKS (LEVEL 3)

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.

## CALL US TO DISCUSS. DON'T DELAY!!!

### 2017 INTAKES & START DATES

<b>CHRISTCHURCH</b>	8-9 March	<b>PALMERSTON NORTH</b>	3-4 May
<b>AUCKLAND</b>	23-24 March	<b>HAMILTON</b>	23-24 May
<b>NEW PLYMOUTH</b>	10-11 April	<b>DUNEDIN</b>	19-20 June

More dates & locations can be scheduled upon request.

### FOR MORE INFORMATION CONTACT

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

## What's Inside

### SHORT COURSES

Survey & Set Out	3
Tendering for Projects	3
Slings, Lifting, Moving and Placing	4
Pavement and Rehabilitation Design	4
Understanding NZS3910	5
Understanding the National Utilities Code	5
Supercharged Supervisors Toolkit	5

**CONTACT** Lisa Banks

NZ Certificate in Infrastructure (Level 3)	1
Bitumen Rheology	2
Road Condition Rating – Sealed Roads	3
Pavement Surfacing	3
Bridge Inspection & Maintenance Procedures	4
Bridge & Other Significant Structures	6

**CONTACT** Jan Kivell

### ACADEMIC COURSES

Certificate in Engineering Technology	12
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**CONTACT** May Osborne

### COURSE CALENDAR & REGISTRATION

March – May 2017	7
Registration Form	11

Keep up to date with what's on at NZIHT  
[www.nziht.co.nz](http://www.nziht.co.nz)



## 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.

**ON COMPLETION OF THIS COURSE PARTICIPANTS WILL HAVE THE KNOWLEDGE TO**

- Understand basic bitumen production and the effect of crudes and processing
- Understand the basic principles binder rheology and how its measured
- Understand M/1A asphalt Performance grades
- Have knowledge of the seal binder directions for performance
- Understand the practical effects of PMB's in Hot Mix Asphalt and Sealing based on rheology.

### DATES

<b>HAMILTON</b>	20 April
<b>AUCKLAND</b>	27 April
<b>CHRISTCHURCH</b>	4 May
<b>PALMERSTON NORTH</b>	18 May

### FOR MORE INFORMATION CONTACT

**Jan Kivell.** [jan@nziht.co.nz](mailto: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](http://www.nziht.co.nz)

**Conferences & Specialist Workshops**  
Jill Warner – [jill@nziht.co.nz](mailto:jill@nziht.co.nz)  
ext 709

**Short Courses**  
Lisa Banks – [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) ext 705  
Jan Kivell – [jan@nziht.co.nz](mailto:jan@nziht.co.nz) ext 708

**Degree & Diploma**  
Jill Warner – [jill@nziht.co.nz](mailto:jill@nziht.co.nz) ext 709

**The Diploma of Engineering (Civil)**  
Gerhard van der Westhuizen – [gerhard@nziht.co.nz](mailto:gerhard@nziht.co.nz)  
May Osborne – [may@nziht.co.nz](mailto:may@nziht.co.nz)

**NZ Certificate in Infrastructure Works (Level 2) + (Level 3)**  
Jan Kivell – [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

NZIHT operates as an independent company with the Western Institute of Technology at Taranaki as the sole shareholder.



# 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.

### DATES

<b>HAMILTON</b>	10 March
<b>DUNEDIN</b>	17 March
<b>PALMERSTON NORTH</b>	21 March
<b>WELLINGTON</b>	19 May
<b>AUCKLAND</b>	9 June

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
📞 06 759 7065 ext 705.

# ROAD CONDITION RATING – SEALED ROADS

## 2 DAYS

PRESENTER **Chris Scott**

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

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

NZIHT welcomes enquiries for training from anyone wishing to be trained as a rater.

### FOR MORE INFORMATION CONTACT

**AUCKLAND** 2-3 March

### FOR MORE INFORMATION CONTACT

**Jan Kivell.** 📧 [jan@nziht.co.nz](mailto:jan@nziht.co.nz)  
📞 06 759 7065 ext 708.

# 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

<b>HAMILTON</b>	21 April
<b>AUCKLAND</b>	28 April
<b>CHRISTCHURCH</b>	5 May
<b>PALMERSTON NORTH</b>	19 May

### FOR MORE INFORMATION CONTACT

**Jan Kivell.** 📧 [jan@nziht.co.nz](mailto:jan@nziht.co.nz)  
📞 06 759 7065 ext 708.

# 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)
- How to calculate on-site overhead and profit percentages and rate per working day
- Front-end loading of tenders
- Alternative tenders

### WHO SHOULD ATTEND?

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

### DATES

<b>HAMILTON</b>	3 March
<b>INVERCARGILL</b>	19 April
<b>AUCKLAND</b>	25 May
<b>CHRISTCHURCH</b>	30 May

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
📞 06 759 7065 ext 705.

# BRIDGE INSPECTION & MAINTENANCE PROCEDURES

## 2 DAYS

**PRESENTER** Dave Charters

**Bridges are valuable assets, which must be maintained and managed if they are to remain functional at optimal cost 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

<b>AUCKLAND</b> (Confirmed)	15-16 March
<b>CHRISTCHURCH</b>	12-13 April

### FOR MORE INFORMATION CONTACT

**Jan Kivell.**

✉ [jan@nziht.co.nz](mailto:jan@nziht.co.nz) ☎ 06 759 7065 ext 708.



## SLINGING, LIFTING, MOVING AND PLACING

with an Excavator or Loader

### 2 DAYS

**PRESENTER** Laurie Brown

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.

### DATES

<b>AUCKLAND</b> (Confirmed)	28 March
<b>CHRISTCHURCH</b>	27 April
<b>WELLINGTON</b>	18 May
<b>CHRISTCHURCH</b>	31 May

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** ✉ [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.

## PAVEMENT AND REHABILITATION DESIGN

### 2 DAYS

**PRESENTER** John Hallett

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

This course covers pavement design and rehabilitation design in accordance with the latest version of the Austroads Pavement Design Guide and the associated NZ Supplement and contains hands-on applications of CIRCLY.

### TOPICS INCLUDE

- Fundamentals of mechanistic analysis
- Materials characterisation
- Design traffic determination
- Design procedures for new pavements and rehabilitation treatments
- Hands-on CIRCLY applications

### ON COMPLETION PARTICIPANTS WILL HAVE THE KNOWLEDGE TO

- Design new pavements and rehabilitation treatments using

mechanistic analysis in accordance with Austroads and the NZ Supplement requirements

- Appreciate the attributes of CIRCLY and use it for design and analysis of different pavement configurations
- Apply the latest versions of the Austroads Pavement Design Guide and the NZ Supplement

### DATES

<b>CHRISTCHURCH</b>	15-16 March
<b>HAMILTON</b>	28-29 March
<b>WELLINGTON</b>	24-25 May

### FOR MORE INFORMATION CONTACT

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

<b>CHRISTCHURCH</b>	11-12 April
<b>WHANGAREI</b>	19-20 April
<b>PALMERSTON NORTH</b>	4-5 May
<b>INVERCARGILL</b>	15-16 May

### FOR MORE INFORMATION CONTACT

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

### DATES

<b>CHRISTCHURCH</b>	11-12 April
<b>WELLINGTON</b>	27-28 April
<b>INVERCARGILL</b>	11-12 May
<b>NAPIER</b>	22-23 May

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.

# SUPERCHARGED SUPERVISORS TOOLKIT

## 1 DAY

NEW  
COURSE

**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

### TOPICS INCLUDE

- How to lead – what you actually do!
- Understanding your own and others behaviour
- What motivation is
- Team Building skills
- Delegation guidelines
- Principles of training
- Briefing and Debriefing your team
- Problem solving
- Being a coach

### TOPICS INCLUDE

- Know yourself and seek self-improvement

- Make sound and timely decisions
- Set the example
- Know your people and look out for their well-being
- Develop a sense of responsibility in your subordinates
- Ensure that the task is understood, supervised and accomplished
- Employ your team in accordance with its capabilities

### DATES

<b>CHRISTCHURCH</b>	17 March
<b>AUCKLAND (Confirmed)</b>	28 March
<b>PALMERSTON NORTH</b>	26 April
<b>INVERCARGILL</b>	9 May
<b>HAMILTON</b>	31 May

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.

# BRIDGE AND OTHER SIGNIFICANT HIGHWAY STRUCTURES INSPECTION

2 DAY COURSE

NEW COURSE

10 PERSON LIMIT  
GET IN QUICK!



Bridges and Other Significant Highway Structures are critical components of the New Zealand 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

Hamilton 17-18 May 2017  
Christchurch 12-13 July 2017



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

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[www.nziht.co.nz](http://www.nziht.co.nz)

## MARCH – MAY 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.

15 March	Palmerston North
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. It is essential knowledge for those supervising road surfacing operations and is intended to give a good understanding of the properties and specifications of the component materials – bituminous binders and mineral aggregates. Knowledge of the subject matter in this course is essential for those wishing to attend the NZIHT “Chipseal Design” course.

24 May	Christchurch
Cost (excl GST)	\$480

**Bitumen – Basic Safety**  
(1 day)

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. 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.

17 May	Dunedin
23 May	Christchurch
30 May	Nelson
Cost (excl GST)	\$520

**Bitumen Rheology & Performance**  
(1 day)

Refer to page 2.

20 April	Hamilton
27 April	Auckland
4 May	Christchurch
18 May	Palmerston North
Cost (excl GST)	\$520

**Bitumen – Managing the Risk**  
(1 day)

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.

19 May	Christchurch
Cost (excl GST)	\$520

**Bridge Inspection and Maintenance Procedures** (2 days)

Refer to page 4.

15-16 March	Auckland
12-13 April	Christchurch
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
Cost (excl GST)	\$450

**Conflict Management Skills** (2 days)

The more people have to depend on each other to achieve results under pressure, the higher the instance of conflict. People and organisations can greatly benefit from learning to handle conflicts

## CALENDAR KEY

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

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
Cost (excl GST)	\$450

**Effective Leadership** (2 days)

The most common reason employees give for leaving their job is their leader / manager. Failing to inspire or engage with the team results in poor performance and all the issues that generate as a result. This course will help you learn how to lead yourself and your team, focus on the important things and develop strategies for dealing with everyday events. We appreciate the time pressure that everyone works under and so we give insights into effective processes that will yield results quickly, rather than theories that are difficult to put into practice.

13-14 March	Dunedin
22-23 March	Hamilton
29-30 March	Palmerston North
3-4 May	Christchurch
31 May-1 June	Auckland
Cost (excl GST)	\$995

**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.

23 March	Hamilton
28 March	Dunedin
10 April	Wellington
27 April	Auckland
17 May	Christchurch
25 May	Tauranga
Cost (excl GST)	\$595

Calendar continued on next page >



**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.

23-24 March	Auckland
4-5 April	Christchurch
16-17 May	Hamilton
25-26 May	Wellington
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.

27 March	Auckland
26 April	Christchurch
18 May	Wellington
29 May	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.

14 March	Palmerston North
29 March	Christchurch
28 April	Auckland
30 May	Wellington
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.

3 March	Auckland
30 March	Wellington
23 May	Dunedin
29 May	Hamilton
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.

15 March	Palmerston North
16 March	Invercargill
21 March	Christchurch
22 March	Hamilton
23 March	Auckland
23 March	Lower Hutt
5 April	Nelson
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
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.

16-17 March	Christchurch
16-17 March	Auckland
27-28 March	New Plymouth
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
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.

30 March	Hamilton
12 April	Dunedin
29 May	Wellington
Cost (excl GST)	\$450

**CALENDAR KEY**

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

**Managing Infrastructure Affected by Rivers**

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.

14 March	Palmerston North
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 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 March	Hamilton
29 March	Invercargill
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.

1 March	Wellington
22 March	Auckland
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.

14 March	Hamilton
28 March	Invercargill
10 April	Wellington
27 April	Auckland
15 May	Christchurch
Cost (excl GST)	\$520

Calendar continued on next page &gt;



**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.

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

**Pavement and Rehabilitation Design**

(2 days)

Refer to page 4.

15-16 March	Christchurch
28-29 March	Hamilton
24-25 May	Wellington
Cost (excl GST)	\$995

**Pavement Surfacing**

(1 day)

Refer to page 3.

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

**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)

16 March	Palmerston North
23 March	Hamilton
24 March	Lower Hutt
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
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

16 March	Palmerston North
10 April	Auckland
Cost (excl GST)	\$450

**Road Condition Rating – Sealed Roads (2 days)**

Refer to page 3.

2-3 March	Auckland
Cost (excl GST)	\$795

**Safety in Trenches (1 day)**

This course covers the safety aspects of working in and around trenches within the civil industry and covers drainage work from small pipe, small scale excavations to large storm water and deep excavations.

3 March	Tauranga
16 March	Palmerston North
31 March	Auckland
13 April	Wellington
Cost (excl GST)	\$450

**Slinging, Lifting, Moving and Placing, with and Excavator or Loader (1 day)**

Refer to page 4.

28 March	Auckland
27 April	Christchurch
18 May	Wellington
30 May	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.

27 March	Invercargill
26 April	Auckland
18 May	Wellington
31 May	Christchurch
Cost (excl GST)	\$450

**CALENDAR KEY**

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

**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.

8-9 March	Palmerston North
10-11 April	Christchurch
Cost (excl GST)	\$995

**Successful Project Management**

(2 days)

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

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

20-21 March	Christchurch
27-28 April	Palmerston North
Cost (excl GST)	\$995

**Supercharged Supervisors Toolkit (1 day)**

Refer to page 5.

17 March	Christchurch
28 March	Auckland
26 April	Palmerston North
9 May	Invercargill
31 May	Hamilton
Cost (excl GST)	\$595

**Survey & Set Out (1 day)**

Refer to page 3.

10 March	Hamilton
17 March	Dunedin
21 March	Palmerston North
19 May	Wellington
Cost (excl GST)	\$595

**Tendering for Projects (1 day)**

Refer to page 3.

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

Calendar continued on next page &gt;

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

**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.

14 March	Auckland
24 March	Christchurch
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.

6 March	Auckland
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.

16 March	Auckland
29 March	Palmerston North
12 April	Dunedin
3 May	Hamilton
26 May	Wellington
Cost (excl GST)	\$595

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

Refer to page 5.

11-12 April	Christchurch
19-20 April	Whangarei
4-5 May	Palmerston North
15-16 May	Invercargill
Cost (excl GST)	\$750

**Understanding Quality Pavement Construction (2 days)**

The current trend towards performance based specifications for roading and civil construction projects increases the need for contracting firms to understand the

issues involved with pavement construction, especially material compaction. This course provides an overview of theory and practice to assist team leaders and supervisors/forepersons to manage construction in the field.

22-23 March	Auckland
30-31 March	Christchurch
20-21 April	Palmerston North
29-30 May	Hamilton
Cost (excl GST)	\$750

**Understanding the National Utilities Code (2 days)**

Refer to page 5.

11-12 April	Christchurch
27-28 April	Wellington
11-12 May	Invercargill
22-23 May	Napier
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.

2 March	Tauranga
15 March	Palmerston North
30 March	Auckland
12 April	Wellington
Cost (excl GST)	\$450

# CONCRETE SAW TRAINING

## ON OFFER NOW!

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

**TOPICS INCLUDE**

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

For further details regarding this programme  
please contact the Programme Coordinator:  
Lisa Banks, [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) or phone 06 759 7065



# 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



GET A HEAD  
**START**  
ON YOUR  
QUALIFICATIONS

# CERTIFICATE IN ENGINEERING TECHNOLOGY

A 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 DIPLOMA IN ENGINEERING (CIVIL)**

The NZ Diploma in Engineering (Civil) – [NZDE (Civil)], administered by the NZ Board of Engineering Diplomas, is a well established level 6, 240 credit qualification. It is recognised by IPENZ (as fulfilling Dublin Accord requirements) and by Connexis as a pre-requisite/co-requisite for the NZDE Practice.

## **NZ DIPLOMA IN ENGINEERING (ELECTRONICS)**

NZIHT has begun the gradual phasing in of the delivery of the "Electronics Specialisation" of this programme. The four courses that are common with NZDE (Civil) are immediately available in all the venues where Civil is offered. The remaining electronics courses will be phased in at a rate dictated by demand.

### **DELIVERY FORMAT**

NZIHT delivers these programmes in part-time format, using Study Blocks in conjunction with self-directed study periods, making it ideal for persons in employment who are looking for part-time study options. This delivery format has grown in popularity and is well supported by industry throughout New Zealand.

There are four block course venues to choose from (numbers permitting) – Hamilton, Auckland, Palmerston North and Christchurch.

**Enrolments are open for Semester 1 commencing February 2017 and Semester 2 commencing July 2017**

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

**EMAIL.** admin@nziht.co.nz **TEL.** (07) 850 8330 **ADDRESS.** PO Box 9296, Waikato Mail Centre, Hamilton 3240

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