

TRAININGTALK

TRAINING NEWS FROM THE NEW ZEALAND INSTITUTE OF HIGHWAY TECHNOLOGY SEPTEMBER 2016

BRIDGE AND OTHER SIGNIFICANT HIGHWAY STRUCTURES INSPECTION

2 DAY
COURSE

NEW COURSE

**10 PERSON LIMIT
GET IN QUICK!**

nziht
institute of highway technology

**NZTRANSPORT
AGENCY**
WAKA KOTAHU

Bridges and Other Significant Highway Structures are critical components of the New Zealand Roding Network. Failure to inspect and identify any defects correctly could potentially result in dramatic damage and/or loss of life. This new NZTA endorsed and certified 2 day course covers in depth the requirements outlined in the NZTA policy document S6 'Bridges and Other Significant Highway Structures Inspection Policy'.

Completion of this course will require practical inspection assessment of the course material on Day 2.

COURSE DATES

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



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

What's
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CONTACT Jan Kivell

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COURSE CALENDAR & REGISTRATION

September – November 2016	5 - 6
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BRIDGE INSPECTION & MAINTENANCE PROCEDURES

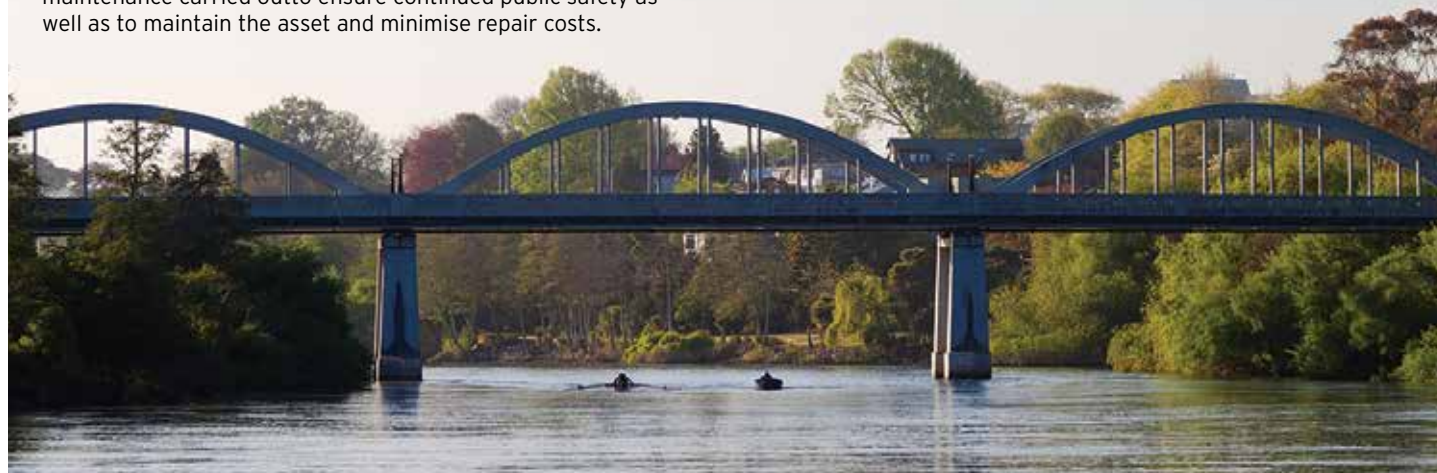
2 DAYS

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.



**LAST
COURSE
FOR 2016**

DATES

AUCKLAND

27-28 September

FOR MORE INFORMATION CONTACT

Jan Kivell.

✉ 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. 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

AUCKLAND

20 September

CHRISTCHURCH

18 October

FOR MORE INFORMATION CONTACT

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

AN INTRODUCTION TO MATERIALS USED FOR CHIPSEALS

HALF DAY

PRESENTER **Barry Gundersen**

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.

DATES

AUCKLAND

3 October

FOR MORE INFORMATION CONTACT

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

CONTACT INFORMATION

New Plymouth Office
P. 06 759 7065 F. 06 759 7066

Hamilton Office
P. 07 850 8330 F. 07 850 8329

www.nziht.co.nz

Conferences & Specialist Workshops
Jill Warner – jill@nziht.co.nz
ext 709

Short Courses

Lisa Banks – lisa@nziht.co.nz ext 705
Jan Kivell – jan@nziht.co.nz ext 708

Degree & Diploma

Jill Warner – jill@nziht.co.nz ext 709

The Diploma of Engineering (Civil)

Gerhard van der Westhuizen –
gerhard@nziht.co.nz
May Osborne – may@nziht.co.nz

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

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



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

WHANGAREI 20-21 September

FOR MORE INFORMATION CONTACT

Lisa Banks.

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

MICROSOFT PROJECT – TASK MANAGEMENT

1 DAY

PRESENTER Rodney Penney

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

Attendees will create tasks and task relationships, assign resources to the tasks, use Project views and reports to present information to clients and managers.

DATES

WELLINGTON 7 September

CHRISTCHURCH 8 September

FOR MORE INFORMATION CONTACT

Lisa Banks.

✉ 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.

DATES

CHRISTCHURCH 18-19 October

AUCKLAND 23-24 November

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 are you implementing 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 contractor staff who supervise work in the road and rail corridors. It covers interpreting the Code from start to finish and how to comply with the requirements of the Utilities Access Act 2010.

DATES

NEW PLYMOUTH 6-7 September

NAPIER 20-21 September

HAMILTON 28-29 September

CHRISTCHURCH 5-6 October

PALMERSTON NORTH 18-19 October

TAURANGA 27-28 October

FOR MORE INFORMATION CONTACT

Lisa Banks.

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

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

PALMERSTON NORTH	14 September
CHRISTCHURCH	22 September
AUCKLAND	29 September

FOR MORE INFORMATION CONTACT

Jan Kivell.

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

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.

A separate course named "Bitumen – Managing the Risk" is designed for contractor managers and supervisors. This course covers due diligence management aspects of the above issues is also available.

DATES

AUCKLAND	2 September
HAMILTON	5 September
PALMERSTON NORTH	8 September
CHRISTCHURCH	20 September
DUNEDIN	28 September

FOR MORE INFORMATION CONTACT

Jan Kivell.

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☎ 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

PALMERSTON NORTH	15 September
CHRISTCHURCH	23 September
AUCKLAND	30 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 will be presented with the aid of graphic practical demonstrations and is designed to help managers comply with Health and Safety responsibilities.

WHO SHOULD ATTEND?

All senior management, middle management and supervisory personnel whose responsibilities are related to bitumen, hot mix, bitumen equipment or any related activities.

SOME TOPICS INCLUDE

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

DATES

PALMERSTON NORTH	9 September
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FOR MORE INFORMATION CONTACT

Jan Kivell.

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☎ 06 759 7065 ext 708.

**FINAL
COURSES
FOR 2016**

COURSE CALENDAR

SEPTEMBER – NOVEMBER 2016

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.

14 September	Palmerston North
22 September	Christchurch
29 September	Auckland
Cost (excl GST)	\$450

An Introduction to Materials used for Chipseals (Half day)

Refer to page 2.

3 October	Auckland
Cost (excl GST)	\$480

Become an Effective Leader (2 days)

The more people have to depend on each other to achieve results under pressure, the higher the instance of conflict.

Given the complex working relationships that exists in most organisations today, there is ample opportunity for conflicts, big and small, to arise. Conflicts can show up as minor disagreements or heated debates. However they present themselves, mishandled conflict situations damage work relationships and may deplete personal energy and focus, causing productivity to plummet.

People and organisations can greatly benefit from learning to handle conflicts skillfully and confidently.

14-15 September	Palmerston North
28-29 September	Auckland
Cost (excl GST)	\$750

Bitumen – Basic Safety

Includes hands-on fire extinguisher training (1 day)

Refer to page 4.

2 September	Auckland
5 September	Hamilton
8 September	Palmerston North
20 September	Christchurch
28 September	Dunedin
Cost (excl GST)	\$520

Bitumen – Managing the Risk (1 day)

Refer to page 4.

9 September	Palmerston North
Cost (excl GST)	\$450

Bitumen Plant and Tanker Operator (1 day)

Refer to page 4.

14 September	Palmerston North
22 September	Christchurch
29 September	Auckland
Cost (excl GST)	\$450

Bitumen Sprayer Operator

(1 day)

Refer to page 4.

15 September	Palmerston North
23 September	Christchurch
30 September	Auckland
Cost (excl GST)	\$450

Bridge and Other Significant Highway Structures (2 days)

Refer to page 1.

23-24 November	Hamilton
15-16 February 2017	Christchurch
Cost (excl GST)	\$750

Bridge Inspection and Maintenance Procedures (2 days)

Refer to page 2.

27-28 September	Auckland
Cost (excl GST)	\$750

CALENDAR KEY

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

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.

4-5 October	Auckland
Cost (excl GST)	\$750

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.

20 September	Christchurch
Cost (excl GST)	\$450

Construction & 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.

21 September	Christchurch
Cost (excl GST)	\$450

Calendar continued on next page >

COLLABORATE
INNOVATE
MOTIVATE
PARTICIPATE

**EROSION AND SEDIMENT CONTROL
CONFERENCE 2016**

**DON'T MISS OUT
REGISTER NOW!**

DATE | 31st August – 2nd September
VENUE | RYDGES Hotel, Auckland




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

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.

15 September	Wellington
27 October	Auckland
23 November	Christchurch
Cost (excl GST)	\$595

Geomechanics for NZ Roading (1 day)

This course draws together the necessary soil investigation and geotechnical procedures for roading construction and maintenance. The course provides an up-to-date overview of investigative techniques and analysis.

21 September	Palmerston North
19 October	Dunedin
16 November	Hamilton
23 November	Christchurch
Cost (excl GST)	\$450

Geometric Design for Roads (2 days)

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

16-17 November	Dunedin
22-23 November ●	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.

7 September	Palmerston North
28 September	Auckland
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 September	Dunedin
20 September	Auckland
Cost (excl GST)	\$450

Kerbside Collection Traffic Leader (KCTL) (half day)

This half day course promotes safe working practices, standards and operating procedures in a mobile waste collection operation. The course will assist with compliance with the Health and

Safety in Employment Act. If required by a road controlling authority all new drivers must obtain a Waste Collection Traffic Leader qualification within four months of commencing employment.

6 October	Auckland
17 October	Palmerston North
31 October	Christchurch
Cost (excl GST)	\$250
plus NZTA Registration	\$40

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.

7 September	Lower Hutt
8 September	Dunedin
15 September ●	Auckland
16 September	New Plymouth
19 September	Christchurch
13 October	Palmerston North
13 October	Auckland
21 October	Christchurch
26 October	New Plymouth
27 October	Hamilton
15 November	Christchurch
15 November	Lower Hutt
16 November	Auckland
23 November	New Plymouth
29 November	Tauranga
30 November	Palmerston North
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.

1-2 September ●	Christchurch
13-14 September ●	Palmerston North
20-21 September	New Plymouth
21-22 September	Invercargill
22-23 September	Hamilton
27-28 September	Auckland
29-30 September	Christchurch
29-30 September	Napier
11-12 October ●	Lower Hutt
18-19 October	Auckland
19-20 October	New Plymouth
26-27 October	Christchurch
17-18 November	Palmerston North
22-23 November	Christchurch

23-24 November	Auckland
24-25 November	New Plymouth
29-30 November	Hamilton
Cost (excl GST)	\$495
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.

20 September	Palmerston North
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.

13 September	Palmerston North
28 September	Christchurch
Cost (excl GST)	\$570

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.

9 September	Christchurch
Cost (excl GST)	\$520

Microsoft Project – Task Management (1 day)

Refer to page 3.

7 September ●	Wellington
8 September	Christchurch
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.

18-19 October	Christchurch
23-24 November	Auckland
Cost (excl GST)	\$850

Refresher – Level 1 STMS and Refresher – Level 1 Basic TC (1 day)

Registration for Level 1 Site Traffic Management Supervisor (STMS) and Level 1 Basic Traffic Controller (TC) expires at the end of three years, at which time you will need to attend a one-day one day refresher course to regain this qualification.

8 September	Lower Hutt
9 September	Dunedin
15 September	New Plymouth
20 September	Christchurch
14 October	Palmerston North
14 October	Auckland
20 October	Christchurch

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

27 October	New Plymouth
28 October	Hamilton
16 November	Lower Hutt
Cost (excl GST)	\$300
plus NZTA Registration	\$40

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

Refer to page 2.

20 September	Auckland
18 October ●	Christchurch
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 September	Wellington
12 October	Dunedin
17 November	Hamilton
24 November	Christchurch
Cost (excl GST)	\$450

Stress Free Processes (2 days)

The demands of the job often mean late nights "fixing" issues or correcting other people's work so that the customer gets the right result. 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.



7-8 September	Christchurch
12-13 October	Wellington
23-24 November	Auckland
Cost (excl GST)	\$995

Successful Project Management (2 days)

Refer to page 3.

20-21 September ●	Whangarei
Cost (excl GST)	\$995

Supercharged Supervisors Toolkit (1 day)

This highly interactive and acclaimed course will address four essentials to the supervisor. What you have to BE, KNOW, DO and LEARN.

20 September	Christchurch
18 October	Auckland
27 October	Napier
Cost (excl GST)	\$595

Survey & Set Out – Stage 1 (1 day)

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.

25 November	Christchurch
Cost (excl GST)	\$520

The National Utilities Code – What Site Staff should know (1 day)

This course is designed specifically for contractors and utility network staff who install or maintain utility assets in the road and rail corridors to give an overview of the National Utilities' Code.

8 September	New Plymouth
22 September	Napier
27 September	Hamilton
20 October	Palmerston North
26 October	Tauranga
Cost (excl GST)	\$450

Time Mastery (1 day)

You have as much time in a day as everyone else does. So what happens to it? This very powerful seminar has participants construct

their own personalised Time Management Plan according to their style and work environment.

21 September	Christchurch
19 October	Auckland
28 October	Napier
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.

23-24 November ●	Christchurch
29-30 November ●	Auckland
Cost (excl GST)	\$750

Understanding the National Utilities Code (2 days)

Refer to page 3.

6-7 September	New Plymouth
20-21 September	Napier
28-29 September	Hamilton
5-6 October	Christchurch
18-19 October ●	Palmerston North
27-28 October	Tauranga
Cost (excl GST)	\$750

Working with Concrete (1 day)

This course aims to give workers basic knowledge relating to preparing, placing and finishing minor concrete works and the equipment needed to produce quality results.

11 October	Christchurch
27 October	Palmerston North
16 November	Auckland
Cost (excl GST)	\$450

NZ Transport Agency & NZIHT

17th ANNUAL CONFERENCE

30th Oct - 1st Nov 2016
Dunedin Centre

TOWARDS WORLD LEADING ROAD OPERATION, CONSTRUCTION & MAINTENANCE

REGISTER NOW AT



www.nziht.co.nz

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@nziht.co.nz