

## COURSE CALENDAR

# SEPTEMBER – DECEMBER 2020

### Calendar Key

Green – Confirmed courses but spaces still available.  
Orange – Potential courses still require numbers to run.

### Aggregates for Pavement Construction

(1 day)

This course identifies the properties and characteristics of aggregates and how these relate to performance of pavement and surfacing materials. It covers the systems for quarrying, storage, selection and handling, so that these properties are not altered and their quality remains consistent until placed in the pavement.

|                 |              |
|-----------------|--------------|
| 30 September    | Christchurch |
| 13 October      | Auckland     |
| 21 October      | Wellington   |
| Cost (excl GST) | \$520        |

### Agile Management

(2 days)

Keen to improve productivity? Need to have a more engaged team? Have to deliver a project in a hurry or in a changing or uncertain environment? Agile is a methodology that's over 50 years old that has recently been rediscovered and applied in the IT sector. The good news is that the ideas can be applied in any situation to improve performance, results and the working environment.

|                 |              |
|-----------------|--------------|
| 7-8 October     | Auckland     |
| 10-11 November  | Christchurch |
| Cost (excl GST) | \$995        |

### 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 comprehensive safety awareness course for all personnel in the road surfacing industry and is presented with the aid of practical demonstrations and videos.

*Note: For 2020 this course does not include the practical 'hands-on' fire extinguisher training so social distancing can be monitored easier and our tutors and clients remain safe.*

|                          |              |
|--------------------------|--------------|
| 18 September (postponed) | New Plymouth |
| Cost (excl GST)          | \$450        |

### Bitumen - Managing the Risks

(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 road surfacing industry.

|                          |          |
|--------------------------|----------|
| 14 September (postponed) | Auckland |
| Cost (excl GST)          | \$520    |

### Bitumen Bulk Tanker and Plant Operator

(1 day)

The operation of bulk bitumen handling and transport equipment (tankers, 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. Quality is maintained by bitumen product knowledge, adherence to handling

procedures, accurate blend calculation and careful record keeping.

|                          |          |
|--------------------------|----------|
| 15 September (postponed) | Auckland |
| Cost (excl GST)          | \$520    |

### Bitumen Sprayer Operator

(1 day)

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

|                          |          |
|--------------------------|----------|
| 16 September (postponed) | Auckland |
| Cost (excl GST)          | \$520    |

### Bridge and Other Significant Highway

Structures Inspection

(2 days)

This is a new NZTA endorsed and certified course designed to ensure the correct requirements are met for the inspection of bridges and other significant highway structures. The course will cover in depth the requirements outlined in NZTA Policy Document S6 'Bridges and Other Significant Highway Structures Inspection Policy'.

|                 |              |
|-----------------|--------------|
| 7-8 October     | Auckland     |
| 18-19 November  | Christchurch |
| Cost (excl GST) | \$1,200      |

### Bridge Inspection and Maintenance

Procedures

(2 days)

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.

|                 |          |
|-----------------|----------|
| 9-10 December   | Auckland |
| Cost (excl GST) | \$895    |

### 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. The treatment selection and design procedures from the textbook "Chipsealing in New Zealand" provide the basis for this course and a range of worked examples are included. A problem-solving session in syndicate workgroups also aids understanding.

|                 |              |
|-----------------|--------------|
| 22-23 September | Christchurch |
| Cost (excl GST) | \$850        |

### Environmental Management \*\*On-Line

ZOOM\*\* (3x 2hr sessions)

Do you know the environmental risks and obligations of 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 to many of the common risks on construction sites.

### Training Course 23/24 September

- Wednesday 23 Sept: 9.00am – 11.00am.
- Wednesday 23 Sept: 1.00pm – 3.00pm
- Thursday 24 Sept: 9.00am – 11.00am

\*\* Participants must participate in the above three sessions to get the full benefit and to receive their certificate of participation

|                 |       |
|-----------------|-------|
| Cost (excl GST) | \$295 |
|-----------------|-------|

### 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.

|                 |          |
|-----------------|----------|
| 28 October      | Auckland |
| Cost (excl GST) | \$520    |

### 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 2016 Austroads guidelines.

|                 |          |
|-----------------|----------|
| 11-12 November  | Auckland |
| Cost (excl GST) | \$595    |

### How to Claim an Extension of Time in a Construction Contract

(half day)

How well can you prepare your claim for an extension of time? Can you: Identify the event that impacted on your programme and why it happened? Analyse the impact of that event? Identify possible alternative solutions? Undertake a delay analysis? Know what evidence to attach to a claim? This course, from a practical and 'hands-on' point of view, will benefit Contractors needing to prepare a claim for an extension of time.

|                 |              |
|-----------------|--------------|
| 21 October      | Rotorua      |
| 4 November      | Auckland     |
| 2 December      | Christchurch |
| Cost (excl GST) | \$395        |

### 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.

|              |            |
|--------------|------------|
| 28 September | Wellington |
|--------------|------------|

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|                 |                  |
|-----------------|------------------|
| 10 November     | Hamilton         |
| 24 November     | Christchurch     |
| 2 December      | Palmerston North |
| 8 December      | Auckland         |
| Cost (excl GST) | \$520            |

### Inspecting Roads & Establishing Maintenance Needs (1 day)

Inspecting roads effectively remains a critical skill in the management of the roading infrastructure. Developing knowledge to identify faults and target the right intervention at the right time is the objective of this course.

|                 |                  |
|-----------------|------------------|
| 21 October      | Palmerston North |
| 13 November     | Auckland         |
| 25 November     | Christchurch     |
| Cost (excl GST) | \$520            |

### Level 1 Basic Traffic Controller (TC) (1 day)

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).

|                 |                            |
|-----------------|----------------------------|
| 29 September    | Lower Hutt                 |
| 8 October       | Christchurch               |
| 9 October       | New Plymouth               |
| 13 October      | Palmerston North           |
| 14 October      | Auckland                   |
| 29 October      | New Plymouth               |
| Cost (excl GST) | \$385 (includes NZTA regn) |

### 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 standards and operating procedures for NZTA and Local Authority roads.

|                  |                            |
|------------------|----------------------------|
| Palmerston North | 14-15 September            |
| New Plymouth     | 15-16 October              |
| Christchurch     | 21-22 October              |
| Palmerston North | 27-28 October              |
| Lower Hutt       | 29-30 October              |
| Cost (excl GST)  | \$585 (includes NZTA regn) |

### Microsoft Excel \*\*On-Line ZOOM\*\*

(3x 2hr sessions)

Is Excel frustrating you? Are you taking lots of time creating formulas? Can you quickly and easily create budgets, forecasts, expenses, analyses data, pricing for tenders? Your Excel skills may need improving. This live online zoom training will hone your skills.

- Monday 28 September: 9.30am - 11.30am
- Tuesday 29 September: 9.30am - 11.30am
- Wednesday 30 September: 9.30am - 11.30am

NOTE: Participants must participate in all three sessions to get the full benefit and to receive their certificate of participation.

|                 |                  |
|-----------------|------------------|
| Cost (excl GST) | \$295 per person |
|-----------------|------------------|

### Microsoft Project – Task Management

(1 day)  
This course provides skills necessary to develop, implement, schedule and manage project plans for roads, bridges, land developments, buildings, marketing, tenders, maintenance etc.

|                 |              |
|-----------------|--------------|
| 24 November     | Christchurch |
| 1 December      | Auckland     |
| Cost (excl GST) | \$595        |

### Pavement and Rehabilitation Design

(2 days)  
This course covers pavement design and rehabilitation design in accordance with the latest version of the Austroads Pavement Design Guide and the associated NZ Guide to Pavement Structural Design and Guide to Pavement evaluation and Treatment Design and contains hands-on applications of mechanistic analysis in the design process.

|                 |              |
|-----------------|--------------|
| 7-8 October     | Auckland     |
| 21-22 October   | Christchurch |
| Cost (excl GST) | \$1195       |

### Pavement Investigation, Design and Construction Testing

(1 day)  
Understanding the main causes of road pavement failures and especially premature pavement failure is crucial in determining the correct design. Why the design life is not met and various pavements including expressways are suffering from early pavement distresses? What went wrong?

|                 |          |
|-----------------|----------|
| 30 October      | Auckland |
| Cost (excl GST) | \$695    |

### Refresher – Level 1 STMS (1 day)

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

|                  |                            |
|------------------|----------------------------|
| Palmerston North | 17 September               |
| Lower Hutt       | 30 September               |
| Christchurch     | 9 October                  |
| Palmerston North | 14 October                 |
| Auckland         | 15 October                 |
| New Plymouth     | 20 October                 |
| Cost (excl GST)  | \$385 (includes NZTA regn) |

### Road Condition Rating (Sealed Roads)

(1 or 2 days)  
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.

|                          |                              |
|--------------------------|------------------------------|
| 30 November – 1 November | Christchurch                 |
| Cost (excl GST)          | \$520 (1 day) \$850 (2 days) |

### Slinging, Lifting, Moving and Placing with an 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.

|                 |                  |
|-----------------|------------------|
| 29 October      | Hamilton         |
| 18 November     | Palmerston North |
| 24 November     | Christchurch     |
| 7 December      | Auckland         |
| Cost (excl GST) | \$520            |

### Stabilisation of Road Pavements – Fundamentals (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.

|                 |          |
|-----------------|----------|
| 29 October      | Auckland |
| Cost (excl GST) | \$520    |

### 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 short; the available resources are limited; and the stresses brought on by the pressure to succeed are intense. 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 October   | Auckland     |
| 4-5 November    | Christchurch |
| Cost (excl GST) | \$995        |

### Successful Trench Reinstatement (1 day)

'Reinstatement of service trenches in roadways is an ongoing problem frequently requiring return visits to the site to repair settlement and surface damage. This course will show how the whole pavement structure performs and the role each of the component parts. While Compaction makes a major contribution, a successful reinstatement also relies on careful selection and handling of all materials followed by appropriate surfacing. Relevant specifications and testing are also covered.

|                 |              |
|-----------------|--------------|
| 22 September    | Christchurch |
| 18 November     | Auckland     |
| 25 November     | Wellington   |
| Cost (excl GST) | \$520        |

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**Supercharged Supervisors Toolkit** (1 day)

Leaders are people who know how to achieve goals and inspire people along the way. It's vital that you not only know what leadership behaviours are required, but also how to do it. Good leaders in return get more job satisfaction out of their role. Participants will firstly explore their own style of leadership and then learn how to adapt their style to bring out the best in others. You will leave with your own personal action plan to raise the bar for you and your team.

|                 |                  |
|-----------------|------------------|
| 29 September    | Palmerston North |
| 10 November     | Christchurch     |
| 17 November     | Auckland         |
| 24 November     | Wellington       |
| Cost (excl GST) | \$695            |

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

This is a practical course that excites and enables all field staff to read and interpret plans and assist with survey and setting out activities. 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.

|                 |          |
|-----------------|----------|
| 20 October      | Auckland |
| Cost (excl GST) | \$695    |

**Time Management** (1 day)

Stop working hard - work smarter and get more done. Learn how to do 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 to? Have you capacity to work on your business as well as in it? This very powerful course has participants construct their own personalised Time Management Plan according to their style and work environment.

|                 |                  |
|-----------------|------------------|
| 30 September    | Palmerston North |
| Cost (excl GST) | \$695            |

**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 engineering and building contracts? This popular course, from a practical and 'hands-on' point of view will benefit Principals, 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.

|                 |              |
|-----------------|--------------|
| 22-23 October   | Auckland     |
| 27-28 October   | Christchurch |
| 9-10 November   | Rotorua      |
| 19-20 November  | Auckland     |
| Cost (excl GST) | \$850        |

**Understanding NZS3915, NZS3916 and NZS3917** (half day)

Do you know the requirements for intellectual property contained in NZS3916:2013 (Design and Construct)? Do you understand the different requirements for remedying defects under NZS3917: 2013 (Fixed Term)? Do you know what the responsibilities for the Principal are under

NZS3915 where there is no 'Engineer' to the Contract? These are just some examples of the differences from NZS3910:2013. This course, from a practical and 'hands-on' point of view, will benefit Clients, Consultants and Contractors wanting to know the differences between these two standards and NZS3910, the General Conditions of Contract. It is designed for people who are already familiar with NZS3910:2013.

|                 |              |
|-----------------|--------------|
| 1 October       | Christchurch |
| 12 October      | Wellington   |
| Cost (excl GST) | \$395        |

**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.

|                 |              |
|-----------------|--------------|
| 24-25 September | Auckland     |
| 7-8 October     | Wellington   |
| 20-21 October   | Christchurch |
| Cost (excl GST) | \$850        |

**Understanding the Construction Contracts Act 2002** (half day)

The Construction Contracts Act 2002 applies to all construction contracts that relate to the carrying out of construction work in New Zealand, whether the contract is in writing, oral, or a mixture of both, and whether it is for commercial or residential construction. This course, from a practical and 'hands-on' point of view, will benefit Clients, Consultants and Contractors wanting to understand the key provisions of this Act, and how it applies to them.

|                 |              |
|-----------------|--------------|
| 1 October       | Christchurch |
| 12 October      | Wellington   |
| Cost (excl GST) | \$395        |

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

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 very inter-active, including case studies and group discussions.

|                 |              |
|-----------------|--------------|
| 1-2 October     | Auckland     |
| 27-28 October   | Christchurch |
| 12-13 November  | Rotorua      |
| 3-4 December    | Wellington   |
| Cost (excl GST) | \$850        |

**Understanding the Tender Process** (1 day)

The tendering process is an essential start to most contracts, but all too often people get the process wrong, both principals and contractors alike. To receive good tenders, principals must provide meaningful contract documents for tenderers. But they also want an assurance that contractors fully understand their business, its needs and the specific job requirements.

|                 |              |
|-----------------|--------------|
| 30 September    | Christchurch |
| 9 October       | Auckland     |
| 13 October      | Wellington   |
| Cost (excl GST) | \$520        |

**Valuing Variations** (1 day)

Valuing variations is one of the biggest challenges contractors and the engineer to the contract face. Almost all construction and civil engineering contracts will vary from the original design and scope as the contract progresses. But how do you ensure that the valuation of the variation is fair and equitable to both the principal and the contractor? This is a practical course, based on the provisions in NZS3910.

|                 |              |
|-----------------|--------------|
| 22 October      | Rotorua      |
| 5 November      | Auckland     |
| 3 December      | Christchurch |
| Cost (excl GST) | \$520        |

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