

PROGRAMME INFORMATION HANDBOOK 2020



new zealand
nziht
institute of highway technology



New Zealand Certificate in Infrastructure Works (Level 2)

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Welcome

Welcome to the New Zealand Institute of Highway Technology and thank you for choosing to study on this programme.

NZIHT places a strong emphasis on delivering quality programmes based on industry needs and utilises permanent staff and independent presenters who are recognised experts in the subjects they teach.

The Institute, based in New Plymouth, delivers all its training and education programmes in a block course format which enables students to study whilst in full-time employment.

NZIHT is a company which is wholly owned by the Western Institute of Technology at Taranaki (WITT), the accredited provider for the programmes delivered by NZIHT.

NZIHT has three main objectives:

- To provide the highest standard of skills and technical training to the civil engineering industry.
- To ensure that our graduates from our tertiary education programmes are of the highest standard.
- To provide value for money.

NZIHT looks forward to your participation. We are committed to help you achieve your learning goals.

PART ONE - PROGRAMME STRUCTURE AND ENTRY CRITERIA

Programme Aims and Objectives

Programme strategic purposes

This qualification is for people commencing a career in the infrastructure works industry. They may be new to the industry, from school or another industry, or they may be already working in the industry without a qualification.

This qualification is also relevant to pre apprenticeship programmes relevant to infrastructure works.

The qualification gives the graduate an understanding of the infrastructure works industry and the health, safety and environmental knowledge required to work safely on site and with others. These people will work under direct supervision.

Graduate profile

Graduates of this qualification will be able to:

- Apply an understanding of the infrastructure works industry and the specific health, safety and environmental requirements needed to work safely and responsibly with others on infrastructure works sites.
- Perform basic infrastructure works activities.

Education pathway

This is an entry level qualification to the infrastructure works qualification pathways; which leads to the New Zealand Certificate in Infrastructure Works (Level 3) with optional plant strand [Ref: 2523].

NZIHT also offers a range of higher-level technical qualifications in infrastructure works including the Certificate in Engineering Technology, New Zealand Diploma in Engineering (Civil) and other relevant national qualifications.

Employment pathway

Graduates of this qualification will likely be employed as labourers in a broad range of sectors within the infrastructure works industry in the following contexts:

- civil works
- rural contracting
- surfacing operations
- underground utilities

To Enrol

Simply request an enrolment pack, fill out the enrolment form within the pack and return the completed form to the Programme Manager at NZIHT along with a verified copy of your Birth Certificate or New Zealand Passport.

Contact

| | |
|-------------------|---|
| Jan Kivell | |
| Programme Manager | P: 06 759 7065 ext. 3708 |
| P.O. Box 4273 | F: 06 759 7066 |
| 20 Bell Street | E: jan@nziht.co.nz |
| NEW PLYMOUTH 4312 | |

Programme Structure

Table 1

| COURSE CODE | COURSE TITLE | LEVEL | NZQF CREDITS | WITT CREDITS |
|-----------------------------------|--|--------------|---------------------|---------------------|
| All courses are compulsory | | | | |
| CIW2.100 | Health and Safety for Infrastructure Works | 2 | 12 | 12 |
| CIW2.101 | Traffic Management | 2 | 3 | 3 |
| CIW2.102 | Communications and Quality Assurance | 2 | 14 | 13 |
| CIW2.103 | Worksite Machinery | 2 | 6 | 6 |
| CIW3.104 | Earthworks for Civil Construction | 3 | 7 | 7 |
| Total Credits | | | 42 | 41 |

Programme Length

This programme is equivalent to approximately 20 weeks of part-time study.

Programme Fee

This programme is offered fee free for 2020 to NZ Citizens and Permanent Residents. The cost to attend for students on Work Visas is \$3,000 + GST.

Entry Criteria

Entry is open to people working in the infrastructure works industries.

Please note: All enrolled students are required to complete either a literacy or numeracy assessment at the commencement of the first block course and prior to the completion of the last block course within this programme. This is a diagnostic assessment to assist with monitoring a student's personal progress. It is not an entry criteria used for selection purposes.

Selection Criteria

Where there are more applicants than places available, entry to the programme will be in order of receipt of completed enrolment.

Verification of Citizenship/Permanent Residency

Applicants must supply a verified copy of either their NZ Birth Certificate or NZ Passport as verification of New Zealand Citizenship or Permanent Residency to attend this programme fee free. Applicants must supply a copy of their Work Visa to attend this programme at the cost of \$3,000 + GST.

PART TWO – DELIVERY FORMAT

The New Zealand Certificate in Infrastructure Works (Level 2) is delivered over a 20 week period via block courses, workbooks and self-directed learning within the work place.

Table 2

| COURSE | COURSE NAME | LEVEL | VERSION | NZQF CREDITS | WITT CREDITS |
|---|--|----------|---------|--------------|--------------|
| All courses are compulsory | | | | | |
| BLOCK ONE : Attend TWO (2) days off-job training followed by self-directed study | | | | | |
| CIW2.102 | Communications and Quality Assurance | 2 | | 13 | 13 |
| 9677 | Communicate in a team or group which has an objective | 2 | 10 | 3 | |
| 12349 | Demonstrate knowledge of time management | 2 | 6 | 3 | |
| 17327 | Apply communication skills on an infrastructure works site | 2 | 3 | 3 | |
| 27329 | Demonstrate knowledge of and apply quality assurance practices to own work area in an infrastructure works operation | 3 | 3 | 5 | |
| BLOCK TWO: Attend TWO (2) days off-job training followed by self-directed study | | | | | |
| CIW2.100 | Health and Safety for Infrastructure Works | 2 | | 12 | 12 |
| 22283 | Demonstrate knowledge of occupational areas and structures in the New Zealand infrastructure works industry | 2 | 2 | 2 | |
| 26720 | Describe health, safety, and environmental care at an infrastructure works site | 2 | 2 | 3 | |
| 20868 | Demonstrate knowledge of emergency response in the infrastructure works industry | 2 | 2 | 3 | |
| 17593 | Apply safe work practices in the workplace | 2 | 4 | 4 | |
| BLOCK THREE: Attend ONE (1) day off-job training followed by self-directed study | | | | | |
| CIW2.101 | Traffic Management | 2 | | 3 | 3 |
| 20877 | Demonstrate knowledge of working safely at sites under temporary traffic management | 2 | 2 | 2 | |
| 20878 | Assist with temporary traffic management for low volume and Level 1 roads | 2 | 1 | 1 | |
| BLOCK FOUR : Attend One (1) day off-job training followed by self-directed study | | | | | |
| CIW3.104 | Earthworks for Civil Construction | 3 | | 7 | 7 |
| 6477 | Identify, hand spread, and assist in compacting materials for infrastructure works | 2 | 6 | 3 | |
| 27500 | Operate compaction equipment for infrastructure works | 3 | 2 | 4 | |
| BLOCK FIVE : Attend ONE (1) day off-job training followed by self-directed study | | | | | |
| CIW2.103 | Worksite Machinery | 2 | | 6 | 6 |
| 6475 | Describe and complete work records for infrastructure works | 2 | 5 | 2 | |
| 6469 | Maintain small machinery used on infrastructure works site | 2 | 6 | 2 | |
| 23285 | Use and care for hand tools used for infrastructure works | 2 | 3 | 2 | |

PART THREE - COURSE AIMS, LEARNING OUTCOMES AND LEARNING HOURS

The overall aim, main topics, learning outcomes and learning hours for each course are shown in Table 3. The learning hours for NZIHT's block-course delivery model are extremely important so these are explained in more detail below:

Learning Hours

We understand how easy it is to get distracted by busy work, family roles and social lives. Maintaining a healthy work-life balance is often challenging. To successfully complete each course, hence be awarded the qualification, it is important that you get into a learning routine or 'study rhythm' to manage this balance. To help you achieve this, the learning hours for each course are broken down into blocks to highlight the parts that must be managed by every student.

The breakdown of hours is based on a **six week assessment submission period**. This is the **maximum** time period allocated to students to complete assessment workbooks **unless stated otherwise** on the Assessment Workbook. You can submit the Assessment Workbook prior to the due date if you complete it before the due date.

Block courses are usually scheduled to be three-four weeks apart. If you are struggling with an aspect of your Assessment Workbook, bring your queries to the next block course for assistance.

Each course has a credit value assigned to it and this value represents the estimated time to complete the course. As a general guide, **1 credit** equates to **10 hours of learning**.

The components of the total learning hours for each course are explained as follows:

- Block course:** These are the hours of direct tutor contact in a face-to-face 'classroom' setting.
- Tutor directed:** These are the hours required by the individual student to complete the set activities and assessment tasks as instructed by tutors and assessors within the course workbooks.
- Self-directed:** These are the hours required for each student to plan and manage their own learning. This includes your work whilst on the job; practicing your new skills and/or use of knowledge in your workplace.

You will also have the support of your employer – probably your supervisor – who will give you opportunities to learn from them. For on job activities, they will confirm that your knowledge and skills align with this qualification.

Table 3

CIW2.100 Health and Safety for Infrastructure Works

This course aims to provide individuals with the skills and knowledge to:

- identify occupations and structures that make up New Zealand infrastructure;
- promote safe working practices for the workplace;
- identify and assess hazards in the workplace;
- put in place controls that will eliminate, isolate and minimise the risk of harm to themselves or others in the workplace;
- Participate in the use of Site-Specific Safety Plans within the workplace.

Main Topics:

- Understanding the infrastructure workplace
- Health and Safety - You and your employer
- Keeping the environment safe
- How to keep others, the environment and oneself safe
- Understanding your workplace
- How to respond to emergencies
- Safe work practices - am I doing this?
- How to eliminate, minimize and isolate hazards

Learning Outcomes:

On successful completion of this course students will be able to:

1. Demonstrate knowledge of occupations and sectors associated with the New Zealand infrastructure works industry.
2. Demonstrate knowledge of the structure of the New Zealand infrastructure works industry.
3. Describe health, safety, and environmental care at an infrastructure works site.
4. Demonstrate knowledge of infrastructure works emergency situations and site safety plans.
5. Explain response to emergencies at an infrastructure works site.
6. Identify the principles of workplace safety in a given workplace.
7. Demonstrate safe work practices in a specific workplace.

Total Learning Hours:

120

| | | |
|--|----|----------------------|
| Block course | 16 | (2 contact days) |
| Tutor directed | 44 | (7.3 hours per week) |
| Self-directed (including workplace activities) | 60 | (10 hours per week) |

CIW2.101 Traffic Management

This course aims to equip individuals with skills and knowledge that will enable them under supervision:

- to operate as a traffic controller;
- assist with temporary traffic management for low volume and Level 1 roads.

Main Topics:

- Principles of temporary traffic management including health and safety
- Component parts and layout of a worksite
- Setting up and worksite rules
- Authorised sign use
- Temporary traffic management equipment
- Manual traffic control
- Pedestrians and cyclists
- Static operations
- Mobile and semi static maintenance/inspection operations
- Night time protection
- Low Volume Roads
- Implications of Local Roads Supplement

Learning Outcomes:

On successful completion of this course students will be able to:

1. Demonstrate knowledge of working safely at sites under temporary traffic management.
2. Help establish and maintain temporary traffic management equipment under supervision.
3. Control traffic manually at a site laid out according to the *Code of Practice for Temporary Traffic Management* under supervision.

| | | |
|--|-----------|----------------------|
| Total Learning Hours: | 30 | |
| Block course | 8 | (1 contact day) |
| Tutor directed | 7 | (1.1 hours per week) |
| Self-directed (including workplace activities) | 15 | (2.5 hours per week) |

CIW2.102 Communications and Quality Assurance

This course aims to equip individuals with skills and knowledge to:

- participate in a team;
- use time management to facilitate efficient use of time;
- communicate with site personnel and the public regarding infrastructure works site activities; and
- monitor quality of own work and demonstrate company quality assurance practices.

Main Topics:

- Working with teams
- Managing your time and prioritizing
- Understanding the information used on an infrastructure works site
- Using effective communication
- How to maintain quality in your workplace

Learning Outcomes:

On successful completion of this course students will be able to:

1. Participate in a team or group which has an objective.
2. Describe methods of time management in relation to priorities.
3. Apply a method of time management to facilitate efficient use of time in dealing with priorities.
4. Interpret information on an infrastructure works site.
5. Provide information relating to tasks on an infrastructure works site.
6. Communicate with site personnel on an infrastructure works site.
7. Communicate with the public regarding infrastructure works site activities.
8. Monitor quality of own work in an infrastructure works operation.
9. Conduct routine inspections of own work area in an infrastructure works operation.
10. Demonstrate knowledge of company quality assurance and quality assurance practices in relation to own work area in an infrastructure works operation.

| | | |
|--|------------|-----------------------|
| Total Learning Hours: | 130 | |
| Block course | 16 | (2 contact days) |
| Tutor directed | 49 | (8.2 hours per week) |
| Self-directed (including workplace activities) | 65 | (10.8 hours per week) |

CIW2.103 Worksite Machinery

This course aims to provide individuals with the skills and knowledge:

- to complete work records and incident reports;
- operate and maintain small machinery safely and efficiently.

Main Topics:

- Completing work records
- Small machinery maintenance
- Using hand tools correctly.

Learning Outcomes:

On successful completion of this course students will be able to:

1. Describe, confirm, and complete work records.
2. Describe accident and incident reporting.
3. Select maintenance tools, fuel, and lubricants for small machinery used on infrastructure works sites.
4. Carry out maintenance checks on small machinery used on infrastructure works sites.
5. Clean up and store tools and materials for small machinery used on infrastructure works sites.
6. Demonstrate correct use of hand tools for infrastructure works.
7. Clean and store the tools.

| | | |
|--|-----------|----------------------|
| Total Learning Hours: | 60 | |
| Block course | 8 | (1 contact day) |
| Tutor directed | 22 | (3.7 hours per week) |
| Self-directed (including workplace activities) | 30 | (5 hours per week) |

CIW3.104 Earthworks for Civil Construction

This course aims to provide individuals with:

- skills and knowledge to identify and describe infrastructure works materials and compaction;
- prepare for compacting, hand spread materials and assist with compaction;
- perform pre-start checks, and operate compaction equipment.

Main Topics:

- Earthworks – the basics
- Getting to know how we work with materials
- Quality compaction – how this effects the outcome of the job

Learning Outcomes:

On successful completion of this course students will be able to:

1. Identify and describe infrastructure works materials and compaction.
2. Prepare for compacting operations.
3. Accept and hand spread materials.
4. Assist with compaction of materials.
5. Prepare for operations.
6. Perform pre-start checks on compaction equipment.
7. Operate compaction equipment.

Total Learning Hours:

70

Block course

8 (1 contact day)

Tutor directed

27 (4.5 hours per week)

Self-directed (including workplace activities)

35 (approx. 5.8 hours per week)

PART FOUR – BLOCK COURSE ATTENDANCE AND ASSESSMENT

Workbooks and Assessment Tasks

At the commencement of the **each block course** you will be issued with an **Assessment Workbook** which incorporates all assessment tasks/activities for each course. Each Assessment Workbook **MUST** be completed, then signed and dated by the workplace supervisor to verify that you have completed all the tasks/activities assigned.

You will need to return the completed and verified assessment workbooks to NZIHT for assessment by an NZIHT Assessor. It is your responsibility to ensure you safely deliver your assessment workbooks to NZIHT for assessment. You are strongly advised to keep a copy of your assessment activities as a back-up should you misplace or damage your workbooks. Once everything is found to be in order and ready for assessment, the Assessor may make contact and visit you in your workplace to verify the work you have done.

Once the assessment process has been completed you will receive notification of the unit standards achieved or any further work required. Please phone the Programme Manager at NZIHT (06) 759 7065 to discuss any difficulties you may be having with your workbooks and/or training. If necessary, the Programme Manager will put you in direct contact with the NZIHT assessor.

Support can be arranged for those students with learning difficulties. **Please contact the Programme Manager** if you need assistance.

Assessment Requirements

- All assessments are competency based.
- Work must be submitted by the **due date shown on the Assessment Workbook** unless the Assessor/Programme Manager has approved an extension. This is usually **six weeks** from the completion of the Block Course.
- A request for an extension must be submitted no later than **two** working days **prior** to the due date of the assessment. If approved, an extension will normally **not exceed five working days** after the due date, except in exceptional circumstances.
- Under normal circumstances, work that has been submitted on time will be returned within **four** weeks after the due date.
- Students who receive a **Not Yet Competent result** will be allowed **only one resubmission** of the Assessment Workbook. A further resubmission may be permitted in exceptional circumstances and must be applied for through the Programme Manager. A fee may apply.
- Students with disabilities or recognised conditions of impairment may receive assistance during assessment such as a reader/writer. Refer to WITT Policy and Procedure *Assistance for Controlled Assessments*.*
- Regulations pertaining to resubmissions are in accordance with WITT Policy and Procedure *Assessment*.*
- Students may lodge an appeal in accordance with WITT Policy and Procedure *Academic Appeals*.*

- Recording and reporting of results is in accordance with WITT Policy and Procedure *Reporting and Certification** with the exception that results will be reported at the end of each offering of the programme.

* *Please contact the Programme Manager if you require access to a Policy and Procedure.*

Assessment Conduct

NZIHT expects you to conduct yourself honestly when you complete your Assessment Workbooks. You **must not copy** the work of another student or **allow another student to copy** your work.

It is also important that you understand the difference between working together with peers (which allows you to learn from them) and copying. It is acceptable for you to discuss questions with your peers or work colleagues but the answers you write in your Assessment Workbook must be your own. The tutors will discuss this with you during the block course.

If the assessor identifies that you have copied someone's answers they will stop marking your Assessment Workbook and it will be returned to you either unmarked or you may receive a 'not yet competent' result. This means you will not achieve the course or the qualification.

At the back of the Assessment Workbook supplied by NZIHT you are required to sign a declaration acknowledging that the answers to the assessment questions are your own work.

Credits Already Achieved

- It is **important** to **inform the Programme Manager** if you have already achieved any of the unit standards listed in **Table 2**.
- If you have achieved credit for any of these unit standards through NZIHT or WITT, they will be recorded as CC (cross credit) within this programme.
- If you achieved any of these unit standards through another tertiary education provider, your results for this programme will show AAP (Achieved at Another Provider).
- It is **important** that you **check your NZQA Record of Learning**.

Requirements for Award of Qualification

- Students **must achieve 41 credits** to be awarded the New Zealand Certificate in Infrastructure Works (Level 2).
- Full attendance is required on each of the block courses.
- All courses are compulsory.
- Students are expected to **complete the programme within one year**. The maximum number of years from first enrolment to completion of the qualification is two years.

PART FIVE – SUPPORTING PROGRAMME INFORMATION

Withdrawing from the Programme

If your commitment and involvement in this programme of study ceases at any time you should complete a withdrawal form and lodge this with the Programme Manager. If you do not officially withdraw from the programme your results will be reported as a fail grade due to coursework not being completed and your transcript will show IC (Insufficient Coursework).

Change of Address / Contact Details

You are required to advise the Programme Manager of any changes to your details and/or circumstances that could affect your placement on the course.

It is **your responsibility to advise NZQA** of a change of address.

Academic Conduct

Once accepted on the programme you are required to take responsibility for your own learning and academic progress. You should complete all assessment activities by the advised due dates and ensure any work submitted for assessment is your own and not that of another person or persons. You are required to comply with any instructions given for the conduct of any test, workbook or workplace assessments.

Programme Regulations

Please contact the Programme Manager if you require a full copy of the current Programme Regulations for the New Zealand Certificate in Infrastructure Works (Level 2).

Appeals

If you have legitimate grounds for questioning a decision relating to academic matters (e.g. programme admission, assessment results, etc.) you may lodge an appeal for consideration by the Academic Appeals Committee. Applications must be lodged **within 14 days** of receiving a decision. The Policy and Procedure *Academic Appeals* and associated forms are available by contacting the Programme Manager.

Complaints

If you have any concerns about any aspect of study on this programme, please contact the Programme Manager so your issues can be discussed and resolved fairly and as quickly as possible. NZIHT will make every attempt to address your concerns.

In the unlikely event that your concerns remain unresolved you can lodge a formal complaint with WITT, by contacting WITT's Administration Manager on 0800 WITT WORKS.

Student Evaluation and Satisfaction Surveys

YOU AND YOUR SUCCESS ON THIS PROGRAMME IS IMPORTANT TO US! 😊

Therefore we welcome your views on what we are doing well and/or how we can improve. NZIHT and WITT highly value the feedback we receive from our students. While we try to ensure that the teaching you receive meets your needs and the needs of the industry within which you work, there may be areas we are unaware of where we are not meeting these needs. To help keep us informed you will be invited to complete a brief questionnaire (evaluation survey) that will focus on various aspects of your learning experience. We encourage you to help us improve the quality of your learning experience by completing these surveys openly and honestly. Survey information is kept confidential and only used for improvement purposes. We thank you in advance for taking the time to complete these surveys.

Student Support Services

As a WITT student you are eligible to access the following support services:

- **Health Services:** Confidential health advice via 0800 WITT WORKS ext 8775 or 8815.
- **Counselling and Chaplaincy Services:** WITT counsellors and chaplain via 0800 WITT WORKS ext 8766 or ext 8765.
- **Maori and Pasifika Support Services:** You can contact WITT Maori and Pasifika Centre staff via 0800 WITT WORKS ext 8978.
- **Scholarships and grants information:** can be accessed by contacting the scholarship coordinator via 0800 WITT WORKS.
- **Student ID Card:** You are entitled to a WITT student ID card which will enable you to access WITT resources and facilities. Contact the NZIHT Programme Coordinator if you want an ID card issued in your name.
- **NZIHT Support:** The NZIHT Programme Manager and staff are available to assist and guide your studies. If you need help on any course related matters, please contact the Programme Manager in the first instance.

If you require any further information about this programme, any of the courses, or assessment tasks, please don't hesitate to contact the Programme Manager.

Contact

Jan Kivell
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