

# PROGRAMME INFORMATION HANDBOOK 2019



## **New Zealand Certificate in Infrastructure Works (Level 3)**

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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

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### Programme strategic purposes

The purpose of this qualification is to provide the infrastructure works industry with people who have a broad range of infrastructure works skills, including the safe and effective operation of basic plant and equipment.

It is the cornerstone qualification for those graduates wanting to move into technical roles in the civil works, surfacing construction and manufacturing, pipe installations and utilities maintenance contexts.

Graduates of this qualification are able to work safely in a range of infrastructure works contexts with limited supervision.

### Graduate profile

Graduates of this qualification will be able to:

- Apply safe work practices and comply with environmental requirements on site
- Apply quality and industry best practice principles
- Operate and maintain small plant and equipment, and secure and transport materials, plant and equipment.

### Education pathway

This qualification builds on the New Zealand Certificate in Infrastructure Works (Level 2) [Ref: 2522], and leads to level four qualifications in the Infrastructure and/or Civil Works industries.

### Employment pathway

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

- civil works operations
- surfacing operations
- underground utilities operations

## To Enrol

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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

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# Programme Structure

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**Table 1**

COURSE CODE	COURSE TITLE	LEVEL	NZQF CREDITS	WITT CREDITS
<b>All courses are compulsory</b>				
CIW3.300	Safe Work Practices	3	12	12
CIW3.301	Protection and Services	3	10	10
CIW3.302	Communications and Industry Documentation	3	12	12
CIW3.303	Soil and Compaction	3	8	6
CIW3.304	Small Plant and Equipment	3	16	16
<b>Total Credits</b>			<b>58</b>	<b>56</b>

## Programme Length

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

## Programme Fee

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This programme is offered fee free for 2019.

## Entry Criteria

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Applicants **must** be working in the infrastructure works industries.

### Academic achievement

Applicants should 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

### English language

Applicants whose first language is not English, or who come from a country where the language of instruction in schools or other teaching institutions is not English, are required to provide evidence of having passed such tests of English language competence as detailed in Policy and Procedure English Language Proficiency.

### Life skills/work experience

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.

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**

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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**

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Birth Certificate or Passport verification of New Zealand Citizenship or Permanent Residency is necessary for enrolment into this programme.

## PART TWO – DELIVERY FORMAT

The New Zealand Certificate in Infrastructure Works (Level 3) 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
<b>All courses are compulsory</b>					
<b>BLOCK ONE : Attend TWO (2) days off-job training followed by self-directed study</b>					
<b>CIW3.300</b>	<b>Safe Work Practices</b>	<b>3</b>		<b>12</b>	<b>12</b>
20866	Work safely on an infrastructure works site	3	2	7	
31245	Plan for and lift, move, and place loads using mobile plant, in infrastructure works environments	3	1	5	
<b>BLOCK TWO: Attend TWO (2) days off-job training followed by self-directed study</b>					
<b>CIW3.301</b>	<b>Protection and Services</b>	<b>3</b>		<b>10</b>	<b>10</b>
27501	Demonstrate knowledge of protection and support systems for excavation on an infrastructure work site	3	1	2	
6479	Locate and identify services for infrastructure works	3	7	5	
27201	Mitigate environmental damage caused by a contamination incident	3	2	3	
<b>BLOCK THREE : Attend TWO (2) days off-job training followed by self-directed study</b>					
<b>CIW3.302</b>	<b>Communications and Industry Documentation</b>	<b>3</b>		<b>12</b>	<b>12</b>
27329	Demonstrate knowledge of and apply quality assurance practices to own work area in an infrastructure works operation	3	2	4	
17327	Apply communication skills on an infrastructure works site	2	3	3	
6475	Describe and complete work records for infrastructure works	2	5	2	
6476	Read and interpret infrastructure works plans	3	5	3	
<b>BLOCK FOUR : Attend One (1) day off-job training followed by self-directed study</b>					
<b>CIW3.303</b>	<b>Soil and Compaction</b>	<b>3</b>		<b>8</b>	<b>6</b>
17328	Demonstrate fundamental knowledge of earthworks	3	3	5	
25831	Describe road construction materials and their compaction	3	2	3	
<b>BLOCK FIVE : Attend TWO (2) days off-job training followed by self-directed study</b>					
<b>CIW3.304</b>	<b>Small Plant and Equipment</b>	<b>3</b>		<b>16</b>	<b>16</b>
19675	Describe and operate a road saw	3	4	4	
29028	Demonstrate knowledge of and operate a handheld saw for infrastructure works activities	3	1	6	
27500	Operate compaction equipment for infrastructure works	3	2	4	
28715	Load, secure, and transport infrastructure works materials, small plant, and equipment	3	1	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

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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**

**CIW3.300 Safe Work Practices**

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.
- Plan for and lift, move, and place loads using mobile plant in an infrastructure works environment.

**Main Topics:**

- Health and safety requirements
- High risks
- Work safety with others
- Lifting, moving and placing loads

**Learning Outcomes:**

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

1. Identify and explain health and safety requirements on an infrastructure works site.
2. Identify and explain high risks on an infrastructure works site.
3. Work safely with others on an infrastructure works site.
4. Plan for lifting, moving and placing loads using mobile plant in an infrastructure works environment.
5. Lift, move and place loads using mobile plant in an infrastructure works environment

<b>Total Learning Hours:</b>	<b>120</b>	
Block course	16	(2 contact days)
Tutor directed	44	(7.3 hours per week)
Self-directed (including workplace activities)	60	(10 hours per week)

## CIW3.301 Protection and Services

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.

### Main Topics:

- Excavation protection and support systems
- Locate services
- Contamination incident.

### Learning Outcomes:

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

1. Describe protection and support systems used for excavation safety on an infrastructure works site.
2. Explain reasons for the selection of specific protection and support systems on an infrastructure works site.
3. Confirm the existence of services for infrastructure works.
4. Locate and mark services for infrastructure works.
5. Record and report position of services for infrastructure works.
6. Describe the consequences of damage to services and the procedures for managing and reporting damage to services.
7. Select and use personal protective equipment.
8. Identify, take preventative action to mitigate environmental damage caused by a contamination incident, and report a contamination incident at an infrastructure works site.
9. Clean the site after a contamination incident at an infrastructure worksite.

<b>Total Learning Hours:</b>	<b>100</b>	
Block course	16	(2 contact days)
Tutor directed	34	(5.7 hours per week)
Self-directed (including workplace activities)	50	(8.3 hours per week)

## CIW3.302 Communications and Industry Documentation

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.

### Main Topics:

- Quality of own work
- Communication skills
- Work records
- Infrastructure works plans

### Learning Outcomes:

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

1. Monitor quality of own work in an infrastructure works operation.
2. Conduct routine inspections of own work area in an infrastructure works operation.
3. Demonstrate knowledge of company quality assurance and quality assurance practices in relation to own work area in an infrastructure works operation.
4. Interpret information on an infrastructure works site.
5. Provide information relating to tasks on an infrastructure works site.
6. Communication with site personnel on an infrastructure works site.
7. Communication with the public regarding infrastructure works site activities.
8. Describe, confirm, and complete work records.
9. Describe accident and incident reporting.
10. Identify and describe details of infrastructure works plans.
11. Identify and describe features of infrastructure works plans.
12. Use plans to locate features on site.

### 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)

## CIW3.303 Soil and Compaction

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

- The nature of different soil types
- Bulk excavation
- Placement of earthworks materials
- Dust, erosion, and run-off control on earthworks
- Road construction materials and their compaction.

### Main Topics:

- Soil types
- Bulk excavation
- Earthwork materials
- Dust, erosion, and run-off control
- Road construction materials

### Learning Outcomes:

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

1. Describe the nature of different soil types
2. Demonstrate knowledge of bulk excavation
3. Describe placement of earthwork materials
4. Describe dust, erosion, and run-off control on earthworks
5. Describe road construction materials
6. Describe compaction for road construction materials.

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

## CIW3.304 Small Plant and Equipment

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.

### Main Topics:

- Road saws
- Handheld saws
- Compaction equipment
- Transport small plant and equipment.

### Learning Outcomes:

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

1. Describe road saws.
2. Prepare for operations.
3. Cut surface using a road saw.
4. Describe the use of a handheld saw for infrastructure works activities.
5. Prepare for operations.
6. Cut surfaces using a handheld saw.
7. Prepare for operations.
8. Perform pre-start checks on compaction equipment.
9. Operate compaction equipment.
10. Prepare to load a vehicle for infrastructure works activities.
11. Load the vehicle.
12. Restrain, secure, and protect a load for infrastructure works activities.
13. Transport the load for infrastructure works activities.

### Total Learning Hours:

**160**

Block course	16	(2 contact days)
Tutor directed	64	(10.7 hours per week)
Self-directed (including workplace activities)	80	(13.3 hours per week)

# PART FOUR – BLOCK COURSE ATTENDANCE AND ASSESSMENT

## Workbooks and Assessment Tasks

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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 your workbooks will not be returned to you, and 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

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- 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 **four 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

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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

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- 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

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- Students **must achieve 56 WITT credits** to be awarded the New Zealand Certificate in Infrastructure Works (Level 3).
- Full attendance is required on each of the block courses. A student who fails to attend two or more consecutive block courses without acceptable explanation may be withdrawn from the programme.
- 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

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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

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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

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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

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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 3).

## Appeals

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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

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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

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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

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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

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